

NORTH OLMSTED MIDDLE SCHOOL

North Olmsted City Schools

27401 Butternut Ridge Rd.

North Olmsted, Ohio 44070

Phone: (440) 588-5700

Bryan Busold, Principal

Dave Ferrando, Assistant Principal

Property of _____

I am currently in grade _____

My Eagle Block teacher is _____

BE ON TIME, BE PREPARED, AND BE RESPECTFUL

North Olmsted City Schools offers 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, the Director of Pupil Services: (440) 588-5334

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WELCOME

The North Olmsted Middle School staff, faculty, and administration welcome and wish you a successful year. All students have the opportunity to be a part of one of the finest middle school programs in Ohio. There are many educational, social, and extracurricular opportunities for you here at North Olmsted Middle School. Our school is committed to pride and excellence and our goal is to be the “best” school. We hope all students take pride in school, are actively involved, and strive for excellence. There is no substitute for hard work. To help reach these goals, we have prepared this student guide and homework organizer. Take time to look through this handbook as a family so that everyone is aware of the many opportunities, educational offerings, and challenging experiences you will encounter this year. We look forward to working with you during your exciting middle school years. HAVE A GREAT YEAR!

ACADEMICS

REPORT CARDS

Grades are based on classroom work, testing and/or homework and determined by the grading scale below. The grade point average (GPA) is computer generated and is reported at the end of each grading period. The grade points assigned to letter grades are as follow:

Grade	Numerical %	GPA points
A+	97 – 100	4
A	93 – 96	4
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0

B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	.7
F	0 – 59	0

All courses are weighted as follows:

- Quarterly courses are awarded .25 credits.
- Semester courses are awarded .50 credits.
- Full year courses are awarded 1.0 credit.

The sum of the grade points divided by the sum of the weighted grades equals the GPA.

PARENT/TEACHER CONFERENCES

Conferences will be held in November and February. Dates are listed on the school calendar.

PowerSchool PARENT PORTAL

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, assignment descriptions, and other helpful information. Access this from your internet browser by typing the following into the address bar <https://psno.nccohio.org/public/home.html> or click on the PowerSchool Button on the home page of www.northholmstedschools.org.

ATTENDANCE POLICIES

ARRIVAL

The middle school opens its doors at 7:05 A.M. There is no supervision for students arriving prior to this time. Please do not drop off your child before 7:05 A.M. When students arrive at school they are to go directly to the cafeteria. Students are not to be in the halls waiting for friends or socializing.

ATTENDANCE

We are obligated by Ohio law to account for the attendance of all students. Students and parents are both bound by Ohio's compulsory law. These requirements state that students must be present at school unless excused for one of the reasons listed.

PROCEDURE FOR LEAVING THE BUILDING & SCHOOL GROUNDS

For a student to leave the building and/or school grounds for any reason, a parent/guardian must sign the student out at the Attendance Office. A school bus is considered School Grounds and once a student arrives at school they may not leave campus for any reason without following appropriate procedures. If a student is caught off campus without permission, serious consequences such as out of school suspension will be assigned. For illness or emergency, only the parent or guardian listed on the emergency medical form will be contacted. If the parent cannot be reached, the student will be required to remain at school. Any student who leaves the building without administrative permission will be in violation of this policy and will be subject to disciplinary action.

Students who are leaving school grounds for an appointment, out-of-town, etc. are to be picked up and signed out from the Attendance Office. Upon returning from an appointment, the student must report to the Attendance Office before going to class. It is recommended that all appointments be made before school or after school. Verification of appointments is required before the absence will be excused. A student may not loiter, nor return to school on a day he/she is sent home from school.

To be eligible to participate in co-curricular activities (athletics, clubs, dances, etc.), a student must be in attendance by 10:57 A.M. the day of the activity, or be legitimately excused in advance.

PROCEDURE FOR MEDICAL APPOINTMENTS

A parent must call in a medical appointment to the Attendance Office. Upon return from the appointment, the student must turn in an appointment verification form from their physician.

