

OLENTANGY LOCAL SCHOOL DISTRICT

NEOLA of OHIO

First Reading-October 26, 2017; Second Reading/Approval-November 9, 2017

Special Update, Fall 2017 Update: Volume 36, N1, Special Release: Technology, Phase III

POLICY NUMBER	POLICY NAME	AREA	TYPE
Special Update: March 2017			
3217	Weapons	Certified	Revised
4217	Weapons	Classified	Revised
7217	Weapons	Property	Revised
District Requested			
1432	Sick Leave	Administration	Revised
3432	Sick Leave	Certified	Revised
Fall Update: Volume 36, N1			
2271	College Credit Plus	Program	Revised
4120.05	Employment of Substitute Educational Aides	Classified	NEW
5136	Personal Communication Devices	Students	Revised
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5530	Drug Prevention	Students	Revised
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7300	Disposition of Real Property	Finance	Revised
8600.04	Bus Driver Certification	Operations	Revised
9141	Business Advisory Council	Relations	Revised
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7540.03	Student Technology Acceptable Use and Safety	Property	Revised
7540.04	Staff Technology Acceptable Use and Safety	Property	Revised
7540.05	District-Issued Staff Email Account	Property	Revised

Note: Policy additions are written in **green and underlined**; deletions will be in **red** and have a **strike-through** it.

OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	Revisions Special Update: Weapons (March)
Title	WEAPONS
Number	po3217*ja Revision
Status	Ready for Board Review
Adopted	October 26, 2011

3217 - WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a personal or Board-owned vehicle, except as permitted by law without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. (X) theatrical props used in appropriate settings;
- C. (X) starter pistols used in appropriate sporting events;
- D. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.).

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the immediate supervisor or building administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

Legal R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.19

18 U.S.C. 922

Last Modified by Jana Arlinghaus on October 12, 2017

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Book	Policy Manual
Section	Revisions Special Update: Weapons (March)
Title	WEAPONS
Number	po4217*ja Revision
Status	Ready for Board Review
Adopted	August 22, 2011
Last Revised	October 26, 2011

4217 - **WEAPONS**

The Board of Education prohibits classified staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a personal or Board-owned vehicle, except as permitted by law without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel;

B. (X) items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);

C. (X) theatrical props used in appropriate settings;

D. (X) starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the immediate supervisor or building administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices may contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices may be posted in each school bus and other Board-owned vehicle, including a school van.

Legal R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
18 U.S.C. 922

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	Revisions Special Update: Weapons (March)
Title	WEAPONS
Number	po7217*ja Revision
Status	Ready for Board Review
Adopted	October 23, 2012

7217 - WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

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Legal R.C. 2923.12, 2923.122, 2923.22, 3313.20, 2923.1961, 2923.122, 2923.19
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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	SICK LEAVE
Number	po1432* ja Revision/District Request
Status	Ready for Board Review
Adopted	January 26, 2012

1432 - SICK LEAVE

The Board of Education recognizes its statutory duty to provide paid sick leave to regular employees of this Board for absence due to personal illness, pregnancy, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.

All regular full-time employees of the Board eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter (1 1/4) a month. Unused sick leave shall be cumulative up to ~~300~~ 315 days.

Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked in accordance with R.C. 124.38 (i.e., 4.6 hours of paid sick leave for each eighty (80) hours of service).

The Board shall accept by transfer the accumulated sick leave up to 300 days which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the last ten (10) years.

Substitutes or persons who are employed by the Board on an as-needed, seasonal, or intermittent basis, are not eligible for paid sick leave.

Employees must be in attendance on scheduled work days or be in authorized leave status.

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Legal R.C. 124.38, 3319.141

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Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	SICK LEAVE
Number	po3432*ja Revision/District Requested
Status	Ready for Board Review
Adopted	October 26, 2011

3432 - SICK LEAVE

The Board of Education recognizes its statutory duty to provide paid sick leave to regular employees of the Board for absence due to personal illness, pregnancy, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.

All regular full-time employees of the Board eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter (1 1/4) a month. Unused sick leave shall be cumulative up to ~~300~~ 315 days.

Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked in accordance with R.C. 124.38 (i.e., 4.6 hours of paid sick leave for each eighty (80) hours of service).

The Board shall accept by transfer the accumulated sick leave up to 300 days which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the last ten (10) years.

Substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than one hundred twenty (120) days per school year, or persons who are employed by the Board on an as-needed, seasonal, or intermittent basis, are not eligible for paid sick leave.

Employees must be in attendance on scheduled work days or be in authorized leave status.

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Legal R.C. 124.38, 3319.141

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	COLLEGE CREDIT PLUS PROGRAM
Number	po2271*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011
Last Revised	June 25, 2015

2271 - COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

~~The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's established standards for admission and course placement to enroll in an approved postsecondary program during the seventh, eighth, ninth, tenth, eleventh, or twelfth grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing any of these programs.~~ The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment established under R.C. 3345.06(f) or meet alternative criteria under the law.

The Board will provide information about the College Credit Plus Program prior to ~~March~~ February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus program outlined in AG 2271.

The Board may deny high school credit for postsecondary courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as postsecondary credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (Postsecondary Enrollment Options) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

Revised 12/12/13

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Legal R.C. 3313.613, 3365.01 through 3365.09

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Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	EMPLOYMENT OF SUBSTITUTE EDUCATIONAL AIDES
Number	po4120.05*ja NEW
Status	Ready for Board Review

4120.05 - EMPLOYMENT OF SUBSTITUTE EDUCATIONAL AIDES

The Board of Education recognizes the need to procure the services of substitute educational aides/paraprofessionals in order to continue the operation of the schools as a result of the absence of regular personnel or to fill a temporary position created based on the needs of the District.

The Superintendent shall employ substitute educational aides/paraprofessionals for assignment as services are required to fill in for temporarily absent regular staff members or to fill vacant positions in accordance with this policy. Such assignment of substitutes may be terminated when their services are no longer required.

Substitute educational aides/paraprofessionals must have a valid educational aide permit issued by the Department of Education.

