

**OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL STATEMENTS
MARCH 2016**



**BRIAN KERN
TREASURER/CFO**

OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL STATEMENTS
MARCH 2016

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OLENTANGY LOCAL SCHOOL DISTRICT
COMPARATIVE STATEMENT OF RECEIPTS AND EXPENDITURES
GENERAL FUND (001)
FISCAL YEAR 2015-2016

	Current Month Ending 3/31/2016	Fiscal Year to Date 7/1/15-6/30/16	Expected 3/31/2016	Act vs. Expected	Difference	Budgeted Fiscal Year 7/1/15-6/30/16	% of Budget
Beginning Balance	\$ 111,060,997	\$ 59,087,916				\$ 59,087,916	
RECEIPTS:						*	
1.01 Real Estate Taxes	\$ 46,580	\$ 129,024,633	\$ 126,583,005	102%	\$ 2,441,628	\$ 126,633,615	101.89%
1.02 Personal Property Taxes	\$ 870	\$ 6,891,108	\$ 6,249,377	110%	\$ 641,731	\$ 6,249,377	110.27%
1.035 Unrestricted Grants-In-Aid	\$ 932,944	\$ 9,150,831	\$ 9,016,362	101%	\$ 134,469	\$ 10,664,187	85.81%
1.04 Restricted Grants-In-Aid	\$ 7,109	\$ 54,140	\$ 54,662	99%	\$ (522)	\$ 152,060	35.60%
1.05 Property Tax Allocation	\$ -	\$ 8,157,885	\$ 8,159,519	100%	\$ (1,634)	\$ 16,241,721	50.23%
1.06 All Other Operating Revenue	\$ 421,325	\$ 20,429,309	\$ 19,606,898	104%	\$ 822,411	\$ 21,097,910	96.83%
2.06 All Other Financing Sources	\$ 545	\$ 69,713	\$ 29,427	237%	\$ 40,286	\$ 25,000	278.85%
Total Receipts	<u>\$ 1,409,373</u>	<u>\$ 173,777,619</u>	<u>\$ 169,699,250</u>	102%	<u>\$ 4,078,369</u>	<u>\$ 181,063,870</u>	95.98%
EXPENDITURES:						*	
Personal Services	\$ 9,716,919	\$ 84,100,040	\$ 84,069,713	100%	\$ 30,327	\$ 112,672,509	74.64%
Retirement/Benefits	\$ 3,665,504	\$ 32,351,570	\$ 32,085,600	101%	\$ 265,970	\$ 43,368,666	74.60%
Purchased Services	\$ 1,206,325	\$ 8,745,691	\$ 9,488,884	92%	\$ (743,193)	\$ 14,296,253	61.17%
Supplies, Materials, Textbooks	\$ 261,533	\$ 3,388,408	\$ 3,966,004	85%	\$ (577,596)	\$ 6,029,066	56.20%
Capital Outlay	\$ 752	\$ 227,474	\$ 310,515	73%	\$ (83,041)	\$ 353,545	64.34%
Other Expenditures	\$ 651,248	\$ 7,084,263	\$ 7,020,888	101%	\$ 63,375	\$ 8,913,047	79.48%
Total Expenditures	<u>\$ 15,502,281</u>	<u>\$ 135,897,446</u>	<u>\$ 136,941,604</u>	99%	<u>\$ (1,044,158)</u>	<u>\$ 185,633,086</u>	73.21%
Revenue Over (Under)							
Expenditures	\$ (14,092,908)	\$ 37,880,173					
Ending Balance	<u>\$ 96,968,089</u>	<u>\$ 96,968,089</u>					
Outstanding Encumbrances	\$ 7,202,941						
Unencumbered Ending Balance	<u>\$ 89,765,148</u>						

*Budgeted amounts are based on the October 2015 forecast.

OLENTANGY LOCAL SCHOOL DISTRICT
COMPARATIVE STATEMENT OF RECEIPTS AND EXPENDITURES
GENERAL FUND (001)
FISCAL YEAR 2015-2016

REVENUE:

Real Estate Taxes: Second half final real estate tax advances were received in July. First half final collections were received in February realizing a 1.8% in actuals over estimates. Any growth in real estate revenue is generated by new construction and increased collections percentage. Collection rates increased 2% in actuals over estimates.

Personal Property Taxes: Revenue in this line will primarily be made up of Personal Property Utility Tax collections, which is a tax on the tangible personal property used in the operations of a public utility company, such as telephone and electric lines.

Unrestricted Grants (State Foundation): The state legislature passed HB64 which included a new state funding formula that took effect in FY15. While this formula recognizes that Olentangy should receive significant additional funding due to our enrollment growth, the formula unfortunately imposes a growth cap of 7.5% equating to an approximate \$1.7MM increase over two years. The District appreciates any additional funding, but the 7.5% cap will not even allow the growth in state funding to keep up with our current enrollment growth, nor the unfunded growth we've experienced the past decade. Casino Tax Revenue will be received in January and August. Revenue in this line includes state funding outside of the formula for preschool special education.

Restricted Grants (State Foundation): Revenue in this line is Career Technical funding received from the state and reimbursement for Excess Cost and Catastrophic Aid.

Property Tax Allocation: This line includes Homestead and Rollback reimbursement received from the state. Second half Homestead and Rollback were received in October, first half collection will be received in June. A change in valuation causes a change in Homestead and Rollback reimbursement as the reimbursement is based on property valuation and collections.

All Other Operating Revenue: This line includes TIF payments, CRA payments in lieu of, income tax sharing, interest income and other revenue. Collection of these funds are dependent on RE collections, timing of CRA payment agreements and income tax sharing agreements. TIF revenue is driven by commercial property values, most significantly in the Polaris TIF area. TIF valuations surpassed expected growth.

EXPENDITURES:

Personal Services: The District is continually working to maximize learning for every student, while maintaining fiscal responsibility. This is evidenced by our cost per pupil continuing to rank near the lowest in central Ohio. Administration continues to look for efficiencies in Personal Services while still delivering the same level of service to our students and the community.

Retirement/Benefits: Insurance expenditures are dependent upon employee enrollment in the insurance plan, utilization of the high deductible option, and the districts' claims experience. The district became self-insured January 1, 2015, saving the district several high cost Affordable Care Act and state fees. The district district realized a minimal 4% premium rate increase for the majority of calendar year 2015. Insurance premium renewal rates take effect in December of each fiscal year.

Purchased Services: About half of Purchased Services are related to ESC purchased services and utility services which include telephone, gas, electric and water/sewer. This line also accounts for several deductions of state funding by ODE, the most significant of which is for community school students.

Materials/Supplies: The majority of expenses in this line are for teaching aides, textbooks, office supplies, maintenance supplies for the buildings, and fuel for the transportation department. These expenditures are primarily driven by building and department purchase orders, the timing of which vary based upon need.

Capital Outlay: The majority of these expenditures are for care and upkeep of buildings, as well as some equipment and technology purchases.

Other Expenditures: The county auditor and treasurer fees the District is required to pay for the collection of taxes and ESCCO services for preschool special education needs comprise the majority of the expenditures in this category.

OLENTANGY LOCAL SCHOOL DISTRICT
INVESTMENTS
MARCH 2016

Maturity Date	Description	Type	Yield	Settlement Date	Cost Basis Amount	Market Value	Interest Date
	Delaware County Bank	IBA/REPO	0.150%		\$ 13,223,126.15	\$ 13,223,126.15	Monthly
	STAR OHIO (Act. #15464)		0.460%		67,394,169.37	67,394,169.37	Monthly
	PNC Bank		0.100%		1,005,113.99	1,005,113.99	Monthly
	First Merit		0.100%		241,972.86	241,972.86	Monthly
	Huntington		0.020%		23,776.86	23,776.86	Monthly
	FC Bank		0.410%		5,502,780.44	5,502,780.44	Monthly
	RedTree Investments		1.140%		39,392,072.99	39,417,249.91	Monthly
	STAR OHIO PLUS		0.350%		821,815.04	821,815.04	Monthly
8/18/2016	CDARS	CD	0.650%	8/21/2014	2,000,000.00	2,000,000.00	August 2016
8/4/2016	CDARS	CD	0.300%	8/6/2015	4,000,000.00	4,000,000.00	August 2016
8/4/2016	CDARS	CD	0.490%	8/7/2014	2,500,000.00	2,500,000.00	August 2016
8/11/2016	CDARS	CD	0.490%	8/14/2014	2,500,000.00	2,500,000.00	August 2016
11/10/2016	CDARS	CD	0.600%	11/13/2014	2,500,000.00	2,500,000.00	November 2016
Total Investments					\$ 141,104,827.70	\$ 141,130,004.62	

OLENTANGY LOCAL SCHOOL DISTRICT
BANK RECONCILIATION
MARCH 2016

Per bank statements:

Delaware County Bank	\$ 13,223,126.15
Star Ohio	67,394,169.37
Star Ohio Plus	821,815.04
PNC Bank	1,005,113.99
First Merit	241,972.86
Huntington	23,776.86
FC Bank	5,502,780.44
CDARS	13,500,000.00
RedTree Notes	39,392,072.99

Outstanding Checks	(388,346.81)
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Outstanding deposits	-
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Adjusted bank balance	<u>\$ 140,716,480.89</u>
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Balance per OLSD books	\$ 140,712,865.82
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Deposits made; receipt not booked	3,615.07
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Adjusted book balance	<u>\$ 140,716,480.89</u>
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0.00

OLENTANGY LOCAL SCHOOL DISTRICT
FUND BALANCES
MARCH 2016

FUND	BEGINNING BALANCE	FYTD RECEIPTS	FYTD EXPENDITURES	FUND BALANCE
001	59,087,915.65	1,409,373.33	15,502,281.48	96,968,087.08
002	14,385,407.08	9,422.11	139.67	18,120,649.92
003	10,021,889.55	-	32,754.63	9,027,544.02
004	1,368,269.55	-	420.00	158,225.71
006	2,035,511.53	1,131,680.43	710,111.16	2,295,636.61
007	120,430.43	2,055.05	4,824.48	128,365.06
008	20,205.55	5.75	-	20,219.42
009	433,457.60	119,566.33	63,141.56	878,351.56
011	176,379.73	7,118.00	-	199,600.73
018	383,629.55	34,897.04	35,908.90	490,531.89
019	8,891.41	-	1,170.50	9,323.46
022	-	15,554.00	24,206.00	5,866.75
024	6,798,523.88	2,532,621.38	2,795,463.81	9,448,022.74
027	1,222,320.10	-	10,595.06	1,037,312.83
200	622,908.91	73,766.81	58,283.95	759,600.14
300	744,568.23	20,876.93	45,181.65	909,780.48
401	150,630.61	62.96	19,759.93	223,144.98
451	-	20,700.00	-	41,400.00
466	(29,000.00)	-	-	-
506	-	-	-	892.33
516	(141,658.22)	105,587.76	45,066.91	(13,344.11)
551	(3,812.82)	15,080.52	-	0.30
572	(30,769.38)	73,816.31	47,347.15	(641.95)
587	-	-	-	(1,985.17)
590	(10,117.69)	34,018.45	23,343.96	6,281.04
Total	97,365,581.25	5,606,203.16	19,420,000.80	140,712,865.82

OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL REPORT BY FUND/SCC
MARCH 2016

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	0000	GENERAL FUND	58,804,342.92	1,409,373.33	173,777,617.99	15,502,281.48	135,897,446.56	96,684,514.35	7,203,139.47	89,481,374.88
001	9194	STATE TRANSPORTATION REIMBURSEMENT	283,572.73	-	-	-	-	283,572.73	-	283,572.73
002	0000	BOND RETIREMENT	14,385,407.08	9,422.11	28,298,871.93	139.67	24,563,629.09	18,120,649.92	-	18,120,649.92
003	9000	Permanent Improvement	10,021,889.55	-	-	32,754.63	994,345.53	9,027,544.02	965,921.81	8,061,622.21
004	9208	MARCH 2008 BOND ISSUE	20,553.32	-	-	-	-	20,553.32	-	20,553.32
004	9211	May 2011 Bond Issue	1,347,716.23	-	255.85	420.00	1,210,299.69	137,672.39	31,358.21	106,314.18
006	0000	LUNCHROOM FUND	2,035,511.53	1,131,680.43	6,519,564.03	710,111.16	6,259,438.95	2,295,636.61	1,415,424.88	880,211.73
007	9001	PRESCHOOL EMPLOYEE BENEFIT	1,320.69	-	-	-	-	1,320.69	-	1,320.69
007	9004	BOARD EMPLOYEE BENEFITS	1,392.11	88.12	612.67	125.74	1,210.76	794.02	1,386.52	(592.50)
007	9005	Central Office Flower Fund	190.13	-	315.00	-	197.94	307.19	191.00	116.19
007	9006	CUSTODIAN EMPLOYEE BENEFITS	2,304.72	36.90	361.23	34.76	375.79	2,290.16	25.00	2,265.16
007	9008	BUS GARAGE EMPLOYEE BENEFITS	7,574.64	228.18	1,784.88	-	506.38	8,853.14	-	8,853.14
007	9010	SPECIAL TRUST - MISC. DONATIONS	952.29	-	-	-	-	952.29	-	952.29
007	9095	MCCONNELL SCHOLARSHIP	1,424.69	-	-	-	-	1,424.69	-	1,424.69
007	9100	S.E.S. EMPLOYEE BENEFITS	173.00	-	-	-	-	173.00	-	173.00
007	9105	W.R.E.S. EMPLOYEE BENEFITS TRUST	3,226.29	21.48	327.76	75.00	861.13	2,692.92	225.00	2,467.92
007	9110	A.C.E. EMPLOYEE BENEFITS	4,528.57	47.61	1,063.85	81.95	1,333.86	4,258.56	-	4,258.56
007	9115	S.R.E. EMPLOYEE BENEFITS	7,083.93	37.66	3,251.04	377.99	2,910.90	7,424.07	4,074.72	3,349.35
007	9120	A.E.S. EMPLOYEE BENEFITS	3,569.38	76.26	1,543.95	-	1,082.34	4,030.99	169.06	3,861.93
007	9125	OAK CREEK ELEM. - EMPLOYEE BENEFITS	4,778.80	54.88	312.04	-	-	5,090.84	-	5,090.84
007	9130	T.R.E.S. EMPLOYEE BENEFITS	683.45	28.91	753.94	265.16	856.02	581.37	130.79	450.58
007	9135	EMPLOYEE BENEFITS	4,003.06	43.31	811.59	45.58	1,171.89	3,642.76	624.42	3,018.34
007	9140	EMPLOYEE BENEFITS	1,647.98	45.37	981.36	15.99	1,007.50	1,621.84	1,208.02	413.82
007	9145	GLEN OAK - EMPLOYEE BENEFIT	1,608.53	31.12	1,647.25	86.14	807.68	2,448.10	213.86	2,234.24
007	9150	MEADOWS EMPLOYEE BENEFITS	6,038.57	38.54	1,788.90	24.83	778.78	7,048.69	1,075.17	5,973.52
007	9155	EMPLOYEE BENEFITS - LIBERTY TREE E.S.	1,097.22	102.34	3,318.45	70.96	1,252.19	3,163.48	992.56	2,170.92
007	9160	JOHNNYCAKE CORNERS EMPLOYEE BENEFITS	4,697.77	105.26	700.70	-	344.95	5,053.52	277.81	4,775.71
007	9165	FTES EMPLOYEE BENEFITS	5,360.24	36.72	291.00	-	-	5,651.24	-	5,651.24
007	9170	CES EMPLOYEE BENEFITS	1,259.04	21.40	4,791.80	2,510.32	4,501.23	1,549.61	272.68	1,276.93
007	9175	EMPLOYEE BENEFITS - HERITAGE ELEMENTARY	2,912.98	54.96	1,153.06	82.41	336.79	3,729.25	762.59	2,966.66
007	9200	OSMS EMPLOYEE BENEFITS POP MACHINE	(1,029.69)	125.47	1,388.22	110.81	(288.49)	647.02	257.97	389.05
007	9205	OLMS EMPLOYEE BENEFITS	1,600.88	105.40	2,229.80	-	2,358.58	1,472.10	312.04	1,160.06
007	9210	EMPLOYEE BENEFITS - ORANGE M.S.	4,127.87	67.68	1,186.18	-	785.34	4,528.71	318.52	4,210.19
007	9215	EMPLOYEE BENEFITS - HYATTS M.S.	2,496.12	7.40	1,569.31	226.92	1,193.92	2,871.51	356.43	2,515.08
007	9220	EMPLOYEE BENEFITS - BERKSHIRE MIDDLE SCHOOL	5,112.75	52.86	1,490.72	-	1,412.91	5,190.56	1,331.48	3,859.08
007	9300	HS EMPLOYEE BENEFITS - POP MACHINE	10,783.75	353.51	2,072.40	182.96	3,768.59	9,087.56	1,651.25	7,436.31
007	9305	EMPLOYEE BENEFITS	6,238.48	117.83	434.93	506.96	3,197.57	3,475.84	2,815.46	660.38
007	9310	OOHS - EMPLOYEE BENEFITS	1,663.85	103.64	1,636.12	-	1,442.63	1,857.34	647.86	1,209.48
007	9400	Student Teacher	21,608.34	-	3,110.00	-	-	24,718.34	-	24,718.34
007	9500	OLENTANGY ACADEMY EMPLOYEE BENEFITS	-	22.24	127.64	-	(286.02)	413.66	-	413.66
008	9001	EFFIE & LOUISE G. VIERS SCHOLARSHIP FUND	20,205.55	5.75	13.87	-	-	20,219.42	-	20,219.42
009	9020	Summer School Fees	120,261.69	48,810.00	65,820.00	-	44,002.86	142,078.83	-	142,078.83
009	9105	UNIFORM SCHOOL SUPPLIES-WYANDOT ELEMENTARY	11,204.66	300.00	16,380.00	158.22	13,915.03	13,669.63	1,055.66	12,613.97
009	9110	UNIFORM SCHOOL SUPPLIES-ALUM CREEK ELEMENTARY	5,011.63	210.00	14,610.00	75.11	15,623.21	3,998.42	607.01	3,391.41
009	9115	UNIFORM SCHOOL SUPPLIES-/SCIOTO RIDGE ELEM.	629.63	150.00	14,490.00	-	11,193.10	3,926.53	1,160.60	2,765.93
009	9120	UNIFORM SCHOOL SUPPLIES-ARROWHEAD ELEMENTARY	1,424.32	570.00	9,330.00	-	8,318.47	2,435.85	850.39	1,585.46
009	9125	UNIFORM SCHOOL SUPPLIES-OAK CREEK ELEMENTARY	439.16	30.00	6,000.00	-	11,183.30	(4,744.14)	3,166.33	(7,910.47)
009	9130	UNIFORM SCHOOL SUPPLIES-TYLER RUN ELEMENTARY	7,846.99	150.00	12,990.00	-	17,437.74	3,399.25	69.00	3,330.25
009	9135	UNIFORM SCHOOL SUPPLIES-WALNUT CREEK ELEM.	23,967.03	570.00	17,970.00	473.84	15,151.01	26,786.02	220.04	26,565.98
009	9140	UNIFORM SCHOOL SUPPLIES-INDIAN SPRINGS ELEM.	795.64	30.00	33,167.19	107.36	18,575.72	15,387.11	473.49	14,913.62
009	9145	UNIFORM SCHOOL FEES-GLEN OAK ELEMENTARY	2,784.08	150.00	15,960.00	3,477.59	13,231.71	5,512.37	1,878.58	3,633.79

OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL REPORT BY FUND/SCC
MARCH 2016

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
009	9150	UNIFORM SUPPLIES - OLENTANGY MEADOWS	3,740.81	856.00	17,236.00	-	15,743.77	5,233.04	3,707.82	1,525.22
009	9155	UNIFORM SCHOOL SUPPLIES - LIBERTY TREE E.S.	1,807.79	-	17,250.00	-	15,208.85	3,848.94	2,464.03	1,384.91
009	9160	UNIFORM SCHOOL SUPPLIES - JOHNNYCAKE E.S.	12,764.75	60.00	17,317.00	405.50	17,601.77	12,479.98	197.14	12,282.84
009	9165	FTES SCHOOL SUPPLIES	4,417.35	210.00	18,150.00	-	15,871.49	6,695.86	-	6,695.86
009	9170	CES SCHOOL SUPPLIES	231.63	60.00	20,902.00	784.17	20,946.49	187.14	118.12	69.02
009	9175	UNIFORM SCHOOL SUPPLIES - HERITAGE ES	4,155.70	1,710.00	18,420.00	222.98	16,031.24	6,544.46	897.66	5,646.80
009	9200	UNIFORM SCHOOL SUPPLIES-SHANAHAN MIDDLE SCH.	19,625.56	1,826.50	51,940.65	4,537.61	43,562.74	28,003.47	8,488.13	19,515.34
009	9205	UNIFORM SCHOOL SUPPLIES-LIBERTY MIDDLE SCH.	55,878.11	872.00	46,609.74	2,413.87	41,324.75	61,163.10	2,402.11	58,760.99
009	9210	UNIFORM SCHOOL SUPPLIES-ORANGE MIDDLE SCHOOL	15,979.13	1,646.75	44,534.79	2,788.49	27,752.83	32,761.09	9,654.96	23,106.13
009	9215	UNIFORM SCHOOL SUPPLIES - HYATTS M.S.	23,853.87	726.74	48,168.20	4,129.85	33,814.41	38,207.66	13,921.75	24,285.91
009	9220	UNIFORM SCHOOL SUPPLIES - BERKSHIRE MS	14,676.31	1,583.50	48,953.50	3,720.50	34,181.30	29,448.51	16,353.81	13,094.70
009	9300	UNIFORM SCHOOL SUPPLIES-OLENTANGY HIGH SCHOOL	28,306.37	18,604.13	235,641.49	8,036.01	121,373.65	142,574.21	187,590.71	(45,016.50)
009	9305	UNIFORM SCHOOL SUPPLIES-LIBERTY HIGH SCHOOL	48,720.54	20,409.92	277,065.60	21,154.43	138,788.43	186,997.71	202,252.48	(15,254.77)
009	9310	OOHS - UNIFORM SCHOOL SUPPLY	24,934.85	19,283.29	212,546.07	9,974.12	124,802.82	112,678.10	178,878.42	(66,200.32)
009	9500	UNIFORM SCHL SUPPLIES Olentangy Academy	-	747.50	2,915.00	681.91	3,836.58	(921.58)	632.72	(1,554.30)
011	0000	ROTARY FUND - HOUSE RENTAL	99,642.53	7,118.00	11,856.00	-	-	111,498.53	-	111,498.53
011	9000	SUMMER CAMPS	76,737.20	-	11,365.00	-	-	88,102.20	-	88,102.20
018	9001	PRESCHOOL SUPPORT	410.92	-	-	-	-	410.92	-	410.92
018	9105	W.R.E.S. PRINCIPAL FUND	13,861.07	2,578.45	13,321.42	840.00	3,495.30	23,687.19	6,504.07	17,183.12
018	9110	ACE PRINCIPAL'S FUND	8,306.35	-	35,855.76	817.51	34,308.23	9,853.88	5,610.31	4,243.57
018	9115	S.R.E. PRINCIPAL'S FUND	4,204.98	582.07	5,539.75	479.20	6,960.56	2,784.17	1,611.74	1,172.43
018	9120	A.E.S. PRINCIPAL'S FUND	8,575.08	0.41	4,958.68	1,215.64	1,406.87	12,126.89	7,476.12	4,650.77
018	9125	OAK CREEK ELEMENTARY PRINCIPAL'S FUND	17,045.90	-	7,063.76	1,225.62	13,108.66	11,001.00	4,119.52	6,881.48
018	9130	TYLER RUN PRINCIPAL'S FUND	29,206.59	-	2,405.26	15.00	616.47	30,995.38	61.95	30,933.43
018	9135	PRINCIPALS FUND	8,792.31	3,000.00	27,039.12	1,850.29	25,885.94	9,945.49	229.52	9,715.97
018	9140	PRINCIPALS FUND	4,853.48	7.76	5,180.33	-	2,074.28	7,959.53	1,153.96	6,805.57
018	9145	GLEN OAK PRINCIPALS FUND	13,362.76	617.76	9,432.35	-	5,117.38	17,677.73	919.81	16,757.92
018	9150	OMES PRINCIPAL'S FUND	16,200.08	190.58	9,486.44	214.47	2,377.22	23,309.30	1,431.19	21,878.11
018	9155	LIBERTY TREE PRINCIPAL FUND	20,223.48	6,608.82	27,599.86	426.67	20,629.83	27,193.51	817.70	26,375.81
018	9160	JOHNNYCAKE CORNERS PRINCIPAL FUND	10,425.70	-	15,192.98	383.67	6,265.48	19,353.20	1,976.08	17,377.12
018	9165	FTES PRINCIPAL'S FUND	9,258.15	11,066.00	19,974.76	960.48	5,314.28	23,918.63	11,136.07	12,782.56
018	9170	CES PRINCIPAL'S FUND	6,993.04	446.65	6,419.23	(1,251.50)	2,915.97	10,496.30	4,040.50	6,455.80
018	9175	PRINCIPAL'S FUND - HERITAGE ELEMENTARY	4,286.33	50.44	11,568.54	1,976.00	6,687.74	9,167.13	2,974.48	6,192.65
018	9200	OSMS-PRINCIPAL'S FUND	19,678.62	3,495.50	13,585.17	563.00	15,347.95	17,915.84	7,949.63	9,966.21
018	9201	OMS SCHOLARSHIP FUND	28,818.46	-	625.00	-	1,541.64	27,901.82	2,458.36	25,443.46
018	9202	OHMS - OLENTANGY HYATTS SCHOLARSHIP FUND	13,673.90	212.00	7,722.00	-	4,777.75	16,618.15	-	16,618.15
018	9203	OSMS - SCHOLARSHIP FUND	1,441.47	120.00	5,679.00	-	-	7,120.47	150.00	6,970.47
018	9204	OBMS Scholarship Fund	1,021.95	-	3,425.00	-	4,300.00	146.95	-	146.95
018	9205	O.L.M.S. PRINCIPALS FUND	11,630.59	99.00	8,142.73	739.27	6,009.41	13,763.91	1,270.95	12,492.96
018	9209	LMS Scholarship Fund	-	-	1,154.77	599.00	599.00	555.77	-	555.77
018	9210	PRINCIPAL'S FUND - ORANGE M.S.	3,971.00	1,513.48	38,095.55	15,965.73	30,674.20	11,392.35	822.58	10,569.77
018	9215	HYATTS M.S. - PRINCIPAL FUND	13,875.24	61.68	7,717.36	1,881.09	3,944.82	17,647.78	2,012.74	15,635.04
018	9220	PRINCIPAL'S FUND - BERKSHIRE MS	21,044.13	806.55	13,124.29	1,272.49	14,152.07	20,016.35	1,733.59	18,282.76
018	9300	H.S. PRINCIPAL'S FUND	27,735.27	1,161.26	37,446.24	1,581.50	38,186.35	26,995.16	4,605.83	22,389.33
018	9305	PRINCIPALS FUND	37,416.09	1,622.13	46,032.83	2,009.09	26,909.41	56,539.51	10,334.40	46,205.11
018	9310	OOHS PRINCIPAL'S FUND	27,316.61	597.00	41,106.50	2,100.78	35,227.60	33,195.51	5,150.21	28,045.30
018	9500	OLENTANGY ACADEMY PRINCIPALS FUND	-	59.50	59.50	43.90	(782.57)	842.07	-	842.07
019	9200	LPDC	370.00	-	-	-	-	370.00	-	370.00
019	9216	OEF GRANT	-	-	34,797.86	1,170.50	34,365.81	432.05	-	432.05
019	9306	OLHS SCHOLARSHIP FUND	8,116.09	-	-	-	-	8,116.09	-	8,116.09
019	9417	DELAWARE ART FESTIVAL GRANT - GLEN OAK	0.36	-	-	-	-	0.36	-	0.36

