

PARENT/STUDENT ELEMENTARY SCHOOL HANDBOOK *NORTH OLMSTED SCHOOLS* **2024-2025**

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 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.

Ultimately, each student will gain from school according to the effort he/she applies. 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.

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!

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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.

STUDENT CODE OF CONDUCT

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.

ARRIVAL AND DISMISSAL

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

- Teachers are in class areas at times noted above. Adult supervision is not available before the posted times. Students should arrive at the arrival times noted above and not before.
- Dismissal times are noted above. Parents picking up students should follow dismissal procedures. Do not park in bus loading zones.
- If it becomes necessary to pick up your child before regular dismissal, go to the office to meet your child and sign him/her out. Students will only be dismissed from the office. Have an ID with you when picking up your child.
- If you are planning to pick up your child early, or change your child's transportation routine, 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.
- Walkers and bicycle riders must use prescribed routes and crosswalks going to and from school, staying off private property.
- Parents should instruct children to go directly to and from school.
- Medical appointments should be scheduled outside school hours whenever possible. A request for an excuse for a medical appointment that will occur during school hours should be made by phone or note by parent or guardian before 9:30 a.m. The student must report to the office and be met by the parent or guardian before going to the appointment. A student returning to school the same day must first report to the office. Plan to provide a medical note from the health care provider.

STUDENT ILLNESS


1. **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).
2. 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.
3. 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.



ATTENDANCE

4. 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.
5. 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.

Birch Attendance:	440-588-5401
Chestnut Attendance	440-588-5501
Maple Attendance Number:	440-588-5516
Pine Attendance Number:	440-588-5531

6. School Board policy requires notification of parents when an absence is not reported to the office by the parent.
7. You may request homework 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.
8. When a vacation must be taken during the school year, a **Planned Absence form** must be submitted to the principal *at least a week before the vacation*. Work should be completed upon the child's return to school. This form is available on our website or in the office.
9. 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.
10. Attendance at school is tracked in hours and minutes per state law. Absences and tardies are also tracked in hours and minutes.
11. 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). 
12. Unexcused absence 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.
13. 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.

14. 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

1. The district will notify the student's parents in writing within seven days of the triggering absence.

2. The student will follow the district's plan for absence intervention

3. 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

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.

BICYCLES

In consideration of the safety and welfare of the children attending North Olmsted elementary schools, the following expectations will be in effect:

1. All bicycles should be locked. The school is not responsible for stolen or damaged bicycles.
2. Bicycles must have a North Olmsted bicycle license. All laws of the City of North Olmsted will be enforced.
3. Bicycles must be parked in racks provided.
4. Bicycle riding is prohibited on the school grounds.
5. Students are not permitted to ride motorized vehicles on school property (i.e., go-carts, mopeds, motorized scooters, and similar vehicles).
6. Any student violating these expectations may have the right to ride a bicycle to school revoked for the remainder of the school year.



WALKERS

1. Walkers need to arrive at school no earlier than the designated student arrival time.
2. 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.
3. Shortcuts through neighborhood yards are not permitted unless a city sidewalk exists.
4. 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.

BOOKS

5. 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.
6. 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.

HOMEWORK

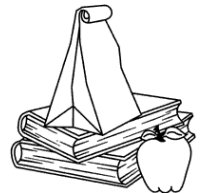
The North Olmsted Board of Education believes that a primary objective of education is to stimulate and sustain an interest in and enthusiasm for learning and further believes that learning should be developed and reinforced within the limits of each individual student's abilities, needs, and interests.

LOST AND FOUND

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

LUNCHES

1. A nutritious lunch is available through Food Services. Current prices are printed on the menus sent home each month. Children who bring a lunch from home should bring beverages only in plastic or carton containers.
2. **Beverages, (i.e., soda pop, soft drinks, energy drinks), in cans and bottles are prohibited. Aerosol and glass jars are prohibited.**
3. Free or reduced price lunches may be provided to children whose family income meets Federal guidelines.
4. The district has moved to an online application through PaySchools. Families will need to set up a Pay School's account to complete the free and reduced meal application at: payschoolscentral.com
5. Students who forget lunches or money are to contact the office or food service staff. The money is to be paid back the next day.
6. The cafeteria is supervised by noon assistants.



7. Special dietary consideration may be provided by food service as a result of a physician's request.
8. Students are expected to eat lunch. If they are to be excused from eating for medical or religious reasons, please send a note with an explanation.

LUNCHROOM RULES

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.

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.

IMMUNIZATION OF STUDENTS

State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are 4 DPT injections, 3 doses of oral polio vaccine, and immunization against rubella, rubeola measles, and mumps after the 1st birthday. The only children who are exempt are those with a medical or religious/philosophical exemption on file at the school. Under the law (3313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In the process" means they have already had a minimum of 1 DPT and 1 polio and immunization against

measles, rubella, and mumps. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. Additionally, those who are "in the process" must complete their series in a medically sound but timely manner or they lose then-temporary waiver and are subject to exclusion from school.