[X] A substitute educational aide/paraprofessional may be hired for up to sixty (60) days while their application for an aide permit is pending if the superintendent believes the employee is qualified to obtain a permit. An unlicensed educational aide/paraprofessional's service with the District will cease immediately when one of the following occurs:

- A. the individual's application for a permit is denied by the Department of Education; or
- B. sixty (60) days have passed following the date on which the employee began work as a substitute.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 4121).

Substitutes may be required to undergo a tuberculosis examination in accordance with law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

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Legal R.C. 3319.088; 3319.36

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Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	PERSONAL COMMUNICATION DEVICES
Number	po5136*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011
Last Revised	December 13, 2012

5136 - PERSONAL COMMUNICATION DEVICES

Students may possess personal communication devices (PCDs) in school, on school property, **(x) and on school buses or other Board-provided vehicles** during school hours and after-school activities (e.g. extra-curricular activities) and at school-related functions. Building administrators and teachers will have the authority to modify this allowance.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

[x] Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being

threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature

of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, (x) recording device, (x) or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the building administration.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	ELECTRONIC EQUIPMENT
Number	po5136.01*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011

5136.01 - ELECTRONIC EQUIPMENT

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Students may not use or possess any electronic equipment or devices on school property or at any school- sponsored activity without the permission of the principal, the classroom teacher, or supervisor.

Students may use electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Students may use electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach, or building principal.

Distracting behavior that creates an unsafe environment will not be tolerated.

The use of any communication functionally that is a part of or attached to the electronic equipment/devices is expressly prohibited. This includes, but is not limited to, peer-to-peer (ad-hoc) networking, tethering, personal hot spots, remote sharing or file transfers, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's [computer](#) network.

Wireless Internet Access using Student Owned Devices:

The District will provide access to filtered Internet ~~and FirstClass-email~~ via wireless access for personal computing devices belonging to students for educational purposes. Please note the District will not be able to provide technical support for personal computing devices. All requirements/restrictions described in the student Acceptable Use Policy (AUP) will apply. Users are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the District network other than the wireless network provided for student use. Computing devices that have been determined to be a threat to the network integrity will be immediately removed from the network and will not be allowed back on until the technology department is assured that the cause for removal has been resolved. Passkeys are not to be shared with others. The District will not be responsible for lost, stolen or damaged property whether it be by accidental or malicious means including but not limited to other users, viruses, malware, spyware or bot traffic. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using the District's wireless network, the user acknowledges that they have no expectation of privacy in the use of the network, and that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the AUP or any other Board policies, guidelines, or laws.

The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, [\(including sexual orientation/transgender identity\)](#), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials

of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, ~~or~~ record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, ~~or~~ record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school, on a school bus, or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, ~~or~~ record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or designee. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action may be taken.

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	ATTENDANCE
Number	po5200*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011
Last Revised	May 18, 2017

5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a verbal or written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

~~Repeated infractions of Board policy on attendance may result in suspension, expulsion, or court intervention. Additionally, charges of truancy may be filed.~~

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness
 - B. illness in the family necessitating the presence of the child
 - C. quarantine of the home
 - D. death of a relative
 - E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
 - F. observation or celebration of a bona fide religious holiday
 - G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
- Any classroom assignment missed due to the absence shall be completed by the student.
- If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. such good cause as may be acceptable to the Superintendent
 - I. medically necessary leave for a pregnant student in accordance with Policy 5751
 - J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the principal or designee shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for, thirty (30) or more consecutive hours for forty-two (42) or more hours in one (1) school month, or twelve for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

~~If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.~~

Absence Intervention Team

[NOTE: A school district with a chronic absenteeism percentage that is less than five per cent (5%), as displayed on the district's most recent report card, and the school buildings within that district, shall be exempt from the following requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy listed in this policy. Should those intervention strategies fail, within sixty-one (61) days after their implementation, the principal or designee shall determine whether criteria are met to file a complaint against the student in juvenile court, and if so, shall file the complaint. The language "to the extent required by law as determined on an annual basis" refers to this exemption.]

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the (x) Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the principal or designee shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a, (x) social worker, or (x) representative of a public or nonprofit agency designed to assist students and their families in reducing absences. [NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.]

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the (x) Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the (x) Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the principal or designee shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

~~If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.~~

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, ~~the Board authorizes the Superintendent to the intervention team may, as part of an intervention plan,~~ take any of the following intervention actions:

- ~~A. assign the student to a truancy intervention program~~
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the (x) Superintendent may, in his/her discretion, assign the principal to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

[x] The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

1. The principal or designee shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:
 - o The student is habitually truant.
 - o The school district or school has made meaningful attempts to re-engage the student through the absence

intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the principal or designee shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, (x) the principal or designee may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

~~The Superintendent shall develop administrative guidelines that:~~

- ~~A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);~~
- ~~B. establish a school session which is in conformity with the requirements of the rules of the State Board;~~
- ~~C. govern the keeping of attendance records in accordance with the rules of the State Board;~~
- ~~D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;~~
- ~~E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;~~
- ~~F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.~~

Whenever any student of compulsory school age has, sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of ~~excessive~~ absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court or court liaison of the student's ~~excessive unexcused~~ absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

1. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
2. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
3. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
4. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Delaware County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting.

This policy shall be posted in a central location in each school and will be made available to students and parents upon request.

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Legal R.C. 3313.664, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191
 R.C. 3321.22, 3321.38, 3323.041, 3331.05
 A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

Last Modified by Jana Arlinghaus on October 12, 2017

OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	USE OF MEDICATIONS
Number	po5330*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011
Last Revised	December 11, 2014

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "prescription medication" shall include all medicines prescribed by an Ohio licensed health professional authorized to prescribe medication. "Nonprescription medications" shall include all over-the-counter drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as gastric tube medications.

All prescription medications and certain nonprescription medications, such as rectal suppositories, injections, or medications to be given by a gastric tube, must be prescribed and administered according to the procedures taught by a licensed school nurse to staff designated by the Superintendent and an Authorization for Prescribed Medication/Drug Treatment Form

Prescription

The administration of prescription medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

Before any treatment or prescription medication or nonprescription medications given as rectal suppositories, injections, or by g-tube may be administered to any student during school hours, the Board shall require the child's prescriber and parent to complete Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form. This document shall be kept on file in the student's school health records and made available to the persons designated by this policy as authorized to administer medication or treatment.