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FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
019	9418	IRES - DELAWARE ARTS FEST. GRANT	116.56	-	-	-	-	116.56	-	116.56
019	9419	Delaware Arts Festival-T.R.	72.35	-	-	-	-	72.35	-	72.35
019	9562	KAUFFMAN CENTER/DECA GRANT - 2004	80.46	-	-	-	-	80.46	-	80.46
019	9563	MARKETING GRANT - HUMAN RESOURCE ASSOCTION OH	135.59	-	-	-	-	135.59	-	135.59
022	9990	OHS OHSAA TOURNAMENT FUND	-	-	24,089.00	1,720.00	23,330.65	758.35	1,076.00	(317.65)
022	9991	OLHS OHSAA TOURNAMENT FUND	-	-	12,533.50	2,280.00	9,850.84	2,682.66	2,435.00	247.66
022	9992	OOHS OHSAA TOURNAMENT FUND	-	15,554.00	25,547.00	20,206.00	23,121.26	2,425.74	1,516.00	909.74
024	0000	EMPLOYEE BENEFITS	6,798,523.88	2,532,621.38	22,003,776.47	2,795,463.81	19,354,277.61	9,448,022.74	11,000.00	9,437,022.74
027	0000	Workers' Compensation Self Insurance	1,222,320.10	-	-	10,595.06	185,007.27	1,037,312.83	102,820.95	934,491.88
200	9004	SPEECH TEAM - OLHS	1,934.50	-	-	-	182.00	1,752.50	325.18	1,427.32
200	9014	CLASS OF 2014 - OHS	8,755.34	-	-	-	-	8,755.34	-	8,755.34
200	9015	CLASS OF 2015 - OHS	11,922.68	-	-	-	-	11,922.68	-	11,922.68
200	9016	CLASS OF 2016 - OHS	11,288.16	-	9,235.08	-	11,133.00	9,390.24	2,750.00	6,640.24
200	9017	CLASS OF 2017 - OHS	11,261.74	-	20.00	6,055.85	6,055.85	5,225.89	8,500.00	(3,274.11)
200	9018	CLASS OF 2018 - OHS	2,587.33	-	11,108.40	-	5,150.05	8,545.68	1,000.00	7,545.68
200	9019	CLASS OF 2019 - OHS	1,288.78	-	437.00	-	465.60	1,260.18	534.40	725.78
200	9020	SMS - CLASS OF 2020	15,967.50	-	12,185.00	-	-	28,152.50	27,760.15	392.35
200	9021	CLASS OF 2021 - SMS	8,639.71	-	14,543.67	-	-	23,183.38	-	23,183.38
200	9022	SMS Class of 2022	-	-	26,029.00	-	-	26,029.00	-	26,029.00
200	9023	MATH OLYMPIAD - OHS	7.00	-	51.00	-	88.00	(30.00)	-	(30.00)
200	9100	Olentangy STEM Sisters	-	-	5,535.00	359.99	3,318.12	2,216.88	-	2,216.88
200	9104	CLASS OF 2004	1,022.71	-	-	-	-	1,022.71	-	1,022.71
200	9105	CLASS OF 2005	2,447.30	-	-	-	-	2,447.30	-	2,447.30
200	9106	CLASS OF 2006 - OHS	2,937.40	-	-	-	-	2,937.40	-	2,937.40
200	9108	CLASS OF 2008 - OHS	4,093.00	-	-	-	-	4,093.00	-	4,093.00
200	9110	ART CLUB - OHS	(110.47)	48.00	573.00	73.49	383.39	79.14	50.00	29.14
200	9112	ART CLUB - OLMS	255.94	-	-	-	-	255.94	-	255.94
200	9113	ART CLUB - OLHS	260.72	-	-	-	-	260.72	-	260.72
200	9114	ART CLUB - OOMS	588.01	-	-	-	-	588.01	-	588.01
200	9115	OHMS STUDENT COUNCIL	8,744.86	-	7,776.75	373.85	7,547.45	8,974.16	1,126.15	7,848.01
200	9116	OHMS - ART CLUB	817.81	-	-	-	-	817.81	-	817.81
200	9117	ART CLUB - OOHS	1,925.11	1,179.84	3,807.19	357.15	2,551.09	3,181.21	1,534.53	1,646.68
200	9118	OBMS ART CLUB	214.63	-	1,145.00	-	1,126.39	233.24	475.55	(242.31)
200	9120	SCIENCE OLYMPIAD - OHS	833.38	200.00	3,170.00	493.00	2,646.74	1,356.64	189.80	1,166.84
200	9121	ART THERAPY CLUB - OLHS	-	122.29	361.09	-	-	361.09	138.00	223.09
200	9122	FASHION CLUB - OOHS	-	-	263.00	171.00	171.00	92.00	-	92.00
200	9123	SCHIENCE OLYMPIAD - OOHS	-	183.00	183.00	230.05	230.05	(47.05)	89.67	(136.72)
200	9130	DRAMA CLUB - OHS	20,295.58	90.00	6,838.68	-	8,836.88	18,297.38	5,368.67	12,928.71
200	9131	DRAMA CLUB - OSMS	12,988.59	3,238.00	5,614.50	192.93	2,312.82	16,290.27	631.84	15,658.43
200	9132	DRAMA CLUB - OLMS	8,204.56	210.00	500.00	361.86	3,525.84	5,178.72	2,672.10	2,506.62
200	9133	DRAMA CLUB - OLHS	12,287.12	-	14,747.80	873.90	8,067.89	18,967.03	11,349.10	7,617.93
200	9134	DRAMA CLUB - OOMS	3,695.10	-	-	464.00	690.00	3,005.10	455.00	2,550.10
200	9135	OHMS DRAMA CLUB	5,714.71	-	-	-	-	5,714.71	800.00	4,914.71
200	9136	DRAMA CLUB - OOHS	27,121.44	104.00	19,708.00	830.90	11,297.47	35,531.97	18,437.68	17,094.29
200	9137	SMS Greenhouse	553.11	-	-	193.68	218.68	334.43	106.32	228.11
200	9138	OBMS Drama club	4,973.76	-	1,891.00	-	1,144.97	5,719.79	2,328.98	3,390.81
200	9141	Glamour Gals	28.61	-	1,020.00	-	783.00	265.61	-	265.61
200	9142	PROJECT HOPE - OLHS	3,194.52	-	-	-	-	3,194.52	-	3,194.52
200	9145	KNEADING FOR THE NEEDY - OLHS	465.41	218.00	373.00	31.37	131.33	707.08	-	707.08
200	9147	OBMS Softball	924.92	-	-	-	(0.38)	925.30	-	925.30
200	9148	FUND FOR LIFE - OLHS	-	-	21.07	-	-	21.07	-	21.07

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200	9150	OMS STEM Club	-	70.00	655.00	-	-	655.00	-	655.00
200	9151	1 KIND THING - OLHS	-	-	-	-	20.81	(20.81)	-	(20.81)
200	9152	OPERATION SMILE - OLHS	-	-	1,086.95	-	332.50	754.45	-	754.45
200	9153	HOPE FOR THE HOMELESS - OLHS	-	-	214.65	-	211.55	3.10	-	3.10
200	9190	NEWSPAPER - OHS	1,018.86	149.00	5,052.50	556.59	3,162.54	2,908.82	637.41	2,271.41
200	9191	NEWSPAPER - OLHS	(8,549.44)	689.04	5,177.04	-	300.00	(3,672.40)	4,700.00	(8,372.40)
200	9192	NEWSPAPER - OOHs	13,597.96	243.00	10,438.42	1,152.92	7,947.12	16,089.26	1,839.57	14,249.69
200	9193	Sentinel Times	96.00	-	-	-	-	96.00	-	96.00
200	9195	JUNIOR STATE OF AMERICA - OLHS	1,052.89	-	6,452.00	-	6,730.00	774.89	126.61	648.28
200	9200	YEARBOOK - OHS	10,079.71	-	6,553.62	-	3,861.12	12,772.21	-	12,772.21
200	9201	YEARBOOK - OLHS	9,125.44	505.00	4,227.00	-	4,943.19	8,409.25	1,000.00	7,409.25
200	9202	YEARBOOK - OOHs	44,258.22	5,477.99	16,444.10	96.13	8,459.79	52,242.53	3,517.48	48,725.05
200	9203	OBMS Flashmob	357.50	-	200.00	-	303.68	253.82	-	253.82
200	9234	BROADCAST JOURNALISM - OOHs	-	-	40.00	-	-	40.00	-	40.00
200	9250	FRENCH CLUB - OHS	1,382.86	-	640.00	68.08	1,210.55	812.31	-	812.31
200	9251	FRENCH CLUB - OLHS	204.00	-	-	-	-	204.00	-	204.00
200	9252	FRENCH CLUB - OOHs	217.67	-	528.00	32.52	32.52	713.15	228.48	484.67
200	9253	Olentangy Travel Club	332.90	-	1,346.35	447.20	1,439.20	240.05	-	240.05
200	9260	GERMAN CLUB - OHS	677.57	-	1,179.00	68.44	983.74	872.83	81.56	791.27
200	9261	GERMAN CLUB - OLHS	150.02	-	-	-	-	150.02	-	150.02
200	9262	GERMAN CLUB - OOHs	125.72	-	450.00	-	395.01	180.71	-	180.71
200	9263	MATH TEAM - OLHS	30.36	-	432.00	-	315.00	147.36	-	147.36
200	9264	GERMAN HONOR SOCIETY - LHS	409.00	-	291.00	-	-	700.00	-	700.00
200	9280	SPANISH CLUB - OHS	348.64	-	215.00	-	180.30	383.34	250.00	133.34
200	9281	SPANISH CLUB - OLHS	632.40	-	-	-	-	632.40	-	632.40
200	9282	SPANISH CLUB - OOHs	996.16	60.00	2,470.00	289.70	2,326.32	1,139.84	10.30	1,129.54
200	9284	SPANISH HONORS SOCIETY - OLHS	948.00	-	1,605.00	-	635.00	1,918.00	508.00	1,410.00
200	9285	NATIONAL ENGLISH HONOR SOCIETY - LHS	-	1,228.00	1,228.00	-	-	1,228.00	-	1,228.00
200	9289	STUDENT MENTORS - OLHS	2,011.94	-	6,775.00	-	7,784.07	1,002.87	25.00	977.87
200	9290	YOUNG REPUBLICANS - OHS	655.83	-	-	-	-	655.83	-	655.83
200	9293	WEB - WHERE EVERYBODY BELONGS SMS	1,621.46	-	1,742.55	-	1,796.23	1,567.78	510.00	1,057.78
200	9294	ENVIRONMENTAL CLUB - OLHS	223.06	-	196.00	-	-	419.06	190.88	228.18
200	9295	BROADCAST JOURNALISM - OLHS	415.27	-	-	-	-	415.27	-	415.27
200	9296	LITERARY ARTS MAGAZINE - OOHs	399.95	-	-	-	-	399.95	-	399.95
200	9297	PIONEER AMBASSADORS - OOHs	75.75	-	-	-	-	75.75	-	75.75
200	9301	FACE TO FACE CLUB - OOHs	176.10	-	-	-	-	176.10	-	176.10
200	9349	6TH GRADE CAMP	37.50	9,300.00	106,872.60	-	80,444.00	26,466.10	53,713.00	(27,246.90)
200	9350	INDUSTRIAL ARTS CLUB - OHS	33.05	-	-	-	-	33.05	-	33.05
200	9393	OOMS WEB Program	1,831.67	-	143.00	-	645.98	1,328.69	50.00	1,278.69
200	9394	OBMS WEB CLUB	795.10	-	350.00	-	786.50	358.60	-	358.60
200	9413	CLASS OF 2013 - OOHs	8,793.70	-	-	-	-	8,793.70	-	8,793.70
200	9414	CLASS OF 2014 - OOHs	12.30	-	-	-	-	12.30	-	12.30
200	9415	CLASS OF 2015 - OOHs	7,156.76	-	20.00	-	-	7,176.76	-	7,176.76
200	9416	CLASS OF 2016 - OOHs	25,731.47	41.50	6,349.90	2,927.85	10,005.51	22,075.86	10,442.50	11,633.36
200	9417	CLASS OF 2017 - OOHs	7,197.26	-	64.25	-	(1,498.94)	8,760.45	14,438.00	(5,677.55)
200	9418	CLASS OF 2018 - OOHs	1,788.13	-	10,886.00	-	6,057.26	6,616.87	400.00	6,216.87
200	9419	CLASS OF 2019 - OOHs	387.53	3,729.50	4,507.51	13.96	269.97	4,625.07	736.82	3,888.25
200	9420	OOMS - CLASS OF 2020	10,895.44	-	99.14	-	10,374.49	620.09	3,625.51	(3,005.42)
200	9421	CLASS OF 2021 - OOMS	4,101.72	-	408.00	-	2,205.00	2,304.72	-	2,304.72
200	9422	OMS Class of 2022	-	-	11,275.00	-	3,610.00	7,665.00	-	7,665.00
200	9427	BAND - OLMS	1,095.54	1,565.00	1,565.00	-	50.00	2,610.54	10,880.00	(8,269.46)

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FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
200	9440	BAND - OSMS	423.69	-	-	-	-	423.69	-	423.69
200	9442	OHMS MUSIC	1,533.17	-	-	-	-	1,533.17	9,008.84	(7,475.67)
200	9443	OBMS MUSIC CLUB	850.63	-	2,469.00	-	2,598.00	721.63	-	721.63
200	9444	OOMS - MUSIC	576.88	2,583.00	6,328.00	-	1,046.92	5,857.96	3,100.00	2,757.96
200	9470	OSMS CHOIR	318.83	-	-	-	-	318.83	-	318.83
200	9472	OLMS - CHOIR	521.25	-	-	-	-	521.25	-	521.25
200	9473	CHOIR - OLHS	6,072.68	4,117.60	14,533.35	-	9,637.75	10,968.28	5,397.60	5,570.68
200	9506	CLASS OF 2006 - OLHS	1,239.00	-	-	-	1,239.00	-	-	-
200	9508	CLASS OF 2008 - OLHS	794.29	-	-	-	794.29	-	-	-
200	9509	CLASS OF 2009 - OLHS	2,299.98	-	-	-	-	2,299.98	-	2,299.98
200	9511	CLASS OF 2011 - OLHS	1,636.90	-	-	-	1,636.90	-	-	-
200	9514	CLASS OF 2014 - OLHS	2,062.62	-	-	-	-	2,062.62	-	2,062.62
200	9515	CLASS OF 2015 - OLHS	2,550.65	-	-	-	1,718.70	831.95	-	831.95
200	9516	CLASS OF 2016 - OLHS	20,332.08	-	7,980.00	158.25	9,316.29	18,995.79	341.75	18,654.04
200	9517	CLASS OF 2017 - OLHS	21,826.62	-	-	9,950.50	15,315.30	6,511.32	19,263.00	(12,751.68)
200	9518	CLASS OF 2018 - OLHS	5,437.99	-	18,851.42	-	7,148.84	17,140.57	400.00	16,740.57
200	9519	CLASS OF 2019 - OLHS	10,350.00	4,584.90	4,584.90	2,710.92	9,935.44	4,999.46	280.96	4,718.50
200	9520	LMS - CLASS OF 2020	10,945.24	1,345.54	4,473.14	6,600.00	6,600.00	8,818.38	9,161.35	(342.97)
200	9521	CLASS OF 2021 - LMS	(3,200.87)	1,850.45	4,266.29	-	-	1,065.42	-	1,065.42
200	9522	LMS Class of 2022	-	-	1,577.10	-	-	1,577.10	-	1,577.10
200	9552	CHEERLEADERS - OOMS	457.88	-	180.00	-	94.80	543.08	58.53	484.55
200	9553	CHEERLEADERS - OSMS	119.36	1,724.25	4,005.25	684.00	2,055.00	2,069.61	150.00	1,919.61
200	9554	CHEERLEADERS - OLMS	2,071.47	-	-	-	1,680.96	390.51	-	390.51
200	9557	OBMS CHEERLEADING	3,410.19	-	17,574.12	-	17,258.74	3,725.57	171.50	3,554.07
200	9558	Hyatts Cheerleading	4,335.04	-	584.25	-	3,566.10	1,353.19	67.40	1,285.79
200	9559	SKI CLUB	4,035.25	-	41,344.00	6,900.00	41,759.52	3,619.73	-	3,619.73
200	9560	SERVICE CLUB - OHS	13,999.45	100.00	8,611.70	42.21	3,155.97	19,455.18	1,411.75	18,043.43
200	9561	OWE - OHS	330.88	-	-	-	-	330.88	-	330.88
200	9563	SERVICE CLUB - OLHS	10,190.20	5,084.00	6,166.00	1,585.00	2,095.00	14,261.20	5,742.00	8,519.20
200	9564	INTERACT CLUB - OOHs	10,474.05	630.00	5,751.08	423.48	2,329.23	13,895.90	6,052.04	7,843.86
200	9565	HABITAT FOR HUMANITY - OHS	673.56	555.00	1,535.00	1,390.00	1,750.00	458.56	200.00	258.56
200	9566	Service Club-HMS	50.00	-	-	29.12	29.12	20.88	-	20.88
200	9567	MODEL UN - OOHs	(5.00)	-	12,250.00	-	14,225.00	(1,980.00)	-	(1,980.00)
200	9569	LIBERTY MIDDLE SCHOOL SERVIC CLUB	152.00	-	-	-	-	152.00	-	152.00
200	9571	APPLIED ECON 1 - OLHS	2,868.56	-	3,138.50	-	2,879.50	3,127.56	4,300.00	(1,172.44)
200	9572	APPLIED ECON 2 - OLHS	153.00	-	-	-	-	153.00	-	153.00
200	9573	APPLIED ECON 2 - OHS	13.70	-	-	-	-	13.70	-	13.70
200	9574	APPLIED ECON - OOHs	129.13	-	2,575.00	-	-	2,704.13	-	2,704.13
200	9610	STUDENT COUNCIL - OSMS	8,083.21	-	6,860.00	365.00	3,620.90	11,322.31	3,302.05	8,020.26
200	9611	STUDENT COUNCIL - OHS	465.21	-	2,434.50	-	2,624.50	275.21	100.00	175.21
200	9612	STUDENT ACTIVITY-HALL ENTERPRISES	349.35	-	-	-	-	349.35	-	349.35
200	9613	WORK STUDY - OLHS	2,780.41	338.00	3,575.75	-	1,686.19	4,669.97	2,287.88	2,382.09
200	9615	STUDENT COUNCIL - OLMS	4,482.68	-	1,153.35	-	2,000.00	3,636.03	-	3,636.03
200	9616	STUDENT COUNCIL - OLHS	3,718.43	19.80	3,678.80	141.16	2,722.94	4,674.29	-	4,674.29
200	9617	STUDENT COUNCIL - OOMS	6,148.30	-	5,802.15	654.58	8,018.84	3,931.61	-	3,931.61
200	9618	STUDENT COUNCIL - OOHs	3,519.43	1,685.72	2,805.72	287.77	408.57	5,916.58	293.59	5,622.99
200	9619	OBMS STUDENT COUNCIL	1,711.19	-	1,726.15	247.76	1,424.82	2,012.52	537.29	1,475.23
200	9620	LIBERTY UNITED - OLHS	90.00	-	-	-	-	90.00	-	90.00
200	9621	LIBERTY SPIRIT GROUP - OLHS	-	-	1,902.00	-	1,125.00	777.00	-	777.00
200	9622	MD-SLC - OLHS	66.97	-	1,872.00	-	1,209.00	729.97	-	729.97
200	9623	MRS. GALLMEYER'S CLASS - OHS	1,534.05	247.71	1,387.71	103.69	824.15	2,097.61	141.86	1,955.75

OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL REPORT BY FUND/SCC
MARCH 2016

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
200	9624	ORANGE UNITED - OOHS	1,088.37	494.24	1,990.90	225.62	1,276.09	1,803.18	268.00	1,535.18
200	9625	ACT - ACADEMY FOR COMMUNITY TRANSITION	-	115.75	1,193.32	123.61	924.21	269.11	188.99	80.12
200	9630	TEEN ADVOCATES - OHS	3,238.47	-	325.00	-	455.00	3,108.47	200.00	2,908.47
200	9631	TEEN ADVOCATES - OLHS	2.65	-	1,105.00	-	745.80	361.85	400.00	(38.15)
200	9632	TEEN ADVOCATES - OOHS	682.32	-	150.00	-	-	832.32	-	832.32
200	9633	DIVERSITY CLUB - OHS	280.00	-	-	-	-	280.00	-	280.00
200	9634	DIVERSITY CLUB - SMS	440.00	-	-	-	-	440.00	-	440.00
200	9635	LMS Diversity Club	132.45	-	162.80	-	191.20	104.05	-	104.05
200	9707	Autism Program	(228.81)	-	-	-	-	(228.81)	-	(228.81)
200	9710	NATIONAL HONOR SOCIETY - OHS	2,035.75	-	5,697.00	-	3,990.63	3,742.12	75.00	3,667.12
200	9711	NATIONAL HONOR SOCIETY - OLHS	7,699.71	-	3,090.00	702.65	2,959.30	7,830.41	-	7,830.41
200	9712	NATIONAL HONOR SOCIETY - OOHS	10,061.37	-	-	-	3,226.35	6,835.02	295.16	6,539.86
200	9713	NATIONAL ART HONOR SOCIETY - OHS	(8.10)	-	429.00	-	26.43	394.47	-	394.47
200	9715	CHESS CLUB	256.49	-	-	-	-	256.49	-	256.49
200	9716	50 Mile Club	364.51	-	3,650.00	-	(2.45)	4,016.96	1,090.20	2,926.76
200	9719	QUIZ BOWL - OLHS	3,466.11	-	2,897.50	-	1,630.62	4,732.99	1,569.30	3,163.69
200	9720	IN THE KNOW - OHS	75.00	-	-	-	-	75.00	-	75.00
200	9722	INDUSTRIAL TECH CLUB - OLHS	198.85	-	-	-	-	198.85	54.98	143.87
200	9724	HYATTS WELLNESS INSTITUTE	4,891.25	-	-	-	1,500.75	3,390.50	1,500.00	1,890.50
200	9725	ROBOTICS CLUB - DISTRICT WIDE	327.59	-	-	-	-	327.59	-	327.59
200	9726	HMS Quizbowl	559.00	-	-	-	-	559.00	-	559.00
200	9730	Hyatts Film Festival	5,398.06	340.00	4,856.00	-	1,470.79	8,783.27	1,635.05	7,148.22
200	9731	OOMS MD/CD STORE	1,148.24	1,332.00	1,598.00	52.22	243.83	2,502.41	1,071.97	1,430.44
200	9732	BMS Diversity Club	722.31	-	22.50	-	20.91	723.90	300.00	423.90
200	9733	OOMS MAD Club	166.33	211.00	211.00	-	-	377.33	128.00	249.33
200	9734	OOMS - GIRLS' ALLIANCE	40.00	-	-	-	-	40.00	-	40.00
200	9736	HMS Diversity Club	-	1,356.00	1,679.00	-	-	1,679.00	1,447.00	232.00
200	9813	CLASS OF 2013-OHMS	600.00	-	-	-	-	600.00	-	600.00
200	9815	CLASS OF 2015 OHMS	(296.49)	-	-	-	-	(296.49)	-	(296.49)
200	9819	HMS CLASS OF 2019	7,479.13	-	(1,260.00)	-	4,414.90	1,804.23	-	1,804.23
200	9820	HMS - CLASS OF 2020	14,192.47	-	8,877.30	-	20,403.58	2,666.19	-	2,666.19
200	9821	CLASS OF 2021 - HMS	3,968.16	-	5,070.76	-	331.00	8,707.92	-	8,707.92
200	9822	HMS Class of 2022	-	-	4,053.45	-	327.00	3,726.45	-	3,726.45
200	9919	BMS CLASS OF 2019	101.60	-	-	-	101.60	-	-	-
200	9920	BMS - CLASS OF 2020	21,723.90	-	4,246.99	-	24,337.49	1,633.40	-	1,633.40
200	9921	CLASS OF 2021 - BMS	5,077.25	16,400.69	21,777.55	8,190.00	8,190.00	18,664.80	-	18,664.80
200	9922	BMS Class of 2022	39.60	-	7,194.92	-	-	7,234.52	-	7,234.52
200	9990	OHS OHSAA Tournament Fund	757.35	-	-	-	757.35	-	-	-
200	9991	OLHS OHSAA Tournament Fund	2,106.16	-	-	-	2,106.16	-	-	-
200	9992	OOHS OHSAA Tournament Fund	82.74	-	-	-	82.74	-	-	-
300	9200	SHANAHAN MIDDLE SCHOOL ATHLETICS	17,939.24	130.00	17,222.61	-	14,152.94	21,008.91	11,656.97	9,351.94
300	9205	OLMS ATHLETICS	8,750.06	591.00	13,120.39	34.85	8,397.45	13,473.00	6,152.67	7,320.33
300	9210	ATHLETICS - ORANGE M.S.	10,199.66	-	12,437.79	195.96	8,413.64	14,223.81	13,783.45	440.36
300	9215	OLENTANGY HYATTS ATHLETIC	1,922.92	-	15,679.67	307.87	13,140.89	4,461.70	7,673.19	(3,211.49)
300	9220	BERKSHIRE MS	7,264.47	-	13,198.00	696.00	10,974.39	9,488.08	6,294.00	3,194.08
300	9300	OLENTANGY H.S. ATHLETICS	87,550.25	4,021.00	165,427.57	10,814.14	153,163.47	99,814.35	41,372.24	58,442.11
300	9301	OHS STORE "WIGWAM"	20,005.19	2,101.60	59,920.13	5,997.30	50,552.26	29,373.06	10,862.85	18,510.21
300	9302	OHS Turf Replacement	96,015.93	-	18,284.17	-	2,560.33	111,739.77	-	111,739.77
300	9305	OLHS ATHLETICS	157,888.79	4,288.94	184,966.47	7,433.16	154,629.47	188,225.79	41,805.04	146,420.75
300	9306	OLHS STORE "RUSTY MUSKET"	14,968.10	7,195.40	41,663.15	15,664.06	34,128.23	22,503.02	31,441.27	(8,938.25)
300	9307	OLHS Turf Replacement	101,697.55	-	18,284.17	-	2,560.33	117,421.39	-	117,421.39

OLENTANGY LOCAL SCHOOL DISTRICT
FINANCIAL REPORT BY FUND/SCC
MARCH 2016

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
300	9310	OOHS ATHLETIC	78,657.59	70.00	130,321.79	3,451.92	94,190.07	114,789.31	23,135.69	91,653.62
300	9311	OOHS - FORT ORANGE SCHOOL STORE	48,694.76	2,478.99	30,389.21	586.39	24,563.22	54,520.75	18,111.54	36,409.21
300	9312	OOHS Turf Replacement	93,013.72	-	18,284.16	-	2,560.34	108,737.54	-	108,737.54
401	9126	POLARIS CHRISTIAN ACADEMY	-	19.16	99,200.35	4,800.10	31,127.23	68,073.12	9,829.25	58,243.87
401	9214	POLARIS CHRISTIAN	83,242.41	-	-	-	83,242.41	-	-	-
401	9224	VILLAGE ACADEMY	45,811.22	-	-	-	45,811.22	-	-	-
401	9226	VILLAGE ACADEMY	-	35.86	220,711.20	14,772.10	93,549.69	127,161.51	21,874.28	105,287.23
401	9324	Goddard School	10,924.42	-	-	-	10,924.42	-	-	-
401	9326	GODDARD SCHOOL	-	3.56	21,493.27	-	9,254.22	12,239.05	11,554.75	684.30
401	9424	POWELL PREP	10,652.56	-	-	-	10,652.56	-	-	-
401	9426	POWELL PREP ACADEMY	-	4.38	19,839.83	187.73	4,168.53	15,671.30	4,371.32	11,299.98
451	9216	DATA COMM	-	20,700.00	41,400.00	-	-	41,400.00	-	41,400.00
466	9215	DATA STRONG	(29,000.00)	-	29,000.00	-	-	-	-	-
506	9214	RACE TO THE TOP	-	-	-	-	(892.33)	892.33	-	892.33
516	9215	IDEA B	(141,658.22)	-	149,587.23	-	7,652.41	276.60	-	276.60
516	9216	IDEA PART B	-	105,587.76	1,947,743.72	45,066.91	1,961,364.43	(13,620.71)	510,994.10	(524,614.81)
551	9215	LEP INSTRUCTIONAL	(3,812.82)	-	12,761.61	-	8,948.79	-	-	-
551	9216	LIMITED ENG PROF	-	15,080.52	33,597.06	-	33,596.76	0.30	-	0.30
572	9215	TITLE 1	(30,769.38)	-	61,813.40	-	31,044.02	-	-	-
572	9216	TITLE I	-	73,816.31	189,567.60	47,347.15	190,209.55	(641.95)	183,347.23	(183,989.18)
587	9216	IDEA	-	-	17,866.49	-	19,851.66	(1,985.17)	-	(1,985.17)
590	9215	IMPROVING TEACHER QUALITY	(10,117.69)	-	15,581.17	1,293.96	6,757.44	(1,293.96)	6,070.00	(7,363.96)
590	9216	IMPROVING TCHR QUALITY	-	34,018.45	61,514.35	22,050.00	53,939.35	7,575.00	22,584.97	(15,009.97)
Total			97,365,581.25	5,606,203.16	236,777,853.29	19,420,000.80	193,430,568.72	140,712,865.82	11,737,046.89	128,975,818.93

OLENTANGY LOCAL SCHOOL DISTRICT
FINDET BY OBJECT
MARCH 2016

	Receipts	Expenditures
TOTAL FOR OBJ 000:	173,777,617.99	-
TOTAL FOR OBJ 111 (REGULAR - CERT.):	-	65,835,226.28
TOTAL FOR OBJ 112 (TEMPORARY - CERT.):	-	1,440.00
TOTAL FOR OBJ 113 (SUPPLEMENTAL - CERT.):	-	1,091,180.64
TOTAL FOR OBJ 119 (OTHER CERTIFICATED):	-	46,538.22
TOTAL FOR OBJ 123 (VACATION LEAVE - CERT.):	-	57,287.51
TOTAL FOR OBJ 132 (TERMINATION BENEFITS - CERT.):	-	642,227.54
TOTAL FOR OBJ 139 (OTHER CERTIFICATED COMPENSA.):	-	1,900.00
TOTAL FOR OBJ 141 (REGULAR - NONCERT.):	-	14,386,235.21
TOTAL FOR OBJ 142 (TEMPORARY - NONCERT.):	-	674,471.68
TOTAL FOR OBJ 143 (SUPPLEMENTAL - NONCERT.):	-	527,506.31
TOTAL FOR OBJ 144 (OVERTIME - NONCERT.):	-	607,982.22
TOTAL FOR OBJ 149 (OTHER NONCERTIFICATED SALAR.):	-	124,497.26
TOTAL FOR OBJ 153 (VACATION LEAVE - NONCERT.):	-	32,975.96
TOTAL FOR OBJ 162 (TERMINATION BENEFITS - NOCERT.):	-	56,872.96
TOTAL FOR OBJ 169 (OTHER NONCERT. COMPENSATION):	-	2,578.42
TOTAL FOR OBJ 171 (COMPENSATION OF BD. MEMBERS):	-	11,120.00
TOTAL FOR OBJ 211 (STRS EMPLOYER'S SHARE):	-	9,281,241.25
TOTAL FOR OBJ 212 (STRS EMPLOYER'S "PICK-UP"):	-	621,823.50
TOTAL FOR OBJ 221 (SERS EMPLOYERS SHARE):	-	2,823,771.83
TOTAL FOR OBJ 222 (SERS EMPLOYER "PICK-UP"):	-	101,554.55
TOTAL FOR OBJ 223 (SOCIAL SECURITY-NONCERT.):	-	689.44
TOTAL FOR OBJ 231 (TUITION REIMBURSEMENTS):	-	33,850.05
TOTAL FOR OBJ 241 (MEDICAL/HOSPITALIZATION-CERT.):	-	11,961,905.35
TOTAL FOR OBJ 242 (LIFE - CERT.):	-	66,466.63
TOTAL FOR OBJ 243 (DENTAL - CERT.):	-	671,284.40
TOTAL FOR OBJ 244 (VISION - CERT.):	-	151,451.37
TOTAL FOR OBJ 249 (OTHER INSURANCE BENS - CERT):	-	996,453.02
TOTAL FOR OBJ 251 (MEDICAL/HOSPITALIZATION-NONCRT):	-	4,983,620.83
TOTAL FOR OBJ 252 (LIFE - NONCERT.):	-	24,544.65
TOTAL FOR OBJ 253 (DENTAL - NONCERT.):	-	286,806.25
TOTAL FOR OBJ 254 (VISION - NONCERT.):	-	67,675.44
TOTAL FOR OBJ 259 (OTHER INSURANCE BEN - NONCERT.):	-	227,243.93
TOTAL FOR OBJ 273 (ANNUITIES - CERTIFICATED):	-	43,950.41
TOTAL FOR OBJ 282 (UNEMPLOYMENT COMP. - NONCERT.):	-	7,237.24
TOTAL FOR OBJ 410 (PROFESSIONAL & TECHNICAL SERV.):	-	321,580.36
TOTAL FOR OBJ 411 (INSTRUCTION SERVICES):	-	1,661,224.76
TOTAL FOR OBJ 413 (HEALTH SERVICES):	-	65,057.50
TOTAL FOR OBJ 414 (STAFF SERVICES):	-	15,313.00
TOTAL FOR OBJ 416 (DATA PROCESSING SERVICES):	-	179,086.56
TOTAL FOR OBJ 418 (PROFESSIONAL/LEGAL SERVICES):	-	384,720.70
TOTAL FOR OBJ 419 (OTHER PROFESSIONAL & TECHNICAL):	-	401,282.41
TOTAL FOR OBJ 422 (GARBAGE REMOVAL & CLEANING):	-	62,084.06
TOTAL FOR OBJ 423 (REPAIRS & MAINTENANCE SERV.):	-	420,089.59
TOTAL FOR OBJ 424 (PROPERTY INSURANCE):	-	237,194.34
TOTAL FOR OBJ 425 (RENTALS):	-	179,533.65
TOTAL FOR OBJ 426 (LEASE PURCHASE AGREEMENTS):	-	228,588.86
TOTAL FOR OBJ 434 (NONCERTIFICATED MEETING EXP.):	-	135
TOTAL FOR OBJ 439 (OTHER TRAVEL/MEETING EXPENSE):	-	121,094.58
TOTAL FOR OBJ 441 (TELEPHONE SERVICE):	-	291,262.77
TOTAL FOR OBJ 443 (POSTAGE):	-	29,379.27