PARENT COMMUNICATION

The school district encourages parents to seek answers to problems at the most basic level appropriate. Ordinarily, parents should discuss a concern with the classroom teacher prior to seeking the intervention of the building principal or seeking central office assistance. Board of Education members set the policy for the district rather than administer the schools directly; therefore, parents are urged to save themselves time in seeking a resolution to problems by approaching the teacher or administrator as early as possible.



BIRTHDAYS

Treats and goodie bags must have prior approval of the principal.

- 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.

PHONE CALLS / MESSAGES

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

PROPER SCHOOL ATTIRE

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 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."

REPORT CARDS/ CONFERENCES



1. Parent-Teacher conferences are scheduled twice a year as part of the reporting process.
2. Report cards will be available electronically after each nine-week period.
3. Additional conferences may be scheduled by the parent by calling the school office to make an appointment or contacting the teacher directly through email.
4. 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.

RECESS

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



PLAYGROUND RULES

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.

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.



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 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.

SCHOOL FEES

School fees may be collected by the District as a prerequisite for a student's participation in any curricular or extracurricular program of the District. Students eligible under the USDA Free or Reduced Meal Program or families facing serious financial difficulties may request to have academic fees waived. Please contact the Main Office for a fee waiver form. In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit.

Fees can be paid @ payschoolscentral.com

WITHDRAWALS

1. Parents withdrawing students from school for any reason should notify the office at least two days in advance so that all records can be properly transferred to the new school.
2. **Make sure all school property is returned and all school fees and fines are paid.**
3. Complete the online Withdrawal Form using your Powerschool Parent Portal Account or contact the office to sign a withdrawal slip.
4. Fill in the "Release of Records" form for the receiving school.
5. Leave a forwarding address with our office.

SCHOOL VISITORS

1. When arriving for a visit, please stop at the office for security purposes and obtain a visitor's badge. IDs are required.
2. Students are not allowed to bring other children as visitors to school.

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 SERVICES

1. 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.

2. 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.

3. 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) 779-3563 and ask for the Director of Pupil Services.

TRANSPORTATION

All buses used by the North Olmsted Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

BUS RULES

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

1. Students should arrive at least 5 minutes before their scheduled pickup at the bus stop.
2. Students should wait in an orderly manner at the designated bus stop and at least 15 feet away from where the bus actually stops.
3. Wait until the bus is completely stopped before loading or unloading the bus.
4. Students should take a seat immediately and stay seated.
5. Students should never throw anything inside or outside the bus.
6. Students should keep hands, heads and arms inside the bus at all times.
7. Students are responsible for showing their best conduct. Rough play or abusive language is not allowed.
8. Students are not permitted to eat or drink on the bus.
9. Students are not permitted to bring electronic devices on the bus.
10. Students should not open the bus windows without the driver's permission.
11. Students should not tamper with safety devices on the bus or destroy or deface any portion of the bus.
12. Students who need to cross to the opposite side of the street should await the driver's signal when loading and unloading the bus. Never cross behind the bus.



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.





North Olmsted City Schools

Computer Hardware, EagleNet Network,
www.nolmsted.org domain, and Internet
Acceptable Use Policy

I. PURPOSE

The purpose of this acceptable use policy is to set forth guidelines for access to the school district computer system, email system, and acceptable use of the Internet and electronic devices provided by the school district or brought onto campus by the student. Such devices include but are not limited to the following: computers, handheld devices, netbooks, iPods, iPads, PDAs, calculators with interface capability, digital audio players, portable storage devices, digital cameras, et al. Additionally, connection to the Internet while on district grounds through infrared/wireless, cellular broadband cards or mobile telephones, or other non-wired devices fall within the purview of this policy.

II. USE OF SYSTEM IS A PRIVILEGE

The use of the school district equipment and/or system, email, and access to use of the Internet or wireless system is a privilege, not a right

III. DISTRICT PROVIDED EMAIL

Email is provided for specific educational purposes and use is limited to school approved activities.

IV. UNACCEPTABLE USES

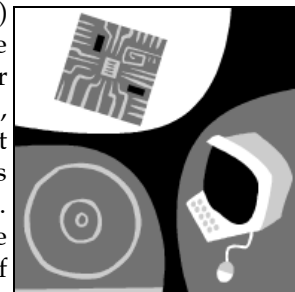


A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, transmit, receive, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material. "Sexting" is illegal and particularly detrimental for students; such behavior is expressly prohibited.
2. Users will not use the school district system to transmit, receive, or store items containing obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language; gamble; nor advocate for illegal activities, including tobacco or alcohol.
3. Users will not use the school district system to access, transmit, receive, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause

damage or danger of disruption. Users will not post personal information about other students without their express permission.