Prescription medication and nonprescription medication as applicable must be in its original container, labeled with the date, student's name, exact dosage and must be provided to the school to administer. However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and prescriber and has submitted an authorization for Student Possession and Use of an Asthma Inhaler Form, to the principal and/or clinic staff assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Authorization for Student Possession and Use of an Epinephrine Autoinjector Form) to the principal or clinic staff assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse and to supervising staff of extra-curricular activities. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

Staff designated by the Superintendent may administer prescription medication or treatment as authorized in writing on the form by a licensed health professional authorized to prescribe drugs and parent. With the exception of diabetes care covered under Policy 5336, the following persons are designated and authorized to administer prescription drugs to a student: nurses, teachers, aides, secretarial/office staff, bus drivers, assistant principals, principals, other District administrators, others as designated by the student's I.E.P. and/or 504 Plan and/or any other person(s) as determined and designated by the Superintendent or designee to meet the needs of a particular student.

With the exception of diabetes care covered under Policy 5336, effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

Training will be provided to staff as needed and/or as required by law.

Students who require administration by the Superintendent's designated staff of an emergency medication may have such medication, identified as aforementioned, stored in the school clinic and administered in accord with this policy.

Nonprescription

Before any oral, nasal, optic, otic, or topical nonprescribed medication or treatment may be administered, the Board requires the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (Parent's Non- Prescription Medication Request Form).

All students in grades PreK - 12 may have such nonprescription medication administered by authorized school personnel when the original form is on file with the health records in the school office. Nonprescription medication must be in its original container and is to be given only to the authorized student.

Only students in grades 6 - 12 may possess and self-administer a nonprescription medication without supervision when an original form is on file with the health records in the school office. Nonprescription medication is to be taken only by the authorized student.

General

No student is allowed to provide or sell any type of medication to another student. The Board shall not be responsible for the diagnosis and treatment of student illness.

The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students, and unless the medication to be administered is diabetes medication, which can be kept in an easily accessible location pursuant to Policy 5336. Parents may administer medication or treatment but only in the presence of a designated school employee, with the exception of diabetes care covered under Policy 5336.

The Superintendent is authorized to prepare administrative guidelines as needed to address proper implementation of this policy.

Revised 4/26/12

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Legal R.C. 3313.710, 3313.711, 3313.712, 3313.713, 3313.716, 3313.718, 4729.01

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	DRUG PREVENTION
Number	po5530*ja Revision
Status	Ready for Board Review
Adopted	May 25, 2011

5530 - DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. [any substance containing betel nut \(areca nut\)](#);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. promotes positive emotional health, self-esteem, and respect for one's body;

5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education.
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide an annual review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

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Legal O.R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3171, et seq.
20 U.S.C. 3224A

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	AMENITIES FOR PARTICIPANTS AT MEETINGS AND/OR OTHER OCCASIONS
Number	po6233*ja Revision
Status	Ready for Board Review

6233 - AMENITIES FOR PARTICIPANTS AT MEETINGS AND/OR OTHER OCCASIONS

[X] [OPTION #1]

The Board of Education recognizes the value in providing meals, refreshments, and/or other amenities for staff, students, citizens, advisory groups, who participate in meetings and staff development sessions, or on other occasions as deemed appropriate by the administration.

~~Such amenities may include, but are not limited to, gift cards of a reasonable amount not to exceed () \$25.00, () _____ teacher or student recognition gifts appropriate to the occasion, caps, clothing, educational items, books, or similar items of a reasonable value. []~~

[DRAFTING NOTE: The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of \$25 or more.]

The Board hereby affirms that these expenses do serve a valid and proper public purpose. The Board believes that the "public purpose" served is the promotion of education, enhancement of morale, and rapport, and the encouragement of participation in said activities. However, under no circumstances shall public funds be expended for the purchase of alcoholic beverages.

The Board further directs the Treasurer to include funds in the annual appropriations for the purchase of such amenities or to reimburse staff who incur such expenses if purchased in connection with meetings, staff development sessions, or other occasions deemed appropriate by the administration. All such expenditures on behalf of the District must have prior authorization by the Superintendent and will be made in accordance with all District purchasing procedures and documentation requirements.

~~[] [OPTION #2]~~

~~The Board of Education encourages the providing of meals, refreshments, and/or other amenities for staff, students, citizens, advisory groups who participate in meetings and staff development sessions, or on other occasions as deemed appropriate by the administration. However, such food and amenities may not be purchased using public funds. Rather, such food and amenities must be purchased using entirely private funds and/or donations.~~

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Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	RECOGNITION
Number	po6680*ja Revision
Status	Ready for Board Review
Adopted	December 14, 2011
Last Revised	May 18, 2017

6680 - **RECOGNITION****[X] [OPTION #1]**

The purpose of this policy is to permit the Board of Education to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the District and to be reimbursed for such purchases if they are initially made with the administrators' personal funds.

The Board hereby affirms that the expenses incurred as listed above do serve a valid and proper public purpose. However, under no circumstances will public funds be expended for the purchase of alcoholic beverages. The Board believes that the "public purpose" served is the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers, as well as furthering other legitimate interests.

All such expenditures on behalf of the District must have prior authorization by the Superintendent and will be made in accordance with all District purchasing procedures and documentation requirements.

~~The Board of Education appreciates the work of its staff, former Board members, and other nonemployee persons who contribute to the success of the District. The Board encourages the recognition and honoring of its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.~~

~~The Board further encourages the recognition and honoring of staff, students, citizens, and advisory groups for their contributions to the District. Such recognitions, may be made utilizing private funds and/or donations. However, under no circumstances will public funds be expended for the purchase of alcoholic beverages.~~

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Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY
Number	po7300*ja Revision
Status	Ready for Board Review
Adopted	October 23, 2012
Last Revised	April 28, 2016

7300 - DISPOSITION OF REAL PROPERTY/PERSONAL PROPERTY

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

All property considered for disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

Disposition of Personal Property under \$10,000

Personal property, the value of which does not exceed \$10,000, shall be disposed of by the **Treasurer** **Superintendent** in such a manner as will be in the public interest and benefit the School District (see Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 – Disposition of Surplus Property). If the Board decides to trade an item of personal property as a part or an entire consideration on the purchase price of an item of similar personal property, the Board may trade the personal property upon such terms as are agreed upon by the parties.