OLENTANGY LOCAL SCHOOL DISTRICT
FINDET BY OBJECT
MARCH 2016

	Receipts	Expenditures
TOTAL FOR OBJ 446 (ADVERTISING):	-	2,997.22
TOTAL FOR OBJ 451 (ELECTRICITY):	-	1,924,916.90
TOTAL FOR OBJ 452 (WATER AND SEWAGE):	-	254,171.56
TOTAL FOR OBJ 453 (GAS):	-	249,696.12
TOTAL FOR OBJ 460 (CONTRACTED CRAFT/TRADE SERVICE):	-	31,393.04
TOTAL FOR OBJ 461 (PRINTING AND BINDING):	-	15,081.06
TOTAL FOR OBJ 471 (TUITION PD - DISTR IN-STATE):	-	3,945.19
TOTAL FOR OBJ 475 (SPECIAL ED PAYMENTS):	-	37,214.27
TOTAL FOR OBJ 477 (OPEN ENROLLMENT PAYMENTS):	-	138,843.23
TOTAL FOR OBJ 478 (COMMUNITY SCHOOL PAYMENTS):	-	888,673.48
TOTAL FOR OBJ 479 (OTHER TUITION PAYMENTS):	-	327,524.97
TOTAL FOR OBJ 483 (TRANS PURCHASED OTHER SOURCE):	-	39,129.28
TOTAL FOR OBJ 489 (OTHER PUPIL TRANSPORTATION):	-	118,015.60
TOTAL FOR OBJ 490 (OTHER PURCHASED SERVICES):	-	116,461.86
TOTAL FOR OBJ 511 (CLASSROOM SUPPLIES):	-	795,600.06
TOTAL FOR OBJ 512 (OFFICES SUPPLIES):	-	64,402.06
TOTAL FOR OBJ 514 (HEALTH & HYGIENE SUPPLIES):	-	12,680.08
TOTAL FOR OBJ 516 (SOFTWARE MATERIALS):	-	594,887.99
TOTAL FOR OBJ 519 (OTHER GENERAL SUPPLIES):	-	57,361.27
TOTAL FOR OBJ 520 (TEXTBOOKS):	-	130,998.06
TOTAL FOR OBJ 521 (NEW TEXTBOOKS):	-	3,282.20
TOTAL FOR OBJ 524 (SUPPLEMENTAL TEXTBOOKS):	-	17,442.91
TOTAL FOR OBJ 531 (NEW LIBRARY BOOKS):	-	42,374.28
TOTAL FOR OBJ 532 (REPLACEMENT LIBRARY BOOKS):	-	3,415.19
TOTAL FOR OBJ 539 (OTHER LIBRARY BOOKS):	-	5,965.15
TOTAL FOR OBJ 541 (NEWSPAPERS):	-	484.31
TOTAL FOR OBJ 542 (PERIODICALS):	-	11,400.39
TOTAL FOR OBJ 571 (LAND):	-	114,698.59
TOTAL FOR OBJ 572 (BUILDINGS):	-	778,888.11
TOTAL FOR OBJ 581 (SUPPLIES AND PARTS-MOTOR VEHIC):	-	255,909.44
TOTAL FOR OBJ 582 (FUEL):	-	442,833.02
TOTAL FOR OBJ 583 (TIRES & TUBES):	-	55,784.65
TOTAL FOR OBJ 640 (EQUIPMENT):	-	227,474.21
TOTAL FOR OBJ 841 (MEMBRSH P FEES - PROF ORGANZ.):	-	39,496.23
TOTAL FOR OBJ 843 (CHARGES FOR STATE EXAMS):	-	32,563.00
TOTAL FOR OBJ 844 (COUNTY BD OF ED CONTRIBUTION):	-	4,577,647.45
TOTAL FOR OBJ 845 (PROPERTY TAX COLLECTION FEES):	-	2,118,961.97
TOTAL FOR OBJ 846 (ELECTION EXPENSE):	-	31,182.65
TOTAL FOR OBJ 848 (BANK CHARGES):	-	29,975.70
TOTAL FOR OBJ 849 (OTHER DUES AND FEES):	-	95,635.17
TOTAL FOR OBJ 851 (LIABILITY INSURANCE):	-	96,912.50
TOTAL FOR OBJ 870 (TAXES AND ASSESSMENTS):	-	57,937.14
TOTAL FOR OBJ 880 (AWARDS AND PRIZES):	-	3,951.24
	<u>173,777,617.99</u>	<u>135,897,446.56</u>

OLENTANGY LOCAL SCHOOL DISTRICT
GENERAL FUND
MARCH 2016

	FYTD 2016	% OF TOTAL	FYTD 2015	% OF TOTAL
Salaries and Wages	84,100,040.21	61.88%	78,267,460.42	62.15%
Employee Benefits	32,351,570.14	23.81%	29,997,221.90	23.82%
Purchased Services	8,745,691.19	6.44%	9,221,926.26	7.32%
Supplies and materials	3,388,407.76	2.49%	3,011,021.44	2.39%
Capital Outlay	227,474.21	0.17%	409,178.87	0.32%
Other Expenditures	7,084,263.05	5.21%	5,030,565.88	3.99%
Other Uses	-	0.00%	-	0.00%
GRAND TOTAL	<u><u>\$ 135,897,446.56</u></u>		<u><u>\$ 125,937,374.77</u></u>	

OLENTANGY LOCAL SCHOOL DISTRICT
CHECK REGISTER DETAIL
MARCH 2016

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
330789	BRIDGEWATER BANQUET	DEPOSIT FOR OHS PROM ON APRIL	3/4/2016	1,000.00	200	W	R
330790	AMERIPRIDE LINEN & APPAREL	UNIFORM RENTALS	3/4/2016	273.04	001	W	R
330791	DELAWARE MOTIVE PARTS	CUSTODIAL SUPPLIES	3/4/2016	204.82	001	W	R
330792	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/4/2016	95.40	001	W	R
330792	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/4/2016	95.40	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	628.55	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	585.00	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	23.33	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	773.75	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	53.33	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	34.00	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	481.66	001	W	R
330793	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/4/2016	252.15	001	W	R
330794	EVOLUTION AG, LLC	CUSTODIAL SUPPLIES	3/4/2016	31.59	001	W	R
330795	HP PRODUCTS	CUSTODIAL SUPPLIES	3/4/2016	213.50	001	W	R
330795	HP PRODUCTS	CUSTODIAL SUPPLIES	3/4/2016	47.43	001	W	R
330795	HP PRODUCTS	CUSTODIAL SUPPLIES	3/4/2016	689.01	001	W	R
330795	HP PRODUCTS	CUSTODIAL SUPPLIES	3/4/2016	1,079.40	001	W	R
330795	HP PRODUCTS	CUSTODIAL SUPPLIES	3/4/2016	111.76	001	W	R
330796	DELAWARE MOTIVE PARTS	CUSTODIAL SUPPLIES	3/4/2016	19.98	001	W	R
330797	STATE CHEMICAL SOLUTIONS	CUSTODIAL SUPPLIES	3/4/2016	248.00	001	W	R
330797	STATE CHEMICAL SOLUTIONS	CUSTODIAL SUPPLIES	3/4/2016	248.00	001	W	R
330797	STATE CHEMICAL SOLUTIONS	CUSTODIAL SUPPLIES	3/4/2016	452.00	001	W	R
330798	ALARMAX DISTRIBUTORS, INC.	Parts D/W	3/4/2016	1,725.00	001	W	R
330799	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/4/2016	506.56	001	W	R
330799	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/4/2016	483.52	001	W	R
330799	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/4/2016	141.14	001	W	R
330800	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/4/2016	39.64	001	W	R
330800	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/4/2016	29.75	001	W	R
330800	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/4/2016	29.75	001	W	R
330800	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/4/2016	52.30	001	W	R
330801	ASSURED GLASS SERVICES	Repairs & Maintenance D/W	3/4/2016	335.00	001	W	R
330801	ASSURED GLASS SERVICES	Repairs & Maintenance D/W	3/4/2016	335.00	001	W	R
330802	BATTERIES PLUS	Parts D/W	3/4/2016	24.99	001	W	R
330802	BATTERIES PLUS	Parts D/W	3/4/2016	6.99	001	W	R
330802	BATTERIES PLUS	Parts D/W	3/4/2016	77.88	001	W	R
330802	BATTERIES PLUS	Parts D/W	3/4/2016	110.00	001	W	R
330802	BATTERIES PLUS	Parts D/W	3/4/2016	129.90	001	W	R
330803	BEST ONE TIRE & SERVICE CTR	Parts D/W	3/4/2016	527.52	001	W	R
330803	BEST ONE TIRE & SERVICE CTR	Parts D/W	3/4/2016	156.62	001	W	R
330804	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/4/2016	560.58	001	W	R
330804	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/4/2016	348.04	001	W	R
330804	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/4/2016	290.02	001	W	R
330805	CHUCK'S SEPTIC TAN SEWER AND	Repairs & Maintenance D/W	3/4/2016	575.00	001	W	R
330806	DECKER EQUIPMENT	Parts D/W	3/4/2016	70.90	001	W	R
330807	Dayton Appliance Parts Co.	Parts D/W	3/4/2016	129.85	001	W	R
330808	DELAWARE MOTIVE PARTS	Parts D/W	3/4/2016	21.49	001	W	R
330808	DELAWARE MOTIVE PARTS	Parts D/W	3/4/2016	13.39	001	W	R
330808	DELAWARE MOTIVE PARTS	Parts D/W	3/4/2016	11.38	001	W	R
330808	DELAWARE MOTIVE PARTS	Parts D/W	3/4/2016	95.37	001	W	R
330809	EQUIPARTS CORP	Parts D/W	3/4/2016	124.52	001	W	R
330809	EQUIPARTS CORP	Parts D/W	3/4/2016	1,891.94	001	W	R
330809	EQUIPARTS CORP	Parts D/W	3/4/2016	189.23	001	W	R
330809	EQUIPARTS CORP	Parts D/W	3/4/2016	56.00	001	W	R
330810	EVOLUTION AG, LLC	Parts D/W	3/4/2016	61.26	001	W	R
330810	EVOLUTION AG, LLC	Parts D/W	3/4/2016	15.23	001	W	R
330811	GENERAL INSULATION CO.	Parts D/W	3/4/2016	115.68	001	W	R
330812	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/4/2016	122.70	001	W	R
330812	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/4/2016	126.00	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	82.29	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	3,202.65	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	450.09	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	24.98	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	265.05	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	5.18	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	18.36	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	11.46	001	W	R
330813	GRAINGER, INC.	Parts D/W	3/4/2016	176.40	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	231.87	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	127.20	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	197.50	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	189.78	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	22.69	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	244.16	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	1,493.50	001	W	R
330814	GRAYBAR	Parts D/W	3/4/2016	150.53	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	33.81	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	16.99	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	10.94	001	W	R

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330815	HOME DEPOT	Parts D/W	3/4/2016	37.03	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	300.18	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	24.23	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	58.11	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	12.98	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	22.02	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	24.66	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	8.85	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	67.83	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	20.12	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	44.13	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	226.76	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	15.74	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	71.64	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	19.98	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	34.45	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	49.97	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	20.82	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	147.33	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	105.97	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	(11.91)	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	54.53	001	W	R
330815	HOME DEPOT	Parts D/W	3/4/2016	33.72	001	W	R
330816	TOP QUALITY INSTALLATIONS	Parts D/W	3/4/2016	420.00	001	W	R
330817	JESS HOWARD ELECTRIC CO.	Repairs & Maintenance D/W	3/4/2016	265.00	001	W	R
330818	KIMBALL MIDWEST	Parts D/W	3/4/2016	359.80	001	W	R
330818	KIMBALL MIDWEST	Parts D/W	3/4/2016	79.66	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	34.75	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	43.12	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	40.12	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	19.98	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	86.82	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	21.68	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	4.99	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	27.50	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	29.77	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	32.34	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	21.95	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	26.74	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	36.48	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	3.96	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	27.62	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	13.98	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	42.94	001	W	R
330819	MENARDS INC	Parts D/W	3/4/2016	19.98	001	W	R
330820	MATHESON TRI-GAS INC	Parts D/W	3/4/2016	33.81	001	W	R
330821	OHIO DEPT OF COMMERCE	State Inspections D/W	3/4/2016	100.00	001	W	W
330821	OHIO DEPT OF COMMERCE	State Inspections D/W	3/4/2016	100.00	001	W	W
330821	OHIO DEPT OF COMMERCE	State Inspections D/W	3/4/2016	50.00	001	W	W
330822	PIONEER MANUFACTURING	Grounds Supplies D/W	3/4/2016	79.95	001	W	R
330822	PIONEER MANUFACTURING	Grounds Supplies D/W	3/4/2016	1,131.90	001	W	R
330822	PIONEER MANUFACTURING	Grounds Supplies D/W	3/4/2016	4,212.95	001	W	R
330823	OHIO DEPT OF COMMERCE	Grounds Supplies D/W	3/4/2016	-	001	W	V
330824	ROJEN COMPANY INC.	Parts D/W	3/4/2016	239.00	001	W	R
330824	ROJEN COMPANY INC.	Parts D/W	3/4/2016	202.38	001	W	R
330825	RSC	Parts D/W	3/4/2016	416.68	001	W	R
330826	SHERWIN-WILLIAMS CO.	Parts D/W	3/4/2016	31.59	001	W	R
330827	SOUTHARD SUPPLY INC.	Parts D/W	3/4/2016	106.50	001	W	R
330827	SOUTHARD SUPPLY INC.	Parts D/W	3/4/2016	437.69	001	W	R
330828	SILCO FIRE PROTECTION	Parts D/W	3/4/2016	340.00	001	W	R
330829	SIMPLEX/GRINNELL	Parts D/W	3/4/2016	748.18	001	W	R
330830	UNITED REFRIGERATION	Parts D/W	3/4/2016	10.44	001	W	R
330830	UNITED REFRIGERATION	Parts D/W	3/4/2016	21.06	001	W	R
330830	UNITED REFRIGERATION	Parts D/W	3/4/2016	116.97	001	W	R
330830	UNITED REFRIGERATION	Parts D/W	3/4/2016	134.38	001	W	R
330830	UNITED REFRIGERATION	Parts D/W	3/4/2016	24.32	001	W	R
330831	WORTHINGTON BUILDING PRODUCTS	Repairs & Maintenance D/W	3/4/2016	3,464.00	001	W	R
330832	WESTWATER	Parts D/W	3/4/2016	1,021.06	001	W	R
330832	WESTWATER	Parts D/W	3/4/2016	37.54	001	W	R
330832	WESTWATER	Parts D/W	3/4/2016	77.17	001	W	R
330833	MIDWEST SCHOLASTIC LAX ASSN	HUDL video svc. - General	3/4/2016	500.00	300	W	R
330834	ROSPERT, MARC	Del.Co.Sheriffs for BBK games	3/4/2016	108.00	300	W	R
330835	RICE, MONICA	Del.Co.Sheriffs for BBK games	3/4/2016	108.00	300	W	R
330836	LUPU, MARK	Del.Co.Sheriffs for BBK games	3/4/2016	108.00	300	W	R
330837	WOOLUM, TODD	Del.Co.Sheriffs for BBK games	3/4/2016	108.00	300	W	R
330838	HEWITT, KAREN	GBK officials	3/4/2016	40.00	300	W	R
330839	CLOUSER, REBECCA	GBK officials	3/4/2016	40.00	300	W	R
330840	BARNES, ADAM	BBK officials	3/4/2016	75.00	300	W	R
330841	BARNES, RICK	BBK officials	3/4/2016	60.00	300	W	R