STUDENT ABSENCES

The faculty and Administration of North Olmsted Middle School strongly believe that consistent attendance and punctuality are important for student success. If students are absent, they are not to be on the school grounds. This means if they miss school they cannot participate in athletics or extracurricular activities. When a student is absent, parents or guardians are to call the Attendance Office before 7:00 A.M. on the day of the absence. Attendance Office phone numbers are available 24 hours a day. Please call (440) 588-5701. To avoid a day of unexcused absence, parents or guardians must call the Attendance Office within 24 hours of a student's absence with an acceptable reason for the absence. Excused absences include illness, medical appointment (with verification) severe illness in the family, death in the family, religious observance, planned absence or other reason with prior approval of the Assistant Principal in

charge of attendance. Absences, which are not excusable, are: transportation problems, oversleeping, any falsified excuses, truancy (absence from school without school authorization or parent consent), hair appointments, shopping, out of school suspension or expulsion. Students who are unexcused do not receive credit for make-up work. If there is a question whether an absence is excused or unexcused, contact the Principal or Assistant Principal. Amendable "unexcused" absences may be changed to "excused" within 2 working days. The student must show teachers the amended excused absence within the 2 working days in order to get credit for work. WHEN RETURNING FROM AN EXCUSED ABSENCE, STUDENTS HAVE A RESPONSIBILITY TO TALK TO EACH TEACHER AT THE BEGINNING OF EACH CLASS REGARDING ASSIGNMENTS AND EXPECTATIONS

SCHOOL TARDINESS

All students entering school after 7:25 A.M. are to report to the Attendance Office for a pass to their class. Students are to present the pass to their respective teacher for admission to class. No student will be admitted to class without a pass from the Attendance Office. Students are considered tardy to school if they arrive after 7:25 A.M. Students are permitted three (3) emergency tardies per quarter. Emergency tardies are to be used for emergencies only, i.e. transportation problems, isolated power outages, faulty alarm clocks, etc.

EMERGENCY MEDICAL AUTHORIZATION FORMS

Emergency medical authorization information is gathered in Power School and should be updated at the start of each school year. In the event a student must be transported to the hospital for treatment, this form enables the hospital personnel to perform emergency treatment immediately rather than having to wait for parents to be contacted. This form is needed for the safety of the student.

Parents / Guardians who will be out of town are required to notify the school in writing of the name and phone number of a contact person who will be responsible for the attendance of the student.

Families must complete these PowerSchool forms prior to the first day of school.

TRUANCY & EXCESSIVE ABSENCE POLICY

Recent legislative changes of HB 410, makes significant changes to truancy and compulsory school attendance. Definition of 'habitual truant' changed from days to hours. The new definition is:

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

Includes 'excessive absences':

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

According to HB 410, a habitually truant student whose absences are unexcused must be assigned an absence intervention team. The absence intervention team must consist of, at minimum, two representatives from the school or district, and the child's parent or legal custodian. The team's role is to develop a truancy intervention plan tailored to the student. The school district is required by law to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

ASSIGNMENTS WHEN ABSENT

Students absent two or more consecutive days may acquire their academic assignments. Please email the teacher or communicate through google classroom. Assignments can be emailed, posted in the Google Classroom, or available for pick up at the end of the school day if prior arrangements are made between the student and teacher.

MAKE-UP WORK WHEN ABSENT

Students with excused absences will be given adequate time to make up tests, quizzes and other academic work missed. If a student is absent he/she will be allowed the number of days absent plus one to turn in make-up work. It is the responsibility of the student to initiate contact with his/her teacher regarding academic work required during the period of absence. For planned absences, students are to arrange make-up work, homework, tests, and quizzes with the teacher prior to departure. Unless there are extenuating circumstances related to illness or injury, long range assignments, such as term papers, are expected to be turned in on the due date. Students going on field trips are expected to turn in all class work on the day they 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 to be obtained from the Attendance Office one week in advance of the absence and must be signed by the student's parent and his/her respective teachers. Unless there are extenuating circumstances, the signed form must be returned to the Attendance Office at least one school day before the anticipated absence from school in order to be approved. Any student that has accumulated more than ten days of absence may have their planned absence denied.