The Board may also authorize the donation of property (see policy 7310). The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the state of Ohio and exempt from federal income taxation under 26 U.S.C. 501 (a) or 501 (c)(3). Prior to donating the property, the Treasurer shall notify the Board of the property no longer needed for school purposes, is obsolete or is not fit for use.

Disposition of Real Property under \$10,000

Real property, the value of which does not exceed \$10,000, shall be disposed of by the Board in such manner as will be in the public interest and benefit to the School District and may be accomplished by private sale. If the Board identifies a parcel of real property that it determines is needed for school purposes, the Board may, upon majority vote of the members of the Board, acquire such parcel by exchanging its real property for the parcel or using the real property as part or an entire consideration for the purchase price of the identified real property. Any exchange or acquisition shall be made by conveyance executed by the President and the Treasurer of the Board.

Disposition of Personal and Real Property with a Value Greater Than or Equal to \$10,000

Property, (personal and real), the value of which exceeds \$10,000, shall be sold at public auction to the highest bidder in accordance with law. The Board may offer real property for sale as an entire tract or in parcels.

A. Unless the property is being:

1. sold to an exempt entity, as defined in R.C. 3313.41(C);

2. ~~sold to a community school or the board of trustees of a college preparatory boarding school, as set forth in R.C. 3313.41(G); or sold and/or leased to a community school or the board of trustees of a college preparatory boarding school, or a STEM school as set forth in R.C. 3313.411 or 3313.413; or~~
 3. exchanged for an identified parcel of real property that the Board determines it needs for school purposes or the property is being used as part or an entire consideration for the purchase price of the identified real property, pursuant to R.C. 3313.41(F), or
 4. traded as a part or an entire consideration on the purchase price for a similar item of personal property upon such terms as agreed to by the parties to the trade pursuant to R.C. 3313.41(D) ~~(E) or~~, the District shall attempt to sell the property by public auction after giving at least thirty (30) days notice of the auction by publication in a newspaper of general circulation.
- B. If, after the property has been offered once by public auction, no acceptable bids have been received, the District may sell the property at private sale. The following procedures shall apply:
1. Regardless of how the property was offered at public auction, at a private sale, the Board shall, as it considers best, sell real property as an entire tract or in parcels. Personal property shall be sold in either a single lot or several lots.
 2. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
 3. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- C. If the Board decides to dispose of real property, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of all start-up community schools, the board of trustees of any college preparatory boarding schools, and the governing bodies of any STEM schools located within the territory of the District. The Board shall give priority to governing authorities of high-performing community schools that are located within the territory of the District. If more than one (1) governing authority of a high-performing community school offered the property notifies the Treasurer in writing of its intent to purchase the property within sixty (60) days after the offer is made, the Board shall conduct a public auction utilizing the process described above. If no governing authority from a high-performing community school expresses an intent to purchase the property within sixty (60) days after the offer is made, the Board shall proceed with the offers from all other governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school and the governing bodies of any STEM schools located within the territory of the District.
- D. ~~If the Board decides to dispose of real property, prior to disposing of the property in the manner set forth above, the Board shall first offer the property to the governing authorities of high-performing community schools and any newly established community schools that are implementing a community school model that has a track record of high quality academic performance, as determined by the Department of Education. If no governing authority from either type of community school expresses an interest in the property within sixty (60) days after the offer is made, the Board must offer the property for sale to the governing authorities of the start-up community schools and the board of trustees of any college preparatory boarding school located within the territory of the District.~~
1. The Board shall offer the property to any community school governing authority, ~~and~~ college preparatory boarding school board of trustees or governing body of a STEM school at a price that is not higher than the appraised fair market value of the property as determined in an appraisal of the property that is not more than one (1) year old.
 2. In the event that more than one (1) community school governing authority, ~~or~~ college preparatory boarding school board of trustees or STEM school governing body notifies the Treasurer of its intent to purchase the property within the prescribed time, the Board shall conduct a public auction utilizing the process described above. ~~accepts the offer made by the Board, the property shall be sold to the community school governing authority or board of trustees that accepted the offer first in time.~~
[DRAFTING NOTE: The Board may dispose of the property by public auction only if no high performing community school, start-up community school governing authority, college preparatory boarding school board of trustees or STEM school governing body that are located within the territory of the District accepts the Board's offer within sixty (60) days.]
- E. Disposition of Unused School Facilities

1. "Unused School Facilities" means any real property that has been used by the District for school operations, including but not limited to academic instruction or administration, since July 1, 1998, but has not been used in that capacity for two (2) years.
2. The Board shall first offer any unused school facilities it owns for lease or sale to the governing authority of any community school, the board of trustees of any college preparatory boarding school, and the governing bodies of any STEM schools that are located within the territory of the District.
3. ~~The Board shall first offer any Unused School Facilities it owns for lease or sale to the governing authority of any community school or the board of trustees of any high-performing community school as defined by State law. If no governing authority accepts the offer of lease or sale within sixty (60) days, then the Board must next offer Unused School Facilities to the governing authority of any college preparatory boarding school that is located within the territory of the District.~~ The Board shall give priority to the governing authorities of high-performing community schools that are located within the territory of the District.

At the same time the Board makes the offer to lease or sale, the Board may, but is not required to, offer the property for lease or sale to the governing authority of any community school with plans, as stated in applicable contracts, either to relocate to or add facilities in the District.

4. If only one (1) governing board of a high-performing community school accepts the Board's offer within the prescribed time, the Board shall sell or lease the property to that party for the appraised fair market value of the property as determined in an appraisal that is not more than one (1) year old. If more than one (1) governing board of a high-performing community school offered the property accepts the Board's offer within sixty (60) days, the Board shall conduct a public auction utilizing the process described above or, in the event of a lease, the Board shall conduct a lottery to select the one (1) qualified governing authority to which the Board shall lease the property.
5. ~~If more than one (1) qualified governing board accepts the Board's offer within sixty (60) days, the Board shall conduct a public auction utilizing the process described above. Only the parties that notify the Board within sixty (60) days may offer a bid at the auction. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.~~
6. If no governing authority of a high-performing community school notifies the Treasurer of its intent to purchase or lease the property within the prescribed time, the Board shall then proceed with the offers from all other start-up community schools, college-preparatory boarding schools, and STEM schools that responded within the prescribed time. If more than one such entity notifies the Treasurer of its intent to purchase or lease the property, the Board shall conduct a public auction or, in the event of a lease, a lottery to select the one qualified governing authority to which the Board shall lease the property.