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330842	DEROADS, STEPHEN	BBK officials	3/4/2016	60.00	300	W	R
330843	GROSSMAN, DOUG	BBK officials	3/4/2016	60.00	300	W	R
330844	GRIFFITH, BRAD	BBK officials	3/4/2016	75.00	300	W	R
330845	HUNTER, MICHAEL	BBK officials	3/4/2016	60.00	300	W	R
330846	THORNWELL, BRANDON	BBK officials	3/4/2016	75.00	300	W	R
330847	NELSON, CHRIS	BBK officials	3/4/2016	60.00	300	W	R
330848	POTTKOTTER, KYLE	BBK officials	3/4/2016	75.00	300	W	R
330849	SALLEE, ANTHONY	BBK officials	3/4/2016	60.00	300	W	W
330850	WHITLOW, JEFFERY	BBK officials	3/4/2016	75.00	300	W	R
330851	WOOD, DONALD	BBK officials	3/4/2016	75.00	300	W	R
330852	ANDRES, CHRISTINA	GYM officials	3/4/2016	59.00	300	W	R
330853	REINITZ, MICHELE	GYM officials	3/4/2016	59.00	300	W	R
330854	WELLS, ERIC	WINTER OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330855	FRANK, PHIL	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330855	FRANK, PHIL	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330856	ZARLEY, ALLISON	WINTER OHSAA GATE HELP	3/4/2016	22.50	022	W	R
330857	WOLFE, JOHN	WINTER OHSAA TOURNAMENT	3/4/2016	75.00	022	W	R
330857	WOLFE, JOHN	WINTER OHSAA TOURNAMENT	3/4/2016	20.00	022	W	R
330858	D'AMATO, ROLAND	WINTER OHSAA GATE HELP	3/4/2016	75.00	022	W	R
330859	HAIRSTON, DEVAN	WINTER OHSAA GATE HELP	3/4/2016	20.00	022	W	R
330860	LANTHORN, CLIFF	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330861	BONADIO, KAREN	WINTER OHSAA GATE HELP	3/4/2016	25.00	022	W	W
330861	BONADIO, KAREN	WINTER OHSAA GATE HELP	3/4/2016	22.50	022	W	W
330862	OLENTANGY HIGH SCHOOL	WINTER OHSAA FEES AND PAYMENTS	3/4/2016	60.00	022	W	R
330862	OLENTANGY HIGH SCHOOL	WINTER OHSAA FEES AND PAYMENTS	3/4/2016	60.00	022	W	R
330863	CENTRAL DISTRICT ATHLETIC BD	WINTER OHSAA FEES AND PAYMENTS	3/4/2016	379.00	022	W	R
330863	CENTRAL DISTRICT ATHLETIC BD	WINTER OHSAA FEES AND PAYMENTS	3/4/2016	91.00	022	W	R
330864	WALTON, MARK	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330864	WALTON, MARK	WINTER OHSAA GATE HELP	3/4/2016	30.00	022	W	R
330865	ZARLEY, ALLISON	WINTER OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330866	D'AMATO, ROLAND	WINTER OHSAA GATE HELP	3/4/2016	75.00	022	W	R
330867	WELLS, ERIC	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330868	DARAGONA, LISA	WINTER OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330869	SETTIPANI, TRACEY	WINTER OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330870	HALDEMAN, TERRY	WINTER OHSAA GATE HELP	3/4/2016	40.00	022	W	W
330871	FRANK, PHIL	WINTER OHSAA GATE HELP	3/4/2016	60.00	022	W	R
330872	WOLFE, JOHN	WINTER OHSAA GATE HELP	3/4/2016	150.00	022	W	R
330873	WALTON, MARK	WINTER OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330874	OLENTANGY HIGH SCHOOL	WINTER OHSAA FEES AND PAYMENTS	3/4/2016	100.00	022	W	R
330875	ROLLER, WAYNE	Boys Volleyball	3/4/2016	150.00	300	W	R
330875	ROLLER, WAYNE	Boys Volleyball	3/4/2016	100.00	300	W	R
330876	NEW ALBANY ATHLETIC DEPT.	Wrestling	3/4/2016	400.00	300	W	R
330877	DUBLIN SCIOTO HIGH SCHOOL	Wrestling	3/4/2016	225.00	300	W	R
330878	BRECKSVILLE-BROADVIEW	Wrestling	3/4/2016	425.00	300	W	R
330879	BURDEN, CHRISTOPHER E.	Del.Co.Sheriffs for BBK games	3/4/2016	39.00	300	W	R
330880	THORNWELL, BRANDON	Boys Basketball	3/4/2016	75.00	300	W	R
330881	GREEN, JASON	Wrestling	3/4/2016	50.00	300	W	R
330882	BOWERS, SILAS	Boys Basketball	3/4/2016	60.00	300	W	R
330883	COX, REBECCA	Gymnastics	3/4/2016	59.00	300	W	R
330884	DENT, JANINE	Gymnastics	3/4/2016	59.00	300	W	R
330885	DUFFY, AJ	Boys Basketball	3/4/2016	75.00	300	W	R
330886	HEWITT, KAREN	Girls Basketball	3/4/2016	60.00	300	W	R
330887	KIMBRO, BRANDON	Boys Basketball	3/4/2016	80.00	300	W	R
330888	REINITZ, MICHELE	Gymnastics	3/4/2016	59.00	300	W	R
330889	RHODES II, RICHARD	Boys Basketball	3/4/2016	60.00	300	W	R
330890	TARANTINE, JAMES	Boys Basketball	3/4/2016	60.00	300	W	R
330891	THORNWELL, BRANDON	Boys Basketball	3/4/2016	75.00	300	W	R
330892	VOGEL, ANNE	Gymnastics	3/4/2016	59.00	300	W	R
330893	WASHBUSH, DAVID	Boys Basketball	3/4/2016	75.00	300	W	W
330894	WOO, JEFFREY	Wrestling	3/4/2016	85.00	300	W	R
330895	CURREN, ROBERT	BOYS BASKETBALL SECURITY	3/4/2016	144.00	300	W	R
330896	BURDEN, CHRISTOPHER E.	BOYS BASKETBALL SECURITY	3/4/2016	54.00	300	W	R
330897	HAUGH, SUSAN KAY	WRESTLING	3/4/2016	25.00	300	W	R
330897	HAUGH, SUSAN KAY	BOYS BASKETBALL	3/4/2016	40.00	300	W	R
330898	TROMBETTI, JOE	BOYS BASKETBALL	3/4/2016	45.00	300	W	R
330899	BETZ, JOHN	OHSAA GATE HELP	3/4/2016	60.00	022	W	R
330900	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/4/2016	50.00	022	W	R
330901	VANDEWATER, DEAN	OHSAA GATE HELP	3/4/2016	30.00	022	W	R
330902	SEAMAN, DAVID	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330903	FERRELL, KAREN	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330904	TROMBETTI, MELANIE	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330905	HARMON, JON P.	OHSAA GATE HELP	3/4/2016	40.00	022	W	W
330906	HARMON, ARNIE D.	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330907	RICHARDSON, KATE	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330908	MARTIN, ROBERT H.	OHSAA OFFICIALS	3/4/2016	108.00	022	W	R
330909	OLENTANGY ORANGE HIGH SCHOOL	OHSAA FEES	3/4/2016	265.00	022	W	R
330910	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/4/2016	276.00	022	W	R
330911	BETZ, JOHN	OHSAA GATE HELP	3/4/2016	60.00	022	W	R
330912	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/4/2016	50.00	022	W	R

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330913	VANDEWATER, DEAN	OHSAA GATE HELP	3/4/2016	30.00	022	W	R
330914	TROMBETTI, JOE	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330915	TROMBETTI, MELANIE	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330916	SEAMAN, DAVID	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330917	WRIGHT, JUSTEN	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330918	HARMON, JON P.	OHSAA GATE HELP	3/4/2016	40.00	022	W	W
330919	HARMON, ARNIE D.	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330920	MARTIN, ROBERT	OHSAA OFFICIALS	3/4/2016	-	022	W	V
330921	OLENTANGY ORANGE HIGH SCHOOL	OHSAA FEES	3/4/2016	265.00	022	W	R
330922	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/4/2016	1,698.00	022	W	R
330923	MARTIN, ROBERT H.	OHSAA OFFICIALS	3/4/2016	108.00	022	W	R
330924	BETZ, JOHN	OHSAA GATE HELP	3/4/2016	65.00	022	W	R
330925	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/4/2016	65.00	022	W	R
330926	HARMON, ARNIE D.	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330927	HARMON, JON P.	OHSAA GATE HELP	3/4/2016	40.00	022	W	W
330928	FERRELL, KAREN	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330929	LEWIS, AMANDA	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330930	RICHARDSON, KATE	OHSAA GATE HELP	3/4/2016	40.00	022	W	R
330931	SEAMAN, DAVID	OHSAA GATE HELP	3/4/2016	25.00	022	W	R
330932	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/4/2016	2,079.00	022	W	R
330933	QUINN, MICHELE	Expenses reimbursement for the	3/4/2016	50.83	572	W	R
330934	TESOL	REGISTRATION COSTS FOR DIANE	3/4/2016	-	516	W	V
330935	MARTIN, ROBERT H.	OHSAA OFFICIALS	3/4/2016	108.00	022	W	R
330936	HEWITT, KAREN	Girls Basketball	3/4/2016	40.00	300	W	R
330937	ADOBE SYSTEMS INCORPORATED	Adobe cloud for students	3/7/2016	4,492.72	401	W	R
330938	OPTIMA, INC.	Double sided music staff lap	3/7/2016	85.00	401	W	R
330938	OPTIMA, INC.	shipping	3/7/2016	16.07	401	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(4,793.05)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(2,949.57)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(4,793.05)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(2,949.57)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(4,793.05)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(2,949.57)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(4,793.05)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	(2,949.57)	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	310,970.60	001	W	R
330939	EDUCATIONAL SERVICE CENTER	FY16 CONTRACTED SERVICES	3/7/2016	302,961.01	001	W	R
330940	HEALTHCARE BILLING SERVICES, I	MEDICAID RECEIPTS - FY 16	3/7/2016	868.71	001	W	R
330941	RICH & GILLIS LAW GROUP, LLC	ATTORNEY FEES FY 16	3/7/2016	10,735.12	001	W	R
330942	AMERICAN EXPRESS	SUBSCRIPTION-DISPATCH DIGITAL	3/7/2016	4.99	001	W	R
330942	AMERICAN EXPRESS	GFOA CONFERENCE	3/7/2016	380.00	001	W	R
330943	BRICKER & ECKLER LLP	ADDL. AMOUNT	3/7/2016	4,160.00	001	W	R
330944	LANGUAGE&LITERACY INTERVENTION	Literacy Intervention	3/7/2016	1,375.00	401	W	R
330945	CENTER FOR PUBLIC INVESTMENT	2015 CPIM CERTIFICATION FEE	3/7/2016	100.00	001	W	R
330945	CENTER FOR PUBLIC INVESTMENT	2015 CPIM CERTIFICATION FEE	3/7/2016	100.00	001	W	R
330946	VERA, CHRISTINA	Presenters for OLSD Diversity	3/7/2016	350.00	001	W	R
330947	WATROUS, ERIN	Gymnastics	3/7/2016	59.00	300	W	R
330948	NATIONWIDE CHILDREN'S HOSPITAL	DECA DONATION FROM PROCEEDS	3/7/2016	5,127.04	300	W	R
330949	HONOR FLIGHT INC.	DONATION TO HONOR FLIGHT	3/7/2016	2,901.50	300	W	R
330950	WOUNDED WARRIOR PROJECT, INC	DONATION TO WOUNDED WARRIOR	3/7/2016	2,901.50	300	W	R
330951	INDIAN SPRINGS ELEMENTARY	DONATION FORM FLPP ACTIVITY	3/7/2016	-	300	W	V
330952	AMERICAN IMPRESSIONS	Student Council T-shirts	3/7/2016	104.00	200	W	R
330952	AMERICAN IMPRESSIONS	Student Council Long Sleeve	3/7/2016	132.00	200	W	R
330952	AMERICAN IMPRESSIONS	Student Council Sweatshirt	3/7/2016	252.00	200	W	R
330953	EF INSTITUTE FOR CULTURAL	Proceeds from Chipotle	3/7/2016	447.20	200	W	R
330954	EDUCATION WEEK	Education Week Digital and	3/7/2016	39.00	001	W	R
330955	EDUCATIONAL SERVICE CENTER	Bus driver finger printing and	3/7/2016	55.00	001	W	R
330955	EDUCATIONAL SERVICE CENTER	UA HEARING IMPAIRED PROGRAM	3/7/2016	5,579.65	516	W	R
330955	EDUCATIONAL SERVICE CENTER	UA SUPPORT SERVICES	3/7/2016	675.89	516	W	R
330956	EDWIN H. DAVIS & SON, INC	Parts and supplies for	3/7/2016	101.17	001	W	R
330956	EDWIN H. DAVIS & SON, INC	Parts and supplies for	3/7/2016	46.08	001	W	R
330956	EDWIN H. DAVIS & SON, INC	Parts and supplies for	3/7/2016	49.24	001	W	R
330956	EDWIN H. DAVIS & SON, INC	Parts and supplies for	3/7/2016	50.95	001	W	R
330957	EDUCATORS PUBL. SERV	Writing Skills - book A Diana	3/7/2016	16.00	001	W	R
330957	EDUCATORS PUBL. SERV	Writing Skills - book 2 Diana	3/7/2016	16.00	001	W	R
330957	EDUCATORS PUBL. SERV	Writing Skills - book 1 Diana	3/7/2016	16.00	001	W	R
330957	EDUCATORS PUBL. SERV	Writing Skills Teacher's	3/7/2016	26.45	001	W	R
330957	EDUCATORS PUBL. SERV	Shipping	3/7/2016	7.45	001	W	R
330958	EGELHOFF SPORTING GOODS	Kindergarten T-shirt order	3/7/2016	1,080.00	018	W	R
330959	ELITEFTS.COM	PE/HEALTH Student Fees	3/7/2016	95.00	009	W	R
330959	ELITEFTS.COM	A-MBAND EFS Pro stretch mini	3/7/2016	72.00	009	W	R
330959	ELITEFTS.COM	A-LBAND EFS Pro stretch light	3/7/2016	144.00	009	W	R
330959	ELITEFTS.COM	Shipping/Handling	3/7/2016	9.00	009	W	R
330960	EMBROIDERY DESIGN GROUP	Fort Orange resale items for	3/7/2016	276.00	300	W	R
330961	SIGN AFFECTS LIMITED	Sign Ballast & Lamps	3/7/2016	386.00	300	W	V
330962	MT BUSINESS TECHNOLOGIES, INC.	FOOD SERVICE COPIER MAIN	3/7/2016	11.82	006	W	R
330962	MT BUSINESS TECHNOLOGIES, INC.	ADMIN OFFICE COPIER MAINT	3/7/2016	545.18	001	W	R
330962	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/7/2016	6,272.78	001	W	R
330963	REPUBLIC SERVICES #046	Trash Hauling Jan to June 2016	3/7/2016	87.99	001	W	R