PROCEDURES

1. Student contacts the Attendance Office at least one week in advance of the requested planned absence to obtain a Planned Absence Form.
2. Student presents the form to each classroom teacher at least three days in advance of the last day in attendance. Teachers check appropriate responses, add comments, and sign the form.
3. Student shares any teacher concerns with the parent/guardian.
4. Parent and student sign the request/agreement statement.
5. Student presents completed form to the Attendance Office at least one day before departure date.
6. Students are to check with the Attendance Office for approval before departure.
7. Students may request a copy of the Planned Absence Form in order to have a record of their assignments.
8. Students are permitted one school day after their return for make-up work, unless otherwise arranged with the teacher.
9. No planned absences will be granted during semester or final exams.
10. Planned absence approval may not be granted to a student with more than ten absences in that year.

Failure to complete these steps will result in the absences being unexcused.

GENERAL INFORMATION

AEROSOL CANS

No aerosol cans are to be brought to school. These items will be confiscated and picked up by a parent.

BACKPACKS

Backpacks are not to be carried during the school day. Backpacks are to be placed in lockers.

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.

CAFETERIA PROCEDURES

Students may purchase a breakfast, full lunch, a la carte items or assorted snack items. Food must be paid for in the line in which it is served. All food and beverages must be consumed in the cafeteria. Students who bring their lunch from home may include a beverage. However, no energy drinks of any kind may be brought to school. Students may not order food from outside to be delivered to the school without permission of an administrator. Federally sponsored free and reduced lunch forms are mailed home at the beginning of the school year and are available in the Main Office. There are no lunch loans available.

Students are not permitted to stop at lockers during the lunch and advisory transition times

DRESS CODE

Students are to appear in school and at school-sponsored activities in clothing that is clean and appropriate. Student attire deemed offensive, disruptive, or distracting to the educational process is not allowed. The following guidelines shall constitute the NOMS student dress code:

1. All students must wear shoes or sandals.
2. Dark glasses are not to be worn unless prescribed by a doctor.
3. Skirts and shorts of appropriate size, length (fingertip length), fit and propriety are permissible.
4. Sweatpants with writing on the seat of the pants are not allowed.
5. Holes in clothing that expose skin above the knee are not permitted.
6. Head coverings and hats are not permitted in the building during school hours. Exceptions may be made for approved religious or medical reasons.
7. No midriff tops. The bottom of the shirt should be able to be tucked in at all times. This refers to when the arms are raised and the student is leaning over to retrieve something.
8. No spaghetti straps or thin strap tank tops are allowed. Straps must be at least 2" wide. No low cut armholes or necklines.
9. Garments advertising or displaying illegal and/or inappropriate activities or slogans (drugs, alcohol, tobacco, promiscuity, cults, gangs) are prohibited.
10. Writing and/or symbols on garments should not be such as to literally, or by implication, be obscene or affront the standards of common decency as determined by the staff.

12. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and not to be worn in classes.

13. Waistline of pants must be worn at the waist and undergarments not in view.

14. No chains or spiked jewelry may be worn.

15. No excessive or distracting use of make-up.

The guidelines listed above are presented as examples and are not a comprehensive list. A student may be asked to change out of any article that, in the judgment of the administrator, is considered to be in violation. The student's parents may be called if a change of clothing is needed. Repeated violations may result in further discipline. *Students will be placed in ISD for the day or until proper clothing is provided from home.

FIELD TRIPS

Many educational experiences can be provided for the students away from the school building. Some trips may require students to pay a fee and meet specified behavior, and attendance expectations. It is imperative that any fees be paid on time due to ticket purchases and transportation arrangements. Specific information regarding these trips is given throughout the year.

If a student has demonstrated that he/she cannot adhere to the Code of Conduct, an administrator and teacher shall have the prerogative of scheduling alternative educational activities rather than taking the student on the field trip. Students who lose privileges will be notified in advance of the field trip.

FIRE/TORNADO DRILLS

Directions for evacuations and tornado 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. Misconduct during the drill is unacceptable and subject to disciplinary action. Students out of a classroom during an alarm are to exit the nearest door and report to the closest teacher/administrator to ensure proper attendance check. Any student found guilty of causing a false alarm will be suspended for a period of up to 10 days and may be recommended for expulsion to the Superintendent of Schools. Criminal prosecution will be pursued.

HALL PASS

During class time a student may not be out of the classroom without their agenda being signed by a teacher in the "pass" section. Students who fail to comply with this rule will be subject to consequences. Students may not stop into either the Main Office, Guidance Office, or Clinic in between classes to obtain a pass. Students should not be in the offices without passes from their teachers or prior communication with the Principals or Counselors.