Only the parties that notify the Board within sixty (60) days may offer a bid at the auction or participate in a lottery. The Board is not required to accept a bid that is lower than the appraised fair market value of the property as determined by an appraisal that is no more than one (1) year old.

7. Any subsequent lease or sale of the property shall proceed in accordance with law.
8. If no governing authority of any start-up community school or STEM school or board of trustees accepts the offer to lease or buy the property within sixty (60) days after the subsequent offer is made, the Board may offer the property for sale or lease to any other permissible entity.

F. Further, the Board may dispose of property upon the majority vote of the members of the Board and a concurring vote of the legislative authority of a municipal corporation, declaring that an exchange of real property held by the District for school purposes for real estate held by the municipal corporation for municipal purposes will be mutually beneficial to both the District and the municipal corporation. The exchange may be made by conveyances that are executed by the President and Treasurer of the Board and the Mayor and Clerk of the municipal corporation, respectively.

G. The Board President and Treasurer shall execute and deliver deeds or other necessary instruments of conveyance to complete any sale or trade under this policy.

Donation of Real or Personal Property

A. If the School District has property that the Board, by resolution, determines is not needed for school purposes, is obsolete, or is not fit for the use for which it was acquired, the Board may donate the property if the estimated fair

market value of such property is \$2,500 or less in the opinion of the Board. The property may only be donated to an eligible 501(c)(3) nonprofit organization located in the State of Ohio and exempt from Federal income taxation under 26 U.S.C. 501(a) and 501(c)(3).

B. Prior to donating the property, the Board shall adopt a resolution that contains the following:

1. a statement expressing the Board's intent to make unneeded, obsolete or unfit-for-use, District property available to nonprofit organizations;
2. an indication of whether the District will conduct such program or by a representative under contract with the Board;
3. contact information for such representative, if the person is known when the resolution is adopted;
4. a requirement that any nonprofit organization desiring to obtain donated property submit a written notice to the board or its representative that includes:
 1. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;
 2. a description of its primary purposes;
 3. a description of the type or types of property the organization needs; and
 4. the name, address, and telephone number of a person designated by the organization to receive donated property as its agent.

Proceeds from the Sale of Real Property

~~When the Board disposes of real property pursuant to R.C. 3313.41, the proceeds received from the sale shall be used to retire any debt that was incurred by the District with respect to that real property. Any proceeds in excess of the funds necessary to retire that debt may be paid into the District's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment.~~

When the Board disposes of real property pursuant to R.C. 3313.41, 3313.411, or 3313.413, the proceeds received from the sale shall be used for either of the following purposes: 1) to retire any debt that was incurred by the District with respect to that real property - any proceeds in excess of the funds necessary to retire that debt may be paid into the District's capital and maintenance fund and used only to pay for the costs of non-operating capital expenses related to technology infrastructure and equipment to be used for instruction and assessment; or 2) paid into a special fund for the construction or acquisition of permanent improvements.

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Legal R.C. 3313.17, 3313.40, 3313.41, 3313.411, 3313.413, 5705.10
 2 C.F.R. 200.78, 200.85

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	BUS DRIVER CERTIFICATION
Number	po8600.04*ja Revision
Status	Ready for Board Review
Adopted	October 23, 2012

8600.04 - BUS DRIVER CERTIFICATION

It is the policy of the Board of Education that all bus drivers obtain and hold proper certification under standards for school bus drivers established within the Ohio Revised Code. It is also the purpose of this Board to protect its students from drivers whose certification is invalidated by the Ohio Point Law or point standards of this District.

A copy of each new school bus driver's complete driving record must be obtained from the Ohio Department of Education prior to allowing the school bus driver to operate a school bus or school van for the first time. In accordance with State transportation regulations, the Superintendent shall request the administrator in charge of transportation to conduct at least a semi-annual review of each school bus driver's (i.e., current bus drivers and those newly hired bus drivers who remain employed with the Board) driving record through the Ohio Department of Education to determine that such drivers have:

- A. no more than six (6) points within the last twenty-four (24) month period;
- B. not been convicted of driving while under the influence of alcohol and/or a controlled substance during the past ~~six (6)~~ ten (10) years (i.e., not been convicted of a violation of R.C. 4511.19) or a substantially equivalent municipal offense;
- C. not received two (2) (or more) of the following serious traffic violations as defined in R.C. 4506.01(DD)(1) through (DD)(7) during the last twenty-four (24) month period:
 1. a single charge of any speed in excess of the posted speed limit by fifteen (15) miles per hour or more;
 2. violation of R.C. 4511.20 (i.e., operation in willful or wanton disregard of the safety of persons or property) or R.C. 4511.201 (i.e., operation off street or highway in willful or wanton disregard of the safety of persons or property) or any similar ordinance or resolution, or of any similar law of another state or political subdivision of another state;
 3. violation of a law of this State or an ordinance or resolution relating to traffic control, other than a parking violation, or of any similar law of another state or political subdivision of another state, that results in a fatal accident;
 4. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license with the proper class or endorsement for the specific vehicle group being operated for the passengers or type of cargo being transported;
 5. violation of R.C. 4506.03 (i.e., commercial driver's license or temporary instruction requirements) or a substantially similar municipal ordinance or county or township resolution, or of any similar law of another state or political subdivision of another state, that involves the operation of a commercial motor vehicle without a valid commercial driver's license being in the person's possession;
 6. violation of R.C. 4511.33 (i.e., driving in marked lanes) or R.C. 4511.34 (i.e., space between moving vehicles) or any municipal ordinance or county or township resolution substantially similar to either of those sections, or any substantially similar law of another state or political subdivision of another state;
 7. violation of any other law of this State or ordinance or resolution relating to traffic control, other than a parking

violation, that is determined to be a serious traffic violation by the United States Secretary of Transportation and the Director designates such by rule; and

D. no railroad crossing violations during the last year (i.e., twelve (12) month period);

E. not received any violations that render the bus driver uninsurable by the District's Fleet Insurance Carrier.

The records obtained from the annual records check will be maintained for a minimum of ~~six (6)~~ ten (10) years.