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330963	REPUBLIC SERVICES #046	Maintenance	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	East Bus Garage	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Wyandot Run	3/7/2016	175.97	001	W	R
330963	REPUBLIC SERVICES #046	Alum Creek	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Scioto Ridge	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Arrowhead Elementary	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Oak Creek	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Tyler Run	3/7/2016	175.97	001	W	R
330963	REPUBLIC SERVICES #046	Walnut Creek	3/7/2016	175.97	001	W	R
330963	REPUBLIC SERVICES #046	Indian Springs	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Glen Oak	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Olentangy Meadows	3/7/2016	175.97	001	W	R
330963	REPUBLIC SERVICES #046	Liberty Tree	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Johnnycake Corners	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Freedom Trail	3/7/2016	175.97	001	W	R
330963	REPUBLIC SERVICES #046	Cheshire Elementary	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Heritage Elementary	3/7/2016	87.99	001	W	R
330963	REPUBLIC SERVICES #046	Shanahan Middle	3/7/2016	703.87	001	W	R
330963	REPUBLIC SERVICES #046	Liberty Middle	3/7/2016	322.85	001	W	R
330963	REPUBLIC SERVICES #046	Orange Middle	3/7/2016	263.96	001	W	R
330963	REPUBLIC SERVICES #046	Hyatts Middle	3/7/2016	263.96	001	W	R
330963	REPUBLIC SERVICES #046	Berkshire Middle	3/7/2016	263.96	001	W	R
330963	REPUBLIC SERVICES #046	Olentangy High School	3/7/2016	879.85	001	W	R
330963	REPUBLIC SERVICES #046	Liberty High School	3/7/2016	879.84	001	W	R
330963	REPUBLIC SERVICES #046	Orange High School	3/7/2016	879.84	001	W	R
330963	REPUBLIC SERVICES #046	Olentangy Academy	3/7/2016	70.46	001	W	R
330964	DEL-CO WATER CO	West Bus Garage	3/7/2016	11.70	001	W	R
330964	DEL-CO WATER CO	Alum Creek	3/7/2016	263.13	001	W	R
330964	DEL-CO WATER CO	Arrowhead Elementary	3/7/2016	304.82	001	W	R
330964	DEL-CO WATER CO	Oak Creek	3/7/2016	365.18	001	W	R
330964	DEL-CO WATER CO	Walnut Creek	3/7/2016	533.22	001	W	R
330964	DEL-CO WATER CO	Glen Oak	3/7/2016	468.72	001	W	R
330964	DEL-CO WATER CO	Freedom Trail	3/7/2016	677.00	001	W	R
330964	DEL-CO WATER CO	Cheshire Elementary	3/7/2016	426.71	001	W	R
330964	DEL-CO WATER CO	Heritage Elementary	3/7/2016	320.80	001	W	R
330964	DEL-CO WATER CO	Shanahan Middle	3/7/2016	725.83	001	W	R
330964	DEL-CO WATER CO	Orange Middle	3/7/2016	662.21	001	W	R
330964	DEL-CO WATER CO	Olentangy High School	3/7/2016	1,404.41	001	W	R
330964	DEL-CO WATER CO	Orange High School	3/7/2016	1,357.61	001	W	R
330964	DEL-CO WATER CO	Olentangy Academy	3/7/2016	51.71	001	W	R
330964	DEL-CO WATER CO	Food Services D/W	3/7/2016	164.56	006	W	R
330965	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	3/7/2016	13.31	001	W	R
330965	AMERICAN ELECTRIC POWER	East Bus Garage	3/7/2016	1,765.09	001	W	R
330965	AMERICAN ELECTRIC POWER	Berkshire Middle	3/7/2016	12,814.58	001	W	R
330965	AMERICAN ELECTRIC POWER	Food Service D/W	3/7/2016	129.44	006	W	R
330966	MCFARLAND, KATHY	Mileage January - March 2016	3/7/2016	76.28	001	W	R
330967	RAIFF, MARK	MILEAGE & PARKING	3/7/2016	231.12	001	W	R
330968	SMITH, TROND	Mileage January - March	3/7/2016	83.70	001	W	R
330969	ZAYE, PATRICK	mileage reimbursement	3/7/2016	114.27	001	W	R
330970	KELLY, MATTHEW	mileage reimbursement	3/7/2016	117.86	001	W	R
330971	DOBNEY, RACHEL	CERTIFIED MILEAGE (TRAVELING	3/7/2016	25.54	001	W	R
330972	BIRRI, SAMANTHA	CERTIFIED MILEAGE (TRAVELING	3/7/2016	58.32	001	W	W
330973	RICARD, MICHELLE	CERTIFIED MILEAGE (TRAVELING	3/7/2016	72.90	001	W	R
330974	KIRK, CASIE	CERTIFIED MILEAGE (TRAVELING	3/7/2016	70.20	001	W	R
330975	TWEEDY, RACHEL	CERTIFIED MILEAGE (TRAVELING	3/7/2016	61.24	001	W	R
330976	BUCKLEY, TIFANIE	CERTIFIED MILEAGE (TRAVELING	3/7/2016	50.54	001	W	R
330977	SNYDER, BETHANY	CERTIFIED MILEAGE (TRAVELING	3/7/2016	51.69	001	W	R
330978	HUGHES, ERIC	CERTIFIED MILEAGE (TRAVELING	3/7/2016	72.90	001	W	R
330979	ANDREWS, SUSAN	CERTIFIED MILEAGE (TRAVELING	3/7/2016	207.75	001	W	R
330980	WOLFE, JAY	MILEAGE REIMBURSEMENT AND	3/7/2016	283.50	300	W	R
330981	MAMAI, JESSICA	Mileage, January - March	3/7/2016	62.86	001	W	R
330982	PICETTI, MICHAEL	Reimbursement for expenses for	3/7/2016	122.47	001	W	R
330983	STAPLES ADVANTAGE	SUPPLIES JAN-MAR	3/7/2016	898.78	001	W	R
330983	STAPLES ADVANTAGE	Office Supply order	3/7/2016	167.68	001	W	R
330983	STAPLES ADVANTAGE	Office Supply order	3/7/2016	43.96	001	W	R
330983	STAPLES ADVANTAGE	Psych supply order	3/7/2016	4.49	001	W	R
330983	STAPLES ADVANTAGE	OFFICE SUPPLIES JAN.-MARCH	3/7/2016	39.41	001	W	R
330983	STAPLES ADVANTAGE	OFFICE SUPPLIES JAN.-MARCH	3/7/2016	14.49	001	W	R
330983	STAPLES ADVANTAGE	See attached Shopping Cart	3/7/2016	140.72	001	W	R
330983	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/7/2016	24.99	516	W	R
330983	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/7/2016	552.40	516	W	R
330983	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/7/2016	185.88	516	W	R
330983	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/7/2016	86.19	516	W	R
330983	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/7/2016	329.98	516	W	R
330983	STAPLES ADVANTAGE	Luxor 31.5W x 23.6 D	3/7/2016	354.58	001	W	R
330984	SCHOOL SPECIALTY, INC.	SUPPLIES JAN-MAR	3/7/2016	565.22	001	W	R
330984	SCHOOL SPECIALTY, INC.	see attached MD UNIT supplies	3/7/2016	90.71	001	W	R
330984	SCHOOL SPECIALTY, INC.	See attached list of teaching	3/7/2016	50.01	001	W	R
330984	SCHOOL SPECIALTY, INC.	see attached	3/7/2016	60.18	001	W	R

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330984	SCHOOL SPECIALTY, INC.	Classroom supplies see	3/7/2016	63.23	001	W	R
330984	SCHOOL SPECIALTY, INC.	Classroom supplies see	3/7/2016	16.35	001	W	R
330984	SCHOOL SPECIALTY, INC.	Classroom supplies see	3/7/2016	97.35	001	W	R
330984	SCHOOL SPECIALTY, INC.	Classroom supplies see	3/7/2016	8.24	001	W	R
330985	EDUCATIONAL SERVICE CENTER	REGISTRATION OF \$200.00 PER	3/7/2016	2,000.00	516	W	R
330986	SCHOOL HEALTH SUPPLY	Supplies for SLC, see attached	3/7/2016	79.52	001	W	R
330986	SCHOOL HEALTH SUPPLY	Shipping & Handling	3/7/2016	-	001	W	R
330986	SCHOOL HEALTH SUPPLY	AP21338-4X4 BAGGIES 100 CT	3/7/2016	22.03	001	W	R
330986	SCHOOL HEALTH SUPPLY	AP21068-QT TWIST AND TIE	3/7/2016	5.86	001	W	R
330986	SCHOOL HEALTH SUPPLY	AP32076-BANDAGES-1500 CT	3/7/2016	94.50	001	W	R
330986	SCHOOL HEALTH SUPPLY	15% DISCOUNT	3/7/2016	(18.79)	001	W	R
330987	STASKIEWICZ, CAITLIN	Expenses reimbursement for the	3/7/2016	30.00	572	W	R
330988	CONARD, KAREN	Reimbursement for expenses for	3/7/2016	30.00	001	W	R
330989	POTTS, LISA	Expenses reimbursement for the	3/7/2016	49.96	572	W	R
330990	MAXIM HEALTHCARE SERVICES, INC	EDUCATIONAL SERVICES FOR 15-16	3/7/2016	404.25	516	W	R
330991	MIDWEST TECHNOLOGY	PLEASE SEE ATTACHED SUPPLY	3/7/2016	523.53	009	W	R
330991	MIDWEST TECHNOLOGY		3/7/2016	126.57	001	W	R
330992	MATT RYAN MOBILE DJ	Check Request for DJ services	3/7/2016	-	200	W	V
330993	OHIO DECA	ADVISOR	3/7/2016	55.00	300	W	R
330993	OHIO DECA	STUDENTS	3/7/2016	3,795.00	300	W	R
330993	OHIO DECA	REGISTRATIONS FOR OHIO DECA	3/7/2016	2,970.00	300	W	R
330994	OLENTANGY FOOD SERVICE	Breakfast preparation for	3/7/2016	40.00	001	W	R
330995	PROMOWEST	PROM AT THE LC PAYMENT	3/7/2016	8,000.00	200	W	R
330996	PEPSI COLA BOTTLING CO.	WIGWAM SUPPLIES JAN-MAR	3/7/2016	462.80	300	W	R
330997	Primary Concepts	ITEM# 1492 Word Ladders K-3	3/7/2016	29.95	001	W	R
330997	Primary Concepts	S/H	3/7/2016	9.00	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ52366 - Floor Stand with	3/7/2016	121.98	001	W	R
330998	SCHOOL HEALTH SUPPLY	52064 - Sloan Letter 10 foot	3/7/2016	16.92	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ32036 Sheer Strips	3/7/2016	28.26	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ21068 Baggies	3/7/2016	5.02	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ21068 Gallon Baggies	3/7/2016	13.72	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ34237 Alcohol	3/7/2016	4.36	001	W	R
330998	SCHOOL HEALTH SUPPLY	AJ30025 Generic Cotton rolls	3/7/2016	15.39	001	W	R
330998	SCHOOL HEALTH SUPPLY	15% DISCOUNT	3/7/2016	-	001	W	R
330999	Staples Piano Service	PIANO TUNING (REPAIRS)	3/7/2016	135.00	001	W	R
331000	SHARROCK, ANDREA	Reimbursement for registration	3/7/2016	115.00	001	W	R
331001	Sterling Paper Co.	8 1/2 x 11 20# Apluscoppy paper	3/7/2016	1,353.50	001	W	R
331001	Sterling Paper Co.	8.5x11 Boise X9000 Paper	3/7/2016	3,166.00	001	W	R
331002	MILESTONE BENEFITS AGENCY, INC	HEALTH AND WELFARE CONSULTING	3/7/2016	4,791.67	001	W	R
331003	MEYER, CARLA	Mileage for Jan - March, 2016	3/7/2016	109.89	006	W	R
331004	PALO, MICHELE	Mileage for Jan - March, 2016	3/7/2016	125.69	006	W	R
331005	MAGICAL ATTRACTIONS	DJ AND LIGHTING FOR WINTER	3/7/2016	2,595.00	200	W	R
331006	MEYER, TODD	Mileage; January - March 2016	3/7/2016	111.43	001	W	R
331007	RAMEY, LORAN	Expenses reimbursement for the	3/7/2016	49.96	572	W	W
331008	TRISTAR TRANSPORTATION	Transportation services for	3/7/2016	6,129.00	001	W	R
331009	GRIFFITHS, ROB	CERTIFIED MILEAGE (TRAVELING	3/7/2016	118.26	001	W	R
331010	UNDERMAN, ABBY	CERTIFIED MILEAGE (TRAVELING	3/7/2016	34.56	001	W	R
331011	LINDSAY, KATHARINE	CERTIFIED MILEAGE (TRAVELING	3/7/2016	167.94	001	W	R
331012	ROTH, CHRISTOPHER	mileage reimbursement	3/7/2016	171.56	001	W	R
331013	SOSTER, HEATHER	mileage reimbursement	3/7/2016	147.15	001	W	R
331014	ZAYE, LORI	TREASURER'S OFFICE MILEAGE	3/7/2016	20.03	001	W	R
331015	RTJ RESTAURANTS, LLC	Food/ACE Jan - March, 2016	3/7/2016	413.25	006	W	R
331015	RTJ RESTAURANTS, LLC	AES	3/7/2016	319.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OCE	3/7/2016	480.75	006	W	R
331015	RTJ RESTAURANTS, LLC	GOE	3/7/2016	464.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OME	3/7/2016	507.50	006	W	R
331015	RTJ RESTAURANTS, LLC	JCE	3/7/2016	420.50	006	W	R
331015	RTJ RESTAURANTS, LLC	FTE	3/7/2016	422.41	006	W	R
331015	RTJ RESTAURANTS, LLC	SMS	3/7/2016	268.25	006	W	R
331015	RTJ RESTAURANTS, LLC	SMS	3/7/2016	391.50	006	W	R
331015	RTJ RESTAURANTS, LLC	SMS	3/7/2016	319.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OMS	3/7/2016	319.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OMS	3/7/2016	319.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OMS	3/7/2016	319.00	006	W	R
331015	RTJ RESTAURANTS, LLC	BMS	3/7/2016	246.50	006	W	R
331015	RTJ RESTAURANTS, LLC	BMS	3/7/2016	195.75	006	W	R
331015	RTJ RESTAURANTS, LLC	BMS	3/7/2016	333.50	006	W	R
331015	RTJ RESTAURANTS, LLC	OHS	3/7/2016	442.25	006	W	R
331015	RTJ RESTAURANTS, LLC	OHS	3/7/2016	406.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OHS	3/7/2016	427.75	006	W	R
331015	RTJ RESTAURANTS, LLC	OHS	3/7/2016	369.75	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	355.25	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	43.50	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	261.00	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	43.50	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	340.75	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	43.50	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	304.50	006	W	R
331015	RTJ RESTAURANTS, LLC	OOHS	3/7/2016	43.50	006	W	R