LOCKERS

Lockers will be locked all day. School issued locks must be purchased from the main office for \$5. Lockers are district property and assigned to students for their personal use. Since lockers are the property of the school, they may be opened by school officials for reasonable suspicion or to get work if a student is absent from school for an extended period of time.

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.

PARENT TEACHERS ASSOCIATION (PTA)

The North Olmsted Middle School PTA invites everyone to become a member of our PTA. Membership is open to all middle school parents. Monthly meetings are held in the High School Eagles Room.

PHYSICAL EDUCATION

Each student is required to be dressed in proper physical education attire for every class period. Grading is based on dress, participation, attitude, knowledge, and use of skills and practical tests. Only the use of solid or roll-on deodorant after class is permitted. Lockers: an additional lock is available to be purchased for P.E. locker. All valuables are to be locked up during P.E. class.

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.

SCHOOL RECORDS

Parents are entitled to inspect their student's school records. Please contact our Guidance Office (440) 588-5709 for assistance. A signature is required and a designated school official shall be present during the review of the records. Records, transcripts, recommendations or

references will be released only upon signed parental approval. The school district designates personally identifiable information contained in a student's education records as directory information. Directory information can be given to any person or organization for non-profit making purposes when requested. Parent(s)/guardian(s) will have two weeks from the receipt of this handbook in which to advise the district, in accordance with regulations, if they refuse to permit directory information to be released.

SKATEBOARDS, HEELY SHOES, ROLLERBLADES AND SCOOTERS

Skateboards, heely shoes, roller blades, and scooters must be kept in the students' locker during the school day and may not be used on school grounds.

TEXTBOOKS

Students are expected to take good care of the books and equipment loaned to them. Textbooks must be covered. Contact paper is NOT to be used for a book cover. Fines will be charged to the student assigned a textbook that is lost or damaged.

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.

VISITORS

Parents and community members are always welcome to visit our school. Requests must be made at least one day in advance. Any visitor must check in at the Attendance Office for a visitor's badge. A personal item is held while in the building to ensure that the visitor checks out before leaving the premises. Student visitors are not permitted at North Olmsted Middle School.

WITHDRAWALS

Parents withdrawing students from school must notify the Guidance Office (440) 588-5709. School records will be withheld until all school charges are paid. Withdrawal slips and report cards are available in the Guidance Office. Release of Records forms must be completed before leaving school.

STUDENT ACTIVITIES

AFTER SCHOOL CLUBS AND ORGANIZATIONS

There are many activities for students that take place after school. These include interscholastic athletics for boys and girls, Ski Club, Student Council, Pep Band, to name a few.

Announcements will be made each morning throughout the year as to when each program will begin. We have high expectations of our students involved in these activities and believe these activities are a privilege and not a right.

INTERSCHOLASTIC ATHLETICS

Interscholastic sports are open to all 7th and 8th graders. North Olmsted Middle School is a member of the Cleveland West Conference and our teams will compete with other schools in this conference. We offer the following sports:

Fall Sports

Football

Volleyball*

Cross Country

Cheerleading

Winter Sports

Girls Basketball*

Boys Basketball*

Wrestling

Cheerleading

Spring Sports

Boys Track

Girls Track

Girls Softball*

An asterisk (*) indicates that there are try-outs and a limited number of students will be selected for the team.

Athletic participation is subject to the rules of the Ohio Athletic Code and NOCS Board of Education Policy #6003. They include:

1. A student enrolling in the 7th grade for the first time will be eligible for the first grading period, regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in either grade must have received passing grades in five of the classes in which they were enrolled the previous grading period (OHSAA 4-4-4), as well as having the minimum grade point average of 1.25. For eligibility purposes, summer school grades may not be used as a substitute for a failing grade received the final grading period of the regular school year, or for lack of enough subjects taken during the preceding grading period.
2. Weekly Report of Athletic Eligibility
 - A weekly eligibility report will be sent to coaches and our Middle School Athletic Director giving updates on all student athlete progress.

- If the athlete receives an “F” for two consecutive weeks, they may practice but NOT compete in a game/match.
- If an “F” is recorded three or more consecutive weeks, they may NOT PRACTICE OR PLAY.
- BEING AN ATHLETE FOR NORTH OLMSTED MIDDLE SCHOOL IS A PRIVILEGE, NOT A RIGHT.