A driver having any of the above-referenced violations will be disqualified from operating a bus. The driver will also be notified that his/her school bus certification will be reviewed by the Superintendent and his/her employment as a school bus driver may be terminated.

A driver involved in a traffic incident may be subject to the disciplinary action established in the Superintendent's administrative guidelines. Written notice must be immediately filed with the Superintendent or administrator in charge of transportation, irrespective of whether the traffic violation occurred while operating a Board-owned vehicle or a private vehicle or during school or non-school hours. Failure to file the required written notice of conviction or suspension will result in the revocation of the driver's certificate and/or disciplinary action, up to and including termination.

If a school bus driver has an interruption in driving a school bus for two (2) years or school van for a period of one (1) year or longer, s/he will not be permitted to resume operating a school bus or school van until a copy of the school bus driver's complete driving record has been obtained.

In addition to the required driving record check, the administrator in charge of transportation shall obtain a satisfactory BCII report prior to hiring an individual as a new school bus or school van, along with an FBI background check (i.e., an FBI background check will also be required prior to hiring new employees). An updated, satisfactory BCII report shall be obtained for each school bus driver every six (6) years with driver re-certification. Satisfactory shall be defined by the same standards applied to other public school employees. Such records shall also be maintained for a minimum of six (6) years (see Policy 4121 for criminal history record check requirements).

No bus driver will be permitted to drive a school bus or school van unless s/he meets all other requirements contained in the rules adopted by the Ohio Department of Education prescribing qualifications of drivers of school buses and other student transportation. In addition, no bus driver will be permitted to drive a school bus or school van unless:

- A. information pertaining to the bus driver has been submitted to the Ohio Department of Education, including the name of the Board, name of the bus driver, driver license number, date of birth, date of hire, status of physical evaluation and status of training; and
- B. a the most recent criminal records check, including information from the Federal Bureau of Investigation, has been completed and received by the Superintendent or designee.

[X] The Superintendent

shall provide for an annual physical examination conforming to Ohio Department of Education standards to determine the driver's physical fitness for employment.

Drivers of school buses or vans employed by entities other than the District who are not subject to Ohio Department of Education rules must receive the certificate described by R.C. 3327.10(B) from the school administrator to contractor prior to being employed. These drivers also must have an annual physical conforming to State Highway Patrol rules performed in accordance with R.C. 3327.10(B). Any bus driver not employed by a school district, who drives a bus or van owned by the District, must give satisfactory and sufficient bond.

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Legal R.C. 3327.10, 3327.01 et seq., 4511.01(F), 4511.75 et seq.

A.C. 3301-51-10, 3301-83-01 et seq., 3301-83-05, 3301-83-06, 3301-83-07

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS-VOL. 36, NO. 1
Title	BUSINESS ADVISORY COUNCIL
Number	po9141*ja Revision
Status	Ready for Board Review
Adopted	September 25, 2012

9141 - BUSINESS ADVISORY COUNCIL

The Board of Education and Superintendent recognize the increasing importance to the nation's productivity and future well-being of its citizens that students enter the labor market with employable skills and attitudes. The Board and Superintendent of the District also recognize that the necessary educational effort involves close cooperation among interested parties and that decisions regarding the curriculum should not be made without appropriate input from those affected by the educational results.

In order to obtain a broad perspective of the business industry, life skills, academics, and operational functions, the Board shall establish a Business Advisory Council to serve as a continuing advisory group to the Board and administration.

A majority of the council will be selected from among the leaders of commercial and industrial organizations operating within the District or within the area that provides the majority of employment for the District's citizens.

In addition, representatives from local trade unions, educational institutions, governmental agencies, and an economic development representative shall be invited to join the Council.

A member(s) of the Board and/or the Superintendent shall serve as the chairman of the Council.

The purpose of the Council shall be to assist the staff and Board in determining whether or not its curriculum is and continues to be both appropriate and adequate for ensuring that students can enter the labor force with knowledge, attitudes, and skills that are considered relevant by employers.

The Council shall further provide recommendations to the Board concerning changes in the economy and the job market, and the types of employment in which future jobs are most likely to be available; and provide suggestions for developing a working relationship among businesses, labor organizations, and educational personnel in the District.

The Council shall operate in accordance with the standards established by the Superintendent of Public Instruction. The Council and Board will develop a plan specifying matters upon which the Council will advise and make recommendations to the Board. The plan shall be filed with the Ohio Department of Education. At a minimum, the Council will meet quarterly with the Board. The Council and the Board will annually develop and file with the Ohio Department of Education a joint statement describing how the Board and the Council have fulfilled their responsibilities in accordance with policy and State law. The statement will be submitted by March 1st each year. [NOTE: The Board will have to meet on this even if the Educational Service Center is appointed.]

~~The Superintendent shall develop administrative guidelines to provide that the time and efforts of the Council and those of the professional staff are utilized properly to accomplish these educational outcomes and to provide for a continued strong working relationship between the District, the Council, and the larger community of employers.~~

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Legal R.C. 3313.82, 3313.821, 3313.822

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OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS TECHNOLOGY UPDATE (2017) - PHASE III
Title	STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.03*Ja-Revision
Status	Ready for Board Review
Adopted	July 9, 2012
Last Revised	December 11, 2014

7540.03 - **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Education Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

~~The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' the District's personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (that is, according to see Policy 5136), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").~~

~~This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").~~

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

~~The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the when using the District's computer network and/or Internet connection).~~

~~First, and foremost, the Board may not be able to technologically limit access, through its Education Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board has implemented technology protection measures, ~~which that~~ protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using ~~the Education Technology~~ [District Technology Resources](#), if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Department may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been ~~previously~~ ~~inappropriately~~ blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", [data mining](#), etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally ~~identifiable~~ information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of ~~the Education Technology~~ [District Technology Resources](#). Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social ~~networking websites and media, including~~ in chat rooms and cyberbullying awareness and response. All ~~Internet users~~ [users of District Technology Resources](#) (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior [when using District Technology Resources – i.e., behavior comparable to that expected of students when on the Board's computers/network and the Internet just as](#) they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not ~~approve~~ ~~sanction~~ any use of [its Technology Resources](#) ~~the Education Technology~~ that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. [They may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.](#)~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both

civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

~~The Board designates the Superintendent, principals, and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.~~