4. Users will not use the school district system to access, transmit, receive, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination; likewise, any activity that constitutes bullying is expressly prohibited. District policies and the Student Code of Conduct stress the seriousness of such acts and the discipline for any such behavior.



5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law, or any District policy or Code of Conduct..
7. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district computer or server system software, hardware or network infrastructure or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
8. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person. In other words, students may not use another person's account or password or bypass security to modify, alter, damage, or delete another user's files or district files.



9. Users will not use the school district system to post private information about another person, including other students, or

to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

10. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, will not attempt to access District files, will not attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
11. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. Users will not use the school district system for the conduct of a business, for political solicitations, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
13. Students may not use the school district system to access personal communication software including web based e-mail, messaging, paging, Internet telephone, or other like systems without written permission unless under the direction and supervision of a staff member.
14. Students will not visit social media sites such as Facebook, TicToc, SnapChat, Instagram, etc. via District computers or network accessibility nor access such sites with personal equipment or Web services while at school. Additionally, students should be aware that postings to such sites made out of school may still result in school discipline if the content finds its way into school and proves substantially disruptive to school operations. Nastiness, offensiveness, disparaging comments, untruthful statements, demeaning behavior, and alcohol or illegal substance use are not appropriate in any circumstance,

15. Students may not make a connection to the Internet while on district grounds through infrared/wireless, cellular broadband cards or mobile telephones, or other non-wired devices without the written permission of the network administrator.

This list of prohibited uses is not exhaustive and is not intended nor should it be construed to restrict the District in any way from taking appropriate disciplinary action should an inappropriate use occur that does not fall into one of the aforementioned categories.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official.



V. VIOLATIONS OF THE POLICY

Violations of this policy may result in disciplinary action up to and including expulsion as described above and included in Board of Education Policy 5620.

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

Please visit our web site at
<http://www.northholmstedschools.org>
for district information, forms
and individual school points of interest.

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.

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 Suspension**— 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.
6. **Suspension** — Suspension is the removal from class or any school-related activity. The principal shall have the authority to suspend any student who violates school expected behaviors, whether in the transit to or from school, during the school day, or at school-related activities.
7. **Expulsion** — Expulsion is the exclusion of the student from all school attendance and related activities not to exceed 90 school days.

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.

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

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, in-school 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.
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. Distribution of materials that meet the description of "abusive, harassing, bullying and/or disrespectful behavior" in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. Inappropriate appearance: A student shall not appear in school or at a school-sponsored or related event or activity in 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, harassing, bullying and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.
14. 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.
15. 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 may subject a student to suspension or expulsion in the first instance.
16. 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.

17. 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

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, in-school 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, harassing, bullying, and/or disrespectful behavior: 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.
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 bomb 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 bomb threats. Any bomb 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. 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, Assistant Principal, or Associate Principal is authorized to suspend a student. When the Superintendent, Principal, Assistant Principal, or Associate Principal has determined that s/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, Associate 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, Assistant Principal, or Associate 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.

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.

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.

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
2. of their suspension or expulsion. 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. Students suspended out-of-school or expelled do not have the right to make up work nor do they receive credit for the work which was missed. Students suspended out-of-school may, however, ask the teacher for the work to do on their own.
5. Parents are requested to keep their students at home during suspension and expulsion times and direct their students in a work/study environment.
6. 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.
7. Exceptions to this policy/procedure may be considered for special circumstances such as for taking state tests, SAT and ACT tests.



NORTH OLMSTED CITY SCHOOLS 2024-2025 School Year

August

August 19	Convocation - All Personnel
August 20-21	Staff Professional Days
August 22	First Day of School (1-12 Gr)
August 28	First Day of Kindergarten

September

September 2	Labor Day - No School
September 3	First Day of PreSchool

October

October 11	NEOE Day - No School
October 25	Staff Day - No School

November

November 5	Staff Day - No School
November 27	Staff Day - No School
November 28-29	Fall Break - No School

December

December 20	Staff Day - No School
December 23-31	Winter Break

January

January 1-3	Winter Break
January 20	MLK Day - No School

February

February 14	Staff Day - No School
February 17	Presidents' Day - No School

March

March 14	Staff Day - No School
March 31	Spring Break - No School

April

April 1-4	Spring Break - No School
April 18-21	Easter Break - No School

May

May 26	Memorial Day - No School
May 29	Last Day of Pre-School
May 30	High School Graduation

June

June 3	Students last Day
June 4	Teacher/Clerical Day

Grading Periods

Aug. 22-Oct. 18	40 Days
Oct. 21-Dec. 19	39 Days
Jan. 6-March 13	46 Days
March 17-June 3	49 Days



Staff Days - No students



Staff Professional Day - No students



Holidays - No school



End of 9-week grading period

Approved 4/15/2024

August 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Contingency Plan:

If it becomes necessary to make up a calamity day(s) as required by O.R.C.

3317.01 the day(s) will follow the conclusion of the school year on June 3, 2025

Disclaimer: Dates are subject to change.