3. All participants are required to pass a physical exam EACH YEAR before participating or practicing. Physicals may be done by a medical professional, using the OHSAA official physical form. Physical forms must be submitted to the Main Office or Athletic Director at the first day of tryouts or on file with the in the Main Office prior to tryouts.

Students will receive game schedules as well as coaches’ lists of expectations for participation. Please note that some practices/games do not begin immediately after school. Students must leave school property and can return 15 minutes prior to practice/game time, unless the coach has made prior arrangements. Coach/es must be present during all designated practice and game/match times. Please refer to the Middle School Athletic Participation Handbook for the most up-to-date guidelines.

All school regulations apply while students are participating on the team. Our student athletes are highly visible representatives of NOMS and their behavior needs to be appropriate at all times.

PARTICIPATION RESTRICTIONS

To participate in a co-curricular activity (athletics, clubs, etc.) a student must be in attendance by 10:57 A.M. the day of the activity.

STUDENT SERVICES

CLINIC AND HEALTH SERVICES

The clinic is located next to the guidance office and is available to students who are ill or injured. A clinic aide is there daily from 8:00 A.M. to 2:30 P.M. When the clinic is closed, students report to the Main Office, only if it is an emergency. Students must have a pass from their teacher to be admitted. If it is determined that a student is too ill to remain at school, the parent(s) will be notified. Students are not to contact parents directly.

MEDICATION

Medication should be administered at home under parent/guardian supervision whenever possible. In the event that medication (prescription or over-the-counter) must be taken during school hours, the following provisions must be adhered to according to state code and district policy:

- A Medication Administration form must be completed by a physician and signed by a parent/guardian (forms available in the clinic, on-line and the main office)
- Medication must be in the original container and marked with the student's name
- The parent/guardian must deliver all medication to the clinic or Attendance Office

Students in possession of any kind of pills/medication or distributing any pills, whether over-the-counter or prescription, will be liable for suspension/expulsion as noted in the Code of Conduct (Rule #38).

All medications must be picked up at the end of the year.

VACCINATIONS

State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are: 1 dose of Meningococcal (MCV4), 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 will be subject to exclusion from school.

GUIDANCE

Guidance counselors provide services in the areas of academics, career-technical education, personal education, and individual/group problems. Support groups may be formed as the need is warranted. Students can make an appointment through the Guidance Secretary or by using a Counselor Appointment Request form located in the Main Office.

LOST AND FOUND

Lost and Found is located in the cafeteria. Those items not claimed are donated to local charities.

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.

NOMS EXPECTATIONS

Disciplinary action for offenses referred to the administration will be handled on an individual basis. Appropriate consequences for each student will be based on the conduct violation, the circumstances of the violation, and the student's behavior history.

ACADEMIC INTEGRITY

Students are expected to complete their work in a timely fashion. Students are not permitted to copy or otherwise plagiarize another's work. Students are not permitted to prepare for cheating in advance, including having a copy of a test or quiz, using unauthorized notes or reference during a test or exam, or supplying others with unauthorized information. Cheating or knowingly contributing to cheating is a violation of the student code of conduct, #20, Honor Violations.

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report, or term paper.
3. To plagiarize – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves:
 - A. Having in your possession a copy of a test to be given or having been given by a teacher.
 - B. Using unauthorized notes or reference during a test or examination.
 - C. Supplying others with any unauthorized information that contributes to a grade.
5. Failure to follow test procedures or instructions directly related to the integrity of the test.

Cheating may be proved against a student only under one of the following conditions:

1. A staff member personally observes an act of cheating as defined previously.
2. A student admits to a staff member that he/she has committed an act of cheating.

When a teacher determines that an action of cheating has taken place, he/she will:

1. Confer with the student in question.

2. Assign a grade of “F” to the assignment on which the student was guilty of cheating.
3. Notify the student’s parents by phone to explain the situation and to offer the opportunity for a conference to discuss the matter.
4. If the teacher deems appropriate, inform the Assistant Principal in writing.

BUS CONDUCT

All bus riders will be given a copy of the bus regulations at the beginning of the year. These are to be signed and returned to the driver.