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 – 54.523

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Book	Policy Manual
Section	REVISIONS TECHNOLOGY UPDATE (2017) - PHASE III
Title	STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.04 ja Revision
Status	Ready for Board Review
Adopted	August 22, 2011
Last Revised	December 11, 2014

7540.04 - **STAFF ~~EDUCATION~~ TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides [Technology and Information Resources \(as defined by Bylaw 0100\) to support the educational and professional needs of its staff and students.](#) ~~The Board provides~~ staff with access to the Internet/apps for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. ~~This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

[The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity \(see Policy 7530.02\).](#)

[Users are required to refrain from actions that are illegal \(such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like\) or unkind \(such as personal attacks, invasion of privacy, injurious comment, and the like\). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.](#)

[Users have no right or expectation to privacy when using District Technology and Information Resources \(including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection\).](#)

Staff [members](#) are expected to utilize [District Technology and Information Resources](#) ~~Education Technology in order~~ to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by ~~the Board's policy on~~ [Policy2520-Selection of Instructional Materials and Equipment](#).

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, ~~the Education Technology provides~~ [District Technology Resources provide](#) students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources

brings with it, however, certain unique challenges and responsibilities.

First, ~~and foremost~~, the Board may not be able to technologically limit access, through its ~~Education Technology~~ [Technology Resources](#), to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, ~~which that~~ protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor o-nline activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the ~~Education Technology~~ [District Technology Resources](#), if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Department may temporarily or permanently unblock access to websites [or online educational services/apps](#) containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent, human resources or Technology Department may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), ["harvesting", "digital piracy", "data mining", etc.](#)), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally [identifiable](#) information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

~~Administrators~~ ~~Building Directors~~ are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the [District Technology Resources](#) ~~Education Technology~~. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social [media including networking websites and](#) in chat rooms and cyberbullying awareness and response. All ~~Internet~~ users [of District Technology Resources](#) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, ~~and their~~ parents and other staff members.

Staff members are responsible for good behavior when using ~~the Board's Education Technology~~ [District Technology and](#)

Information Resources - i.e., behavior comparable to that expected when just-as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District Technology Resources to ~~shall not~~ access or use social media if it is done for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Director's approval of that plan in advance or District-related purposes.

General school rules for behavior and communication apply. ~~The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed Tech not authorized by this policy and its accompanying guidelines.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent, principals, directors, supervisors, and the technology department as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of ~~the District's Education Technology~~ District Technology and Information Resources.

Social Media Use

An employee's personal or private use of social media, ~~such as Facebook, Twitter, MySpace, blogs, etc.,~~ may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy

laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Revised 10/23/12

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 – 54.523

Last Modified by Jana Arlinghaus on October 12, 2017

OLENTANGY | LOCAL SCHOOLS

Book	Policy Manual
Section	REVISIONS TECHNOLOGY UPDATE (2017) - PHASE III
Title	ELECTRONIC MAIL
Number	po7540.05* ja Revision
Status	Ready for Board Review
Adopted	October 23, 2012

7540.05 - ELECTRONIC MAIL

Staff

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. ~~This policy, as well as any guidelines developed pursuant to it, are not meant to limit or discourage the use of e-mail for conducting the official business of the District, but rather, this~~ This policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail for conducting as an official business and communicating with colleagues, students, parents and community members. ~~tool.~~

When available, the District's e-mail system must be used by employees for any official District e-mail communications. (x) Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time ~~due to if~~ concerns for network security, SPAM, or virus protection arise. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Technology Director.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these list serves or other e-mail services do not exceed the staff member's e-mail storage allotment. ~~Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff). Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's IT staff.~~ The Technology Director is authorized to block e-mail from list serves or e-mail services if the e-mails received by the staff member(s) (x) become excessive (x) regularly exceed ten (10) megabytes.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 – Information Management), and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's (x) Technology Director.
Public Records

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a ~~Litigation Hold~~ litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form.

Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a [litigation hold](#) ~~Litigation Hold~~ shall be retained.

The District maintains archives of all e-mails sent and/or received by staff of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its ~~proprietary computers~~ [Technology Resources, including its](#) and computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

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Last Modified by Jana Arlinghaus on October 12, 2017

OSBA Legal Assistance Fund

Whereas, the Olentangy Local School District Board of Education is involved in litigation of statewide significance and,

Whereas, the Ohio School Boards Association Legal Assistance Fund has been established for the purpose of providing financial assistance to member boards of education,

Therefore, the Board hereby resolves to request assistance from the OSBA LAF for calendar year 2017 and authorizes the superintendent to complete the necessary application for assistance.

Appropriations Adjustments

Fund	11.9.17 Adjustments	Explanation:
007 - Special Trust	\$ 2,000.00	Employee Benefits/Staff Donations
009 - Uniform School Supplies	\$ 2,000.00	Student Fees
018 - Public School Support	\$ 5,788.25	Fundraisers/Donations
200 - Student Activity	\$ 275.00	New Activities/Fundraisers
300 - Athletics	\$ 15,000.00	Athletic Events/Equipment
	<hr/>	
	\$ 25,063.25	

CERTIFIED POSITIONS PAID THROUGH MEMORANDUM BILLING
2017-18 School Year
Recommended for Board of Education Approval on November 9, 2017

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
Home Instruction						
Halls	Allyson	L	Instructor, OLHS	13.00	\$ 25.00	\$ 325.00
Ross	Carrie	E	Instructor, OLHS	10.00	\$ 25.00	\$ 250.00
Willis	Kristy	L	Instructor, OBMS	40.00	\$ 25.00	\$ 1,000.00
Student Intervention Planning						
Williams	Tyler	D	Instructor, OOHS	60.00	\$ 25.00	\$ 1,500.00

SUPPLEMENTAL CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on November 9, 2017

Supplemental Area	Location	Coach / Advisor			Contract			
		Last Name	First Name	Middle	Group	Step	Amount	Season
Teen Advocate								
Teen Advocate	OSMS	Decaminada	Gina	M.	1/2 of 11	0	\$ 197.00	All Year
Teen Advocate	OSMS	Maxey	Elizabeth	A.	1/2 of 11	0	\$ 197.00	All Year
Basketball								
Boys JV Basketball Coach	OHS	Garrison	Kip	C.	3	8	\$ 5,521.00	Winter
Boys 8th Grade Basketball Coach	OBMS	Diehl	Brett	D.	6	6	\$ 3,549.00	Winter
Girls 8th Grade Basketball Coach	OBMS	Stimmel	Mariam	P.	6	1	\$ 2,563.00	Winter
Music								
Music Director	ACES	Anderson	Meghan	M.	10	10	\$ 1,183.00	Winter
Asst Music Director	ACES	Anderson	Meghan	M.	11	10	\$ 789.00	Winter
Music								
Music Director	ACES	Anderson	Meghan	M.	10	10	\$ 1,183.00	Spring
Asst Music Director	ACES	Anderson	Meghan	M.	11	10	\$ 789.00	Spring
Spelling Bee								
Spelling Bee Advisor	ACES	Althoff	Pearl	L.	11	4	\$ 552.00	Spring

PUPIL ACTIVITY SUPERVISOR CONTRACTS
2017-18 School Year

Recommended for Board of Education Approval on November 9, 2017

Supplemental Area	Location	Coach / Advisor			Contract			
		Last Name	First Name	Middle	Group	Step	Amount	Season
Performing Arts								
Performing Arts Chaperone - Volunteer	OOHS	Goodknight	Jennifer	A.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OOHS	Plummer	Randall	S.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OOHS	Vande Water	Dean	J.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Barber	Timothy	J.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Bauknecht	Mark	E.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Gould	Aimee	C.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Hinkle	Jennifer		N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Low	Kristy	A.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Malik	Rima		N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Mathew	Supriya	C.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	McCoy	Lori	A.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Predmore	Cathy	R.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Rupe	Mark	A.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Steinberg	Tad	T.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Storrer	Susan	L.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Whitley	Xema	R.	N/A	N/A	\$ -	All Year
Performing Arts Chaperone - Volunteer	OBMS	Woolard	J.	Christopher	N/A	N/A	\$ -	All Year
Youth in Government								
Youth in Government Chaperone - Volunteer	OSMS	Kearns	Lance		N/A	N/A	\$ -	All Year
Youth in Government Chaperone - Volunteer	OSMS	Maitland	Andrea		N/A	N/A	\$ -	All Year
Basketball								
Boys Freshman Basketball Coach	OHS	Ballmer, Jr.	John	C.	3	5	\$ 4,929.00	Winter
Girls Freshman Basketball Coach	OLHS	Rinkes	Michael	J.	3	5	\$ 4,929.00	Winter
Girls 8th Grade Basketball Coach	OSMS	McQuistion	Hannah	P.	6	1	\$ 2,563.00	Winter
Cheerleading								
JV Cheerleading Coach	OHS	McCullough	Michael	J.	7	1	\$ 2,169.00	Winter
Freshman Cheerleading Coach	OHS	Kuhn	Kinney	K.	8	0	\$ 1,577.00	Winter
8th Grade Cheerleading Coach	OLMS	Flanery	Chelsea	N.	3/4 of 9	1	\$ 961.50	Winter
7th Grade Cheerleading Coach	OLMS	Flanery	Chelsea	N.	3/4 of 9	1	\$ 961.50	Winter
Drama								
Drama Technical Director	OHS	Curtis	Brandon	P.	9	0	\$ 1,183.00	Winter
Ice Hockey								
Head Ice Hockey Coach	OLHS	Alexander	Kevin	R.	1/2 of 2	2	\$ 2,563.00	Winter
Head Ice Hockey Coach	OLHS	Hoogeveen	Jack	P.	1/2 of 2	10	\$ 3,352.00	Winter
Swimming								
Girls Head Swimming Coach	OHS	Ljubi	Nicholas	E.	2	2	\$ 5,126.00	Winter
Wrestling								
Wrestling - Volunteer	OHS	Palmer	Collin	W.	N/A	N/A	\$ -	Winter
Asst Wrestling Coach	OOHS	Winn	Joshua	R.	3	2	\$ 4,338.00	Winter
JV Wrestling Coach	OOHS	Kasser	James	D.	3	8	\$ 5,521.00	Winter
Freshman Wrestling Coach	OOHS	DiSabato	Ryan	C.	4	2	\$ 3,549.00	Winter
Asst Wrestling Coach	OOMS	Wallace	Christopher	D.	7	0	\$ 1,972.00	Winter
Asst Wrestling Coach	OSMS	Fowler	Vaughn	T.	7	0	\$ 1,972.00	Winter
Drama								
Drama Technical Director	OHS	Curtis	Brandon	P.	9	0	\$ 1,183.00	Spring

CLASSIFIED SUBSTITUTES

2017-18 School Year

Recommended for Board of Education Approval on November 9, 2017

Abood, Walter J.

Brinckerhoff, Jennifer R.

Evans, Jeffrey D.

Galliardi, Wendy L.

Girgis, Nicole L.

Hale, Jeremiah M.

Harrell, Beth A.

Kindberg, Kelly F.

Morris-Flinn, Marsha

Schultze, Mary Alice

Weaver, Lisa A.

Student Overnight and/or Out-of-State Trip Requests for Noveber 9, 2017 BOE Review

School	Beginning Date of Trip	Return Date	School Days Missed	Event	Location	Transportation	Approximate Number of Students	Estimated Transportation Cost to District
OLHS	11/24/2017	11/26/2017	0	Ice Hockey Bobcat Thanksgiving Tournament	Bowling Green, OH	Parents	20	\$0
OLHS	12/15/2017	12/17/2017	0	Ice Hockey Padula Holiday Tournament	Strongsville, OH	Parents	20	\$0
OLHS	1/12/2018	1/14/2018	0	Ice Hockey Jesuit Classic Hockey Tournament	Kent, OH	Parents	20	\$0
OLHS	1/19/2018	1/21/2018	0	Ice Hockey Rock and Roll Shootout	Lakewood, OH	Parents	20	\$0
OLHS	4/21/2018	4/26/2018	4	DECA International Career Development Conference	Atlanta, GA	Air	20	\$0