Any violation of the Rules, Duties, and Obligations of Passengers will result in disciplinary action including, but not limited to, suspension or expulsion from school or the loss of transportation privileges. A passenger may ultimately have his/her transportation withdrawn for up to a semester through due process procedures. Such due process procedures will be conducted by the building administration or by any other appropriate administrator in the district. The student code of conduct includes the transportation of students to and from school.

At times, students may have special circumstances that merit a request to ride another school bus or a change in transportation. All requests for such changes must be placed in advance to the Director of Transportation Services at (440) 588-5328 and will be handled on a case-by-case basis.

NOMS TYPES OF CONSEQUENCES

AFTER SCHOOL DETENTION (ADP)

An ADP is used as a consequence for minor violations as an alternative to suspension. This detention is held at NOMS from 2:25 P.M. – 2:45 P.M. on assigned days. Failure to attend an ADP will result in additional consequences. Students are expected to work on school related assignments and/or read appropriate materials approved by the supervisor, such as library books, paperback novels, or short stories.

IN SCHOOL DETENTION (ISD)

ISD is used 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’s work/assignments are given credit by the classroom teacher. Students who have been assigned ISD beyond 3 days in one semester may result in an out of school suspension (OSS).

LUNCH DETENTION

Lunch Detention is a supervised study program where students will eat lunch and then are expected to work on school related assignments approved by the supervisor. Any student exhibiting inappropriate behavior or causing disruption to the disciplinary environment will receive additional consequences and subject to suspension.

EVENING SCHOOL DETENTIONS

Evening School detentions are held from 2:30 PM to 4:30 PM. These are issued to students as a consequence greater than that of an ADP. Students are expected to show up on time with appropriate work materials. These materials include homework, reading books, and class assignments. Students are not able to bring electronic devices or food/beverages. Students who show up late, cut, or are disrupting during the detention may be given an additional consequence.

SEARCHES

School officials may search a student or a student's property when there is reasonable suspicion that the law or school rules may have been violated. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search, based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion.

SUSPENSION

Suspension constitutes removal of a student from the regular school program. Students may not attend school functions/activities or be on school grounds during the suspension. Students are not entitled to receive credit for work missed during the period of suspension. However, we do encourage students to complete assignments in an effort to keep up with academic classroom content. Since suspension is an unexcused absence, the same rules apply.

ZERO TOLERANCE

Students are expected to conduct themselves appropriately and conform to school regulations and accept directions from school personnel. The Board of Education has a "Zero Tolerance" of violent, disruptive, or inappropriate behavior by its students.

NORTH OLMSTED CITY SCHOOLS Policies & Practices Non-Discrimination Harassment Equal Opportunity Strategies

We will ensure our curriculum will be coordinated K-12 to meet local expectations as well as state proficiencies: we will establish local standards of performance at each level of that curriculum, as well as develop means of assessing whether students have met those standards.

We will bring parents, students and staff together as partners to motivate each student to set and to achieve personal educational goals which challenge him/her to the limits of his/her abilities and are tailored to individual aspirations.

We will ensure that all staff will have the knowledge and skills to make an optimum contribution to the mission as well as effectively implement initiatives in the strategic plan.

We will integrate technology throughout the district to best achieve the mission and objectives.

We will ensure that our facilities create a physical environment conducive to teaching and learning.

We will establish a climate of trust among students, staff, parents, and community so that all members of the partnership can work cooperatively to achieve the mission and objectives.

We will establish a culture dedicated to excellence in each school and throughout the district which fosters pride and school spirit, and recognizes outstanding achievement.

North Olmsted City Schools offers 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 Director of Pupil Services, 26669 Butternut Ridge Rd., North Olmsted, Ohio 44070, North Olmsted City Schools Compliance Office (440) 588-5333.

The Director of Pupil Services has been designated the Americans with Disabilities Act Coordinator for the North Olmsted City Schools. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the North Olmsted City Schools, or who require an accommodation(s) to apply for or maintain their employment status with the North Olmsted Schools should please contact the Director of Pupil Services at (440) 588-5333 or the appropriate building principal. A 48-hour notice is requested so that proper arrangements may be made.

The North Olmsted City Schools prohibit racial, ethnic, religious, age or sexual harassment of any employee, student or person involved in any school program. Inquiries, complaints, or grievances should be directed to the Director of Pupil Services (440) 588-5334.

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.
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, 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, 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, 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.

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 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.