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331016	STANTON'S SHEET MUSIC	CHOIR TEACHING AIDS	3/7/2016	1,015.74	009	W	R
331017	PICKAWAY COUNTY ED.SERV.CENTER	Testing for transportation bus	3/7/2016	135.00	001	W	R
331017	PICKAWAY COUNTY ED.SERV.CENTER	Testing for transportation bus	3/7/2016	495.00	001	W	R
331018	LIVE TECHNOLOGIES	2015-16 Service high school	3/7/2016	4,680.00	001	W	R
331019	GORDON FOOD SERVICE	Food/WRE Jan - March, 2016	3/7/2016	3,395.17	006	W	R
331019	GORDON FOOD SERVICE	Non Food/WRE Jan - March, 2016	3/7/2016	352.42	006	W	R
331019	GORDON FOOD SERVICE	Food/ACE	3/7/2016	2,324.15	006	W	R
331019	GORDON FOOD SERVICE	Non Food/ACE	3/7/2016	241.22	006	W	R
331019	GORDON FOOD SERVICE	Food/SRE	3/7/2016	2,268.28	006	W	R
331019	GORDON FOOD SERVICE	Non Food/SRE	3/7/2016	206.34	006	W	R
331019	GORDON FOOD SERVICE	Food/AES	3/7/2016	1,981.43	006	W	R
331019	GORDON FOOD SERVICE	Non Food/AES	3/7/2016	199.49	006	W	R
331019	GORDON FOOD SERVICE	Food/OCE	3/7/2016	3,417.53	006	W	R
331019	GORDON FOOD SERVICE	Non Food/OCE	3/7/2016	233.60	006	W	R
331019	GORDON FOOD SERVICE	Food/TRE	3/7/2016	3,137.42	006	W	R
331019	GORDON FOOD SERVICE	Non Food/TRE	3/7/2016	317.27	006	W	R
331019	GORDON FOOD SERVICE	Food/WCE	3/7/2016	3,269.38	006	W	R
331019	GORDON FOOD SERVICE	Non Food/WCE	3/7/2016	160.03	006	W	R
331019	GORDON FOOD SERVICE	Food/ISE	3/7/2016	2,396.97	006	W	R
331019	GORDON FOOD SERVICE	Non Food/ISE	3/7/2016	124.80	006	W	R
331019	GORDON FOOD SERVICE	Food/GOE	3/7/2016	2,714.62	006	W	R
331019	GORDON FOOD SERVICE	Non Food/GOE	3/7/2016	218.21	006	W	R
331019	GORDON FOOD SERVICE	Food/OME	3/7/2016	2,783.18	006	W	R
331019	GORDON FOOD SERVICE	Non Food/OME	3/7/2016	286.86	006	W	R
331019	GORDON FOOD SERVICE	Food/LTE	3/7/2016	2,876.81	006	W	R
331019	GORDON FOOD SERVICE	Non Food/LTE	3/7/2016	536.41	006	W	R
331019	GORDON FOOD SERVICE	Food/JCE	3/7/2016	3,110.33	006	W	R
331019	GORDON FOOD SERVICE	Non Food/JCE	3/7/2016	296.71	006	W	R
331019	GORDON FOOD SERVICE	Food/FTE	3/7/2016	2,264.66	006	W	R
331019	GORDON FOOD SERVICE	Non Food/FTE	3/7/2016	283.00	006	W	R
331019	GORDON FOOD SERVICE	Food/CES	3/7/2016	3,568.96	006	W	R
331019	GORDON FOOD SERVICE	Non Food/CES	3/7/2016	468.70	006	W	R
331019	GORDON FOOD SERVICE	Food/HES	3/7/2016	3,785.05	006	W	R
331019	GORDON FOOD SERVICE	Non Food/HES	3/7/2016	248.83	006	W	R
331019	GORDON FOOD SERVICE	Food/SMS	3/7/2016	12,040.71	006	W	R
331019	GORDON FOOD SERVICE	Non Food/SMS	3/7/2016	653.75	006	W	R
331019	GORDON FOOD SERVICE	Food/LMS	3/7/2016	7,624.64	006	W	R
331019	GORDON FOOD SERVICE	Non Food/LMS	3/7/2016	662.86	006	W	R
331019	GORDON FOOD SERVICE	Food/OMS	3/7/2016	8,959.98	006	W	R
331019	GORDON FOOD SERVICE	Non Food/OMS	3/7/2016	490.01	006	W	R
331019	GORDON FOOD SERVICE	Food/HMS	3/7/2016	8,461.43	006	W	R
331019	GORDON FOOD SERVICE	Non Food/HMS	3/7/2016	761.16	006	W	R
331019	GORDON FOOD SERVICE	Food/BMS	3/7/2016	8,611.68	006	W	R
331019	GORDON FOOD SERVICE	Non Food/BMS	3/7/2016	997.58	006	W	R
331019	GORDON FOOD SERVICE	Food/OHS	3/7/2016	20,095.00	006	W	R
331019	GORDON FOOD SERVICE	Non Food/OHS	3/7/2016	1,664.00	006	W	R
331019	GORDON FOOD SERVICE	Food/LHS	3/7/2016	18,982.92	006	W	R
331019	GORDON FOOD SERVICE	Non Food/LHS	3/7/2016	1,437.55	006	W	R
331019	GORDON FOOD SERVICE	Food/OOHS	3/7/2016	18,636.11	006	W	R
331019	GORDON FOOD SERVICE	Non Food/OOHS	3/7/2016	1,129.83	006	W	R
331020	DISCOVERY BENEFITS, INC.	FY16 COBRA SERVICES	3/9/2016	392.00	001	W	R
331021	KENT STATE UNIVERSITY	Registration for conference	3/10/2016	150.00	001	W	R
331022	DICKEY, BARB	Employee meal reimbursement	3/10/2016	13.50	001	W	R
331023	HIMLER, TIM	Employee meal reimbursement	3/10/2016	11.26	001	W	R
331024	FREDERICK, BRIAN	Employee meal reimbursement	3/10/2016	15.00	001	W	W
331025	US BANCORP EQUIPMENT	DISTRICT COPIER Maintenance	3/10/2016	7,176.23	001	W	R
331025	US BANCORP EQUIPMENT	DISTRICT COPIER LEASES	3/10/2016	20,371.74	001	W	R
331025	US BANCORP EQUIPMENT	Administrative offices Copier	3/10/2016	1,542.80	001	W	R
331026	PERRY, JAIMIE	Reimbursement for expenses for	3/10/2016	99.00	001	W	W
331027	AT & T	SRES.TRES.OMES	3/10/2016	149.32	001	W	R
331028	LOFT VIOLIN SHOP	INSTRUMENT REPAIRS	3/10/2016	1,000.00	001	W	R
331029	MAGICAL ATTRACTIONS	PHOTOBOOTH	3/10/2016	300.00	300	W	W
331030	NASCO	FOUR-SIDED METERSTICKS	3/10/2016	36.36	009	W	R
331030	NASCO	17% DISCOUNT APPLIED TO ALL	3/10/2016	-	009	W	R
331030	NASCO	SEE DETAILED ATTACHED ORDER	3/10/2016	15.64	001	W	R
331030	NASCO	SEE DETAILED ATTACHED ORDER	3/10/2016	120.84	001	W	R
331030	NASCO	15% Discount with Code#46719	3/10/2016	-	001	W	R
331030	NASCO	free shipping with Code#46719	3/10/2016	-	001	W	R
331031	LIFE SERVERS INC.	Catalog # 11101-000016	3/10/2016	110.00	001	W	R
331031	LIFE SERVERS INC.	Catalog #11403-000001	3/10/2016	114.00	001	W	R
331032	PASCO SCIENTIFIC	BUGGIES	3/10/2016	260.00	009	W	R
331032	PASCO SCIENTIFIC	2.2 M ALUMINUM STARTER TRACK	3/10/2016	499.00	009	W	R
331033	REALLY GOOD STUFF	306116 Store More Large Book	3/10/2016	484.92	001	W	R
331033	REALLY GOOD STUFF	Shipping	3/10/2016	67.89	001	W	R
331033	REALLY GOOD STUFF	Coupon Code JAE16	3/10/2016	(50.00)	001	W	R
331034	RICHARDSON PRINTING CORP.	3000 RAFFLE TICKETS FOR THE	3/10/2016	252.00	300	W	R
331034	RICHARDSON PRINTING CORP.	RAFFLE TICKETS FOR MDA	3/10/2016	189.00	300	W	R
331034	RICHARDSON PRINTING CORP.	Fort Orange Olentangy Orange	3/10/2016	126.00	300	W	R
331035	ST. GERMAIN, JENNIFER	Reimbursement for conference	3/10/2016	115.00	001	W	W

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331036	SECURITAS SECURITY	OPEN PO FOR OCT-DEC FOR	3/10/2016	662.40	018	W	R
331036	SECURITAS SECURITY	PARKING LOT SECURITY OCT-DEC	3/10/2016	276.00	018	W	R
331037	SPORT SAFE TESTING SERVICE, IN	FY16 Drug Testing	3/10/2016	1,820.00	001	W	R
331037	SPORT SAFE TESTING SERVICE, IN	LHS	3/10/2016	2,068.00	001	W	R
331037	SPORT SAFE TESTING SERVICE, IN	OOHS	3/10/2016	2,172.00	001	W	R
331038	TOLEDO PHYSICAL	PE Supplies, see attached	3/10/2016	258.91	001	W	R
331038	TOLEDO PHYSICAL	PE Supplies, see attached	3/10/2016	39.96	001	W	R
331039	VERITIV OPERATING COMPANY	275 X WHITE BRIGHT 92 VECTOR	3/10/2016	6,348.50	001	W	R
331039	VERITIV OPERATING COMPANY	-275 X WHITE BRIGHT 92 VECTOR	3/10/2016	999.50	009	W	R
331039	VERITIV OPERATING COMPANY	SHIPPING	3/10/2016	-	001	W	R
331040	WRIGHT, DOUGLAS A	PROFESSIONAL SERVICES FOR	3/10/2016	500.00	001	W	R
331041	UPS	SHIPPING OCT-DEC #1A8E29	3/10/2016	13.20	001	W	R
331041	UPS	SHIPPING OCT-DEC #1A8E29	3/10/2016	16.88	001	W	R
331041	UPS	SHIPPING OCT-DEC #1A8E29	3/10/2016	9.18	001	W	R
331042	MACKIN EDUCATIONAL RESOURCES	Books for Library. See	3/10/2016	666.13	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	10.89	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	33.99	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	(33.99)	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	78.96	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	23.69	001	W	R
331043	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/10/2016	46.29	001	W	R
331044	MORGAN, CARLEIGH	Reimbursement for conference	3/10/2016	115.00	001	W	R
331045	MEWHORTER, JAN	CERTIFIED MILEAGE (TRAVELING	3/10/2016	49.01	001	W	R
331046	SABO, LINDA	CERTIFIED MILEAGE (TRAVELING	3/10/2016	61.56	001	W	R
331047	RUFF, AMY	CERTIFIED MILEAGE (TRAVELING	3/10/2016	29.16	001	W	R
331048	HAY, CHRISTIAN	CERTIFIED MILEAGE (TRAVELING	3/10/2016	55.08	001	W	R
331049	Williams, Vicki	CERTIFIED MILEAGE (TRAVELING	3/10/2016	36.72	001	W	W
331050	FIELDS, JESSICA	District Mileage	3/10/2016	203.85	001	W	R
331051	ELKINS, ANTHONY	District Mileage	3/10/2016	77.22	001	W	R
331052	COLE, HEATHER	District Mileage	3/10/2016	14.58	001	W	R
331053	DETILLIO, VINCENT	District Mileage	3/10/2016	38.61	001	W	R
331054	KNAPE, LEANN	District Mileage	3/10/2016	30.24	001	W	R
331055	Ellison, Katherine	District Mileage	3/10/2016	24.30	001	W	W
331056	MILLER, MIKE	Transportation staff mileage	3/10/2016	147.74	001	W	R
331057	MORGAN, AMY	Transportation staff mileage	3/10/2016	69.12	001	W	R
331058	MCDONNELL, TOM	MILEAGE REIMBURSEMENT JAN-MAR	3/10/2016	152.82	001	W	R
331059	SHAVER, JORDAN	mileage reimbursement	3/10/2016	134.51	001	W	R
331060	NYSTROM, SUZY	mileage reimbursement	3/10/2016	30.78	001	W	R
331061	TACKETT, LINDA	mileage reimbursement	3/10/2016	21.49	001	W	R
331062	SCHOOL SPECIALTY, INC.	Organizer mobile 10 drawer	3/10/2016	64.99	018	W	R
331062	SCHOOL SPECIALTY, INC.	Marker dry erase fine pk of 12	3/10/2016	43.12	018	W	R
331062	SCHOOL SPECIALTY, INC.	See attached:	3/10/2016	127.36	001	W	R
331062	SCHOOL SPECIALTY, INC.	TA/K	3/10/2016	19.75	001	W	R
331062	SCHOOL SPECIALTY, INC.	TA/Music	3/10/2016	10.80	001	W	R
331062	SCHOOL SPECIALTY, INC.	Office supplies	3/10/2016	44.72	001	W	R
331062	SCHOOL SPECIALTY, INC.	1354286 Liquid Glue	3/10/2016	11.63	001	W	R
331062	SCHOOL SPECIALTY, INC.	1452544 Mini Glue Sticks (hot	3/10/2016	24.40	001	W	R
331062	SCHOOL SPECIALTY, INC.	085332 1/2 Size Chart Paper	3/10/2016	29.60	001	W	R
331062	SCHOOL SPECIALTY, INC.	1314495 Masking Tape	3/10/2016	4.08	001	W	R
331062	SCHOOL SPECIALTY, INC.	DECORAL BLACK ROLL PAPER	3/10/2016	97.49	001	W	R
331062	SCHOOL SPECIALTY, INC.	DECORAL YELLOW ROLL PAPER	3/10/2016	97.49	001	W	R
331062	SCHOOL SPECIALTY, INC.	DECORAL ORANGE ROLL PAPER	3/10/2016	97.49	001	W	R
331062	SCHOOL SPECIALTY, INC.	PAPER RNBW DUO KROAFT ROLL	3/10/2016	30.73	001	W	R
331062	SCHOOL SPECIALTY, INC.	Misc. classroom supplies	3/10/2016	802.28	001	W	R
331063	SYSCO CENTRAL OHIO	Food/WRE Jan - March, 2016	3/10/2016	1,196.73	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/WRE Jan - March,	3/10/2016	237.63	006	W	R
331063	SYSCO CENTRAL OHIO	Food/ACE	3/10/2016	1,598.28	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/ACE	3/10/2016	49.60	006	W	R
331063	SYSCO CENTRAL OHIO	Food/SRE	3/10/2016	1,181.50	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/SRE	3/10/2016	52.18	006	W	R
331063	SYSCO CENTRAL OHIO	Food/AES	3/10/2016	1,319.58	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/AES	3/10/2016	231.69	006	W	R
331063	SYSCO CENTRAL OHIO	Food/OCE	3/10/2016	1,764.55	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/OCE	3/10/2016	279.05	006	W	R
331063	SYSCO CENTRAL OHIO	Food/TRE	3/10/2016	1,586.70	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/TRE	3/10/2016	162.13	006	W	R
331063	SYSCO CENTRAL OHIO	Food/WCE	3/10/2016	1,422.89	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/WCE	3/10/2016	31.71	006	W	R
331063	SYSCO CENTRAL OHIO	Food/ISE	3/10/2016	2,196.05	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/ISE	3/10/2016	37.92	006	W	R
331063	SYSCO CENTRAL OHIO	Food/GOE	3/10/2016	1,116.62	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/ISE	3/10/2016	197.80	006	W	R
331063	SYSCO CENTRAL OHIO	Food/OME	3/10/2016	2,026.53	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/OME	3/10/2016	151.13	006	W	R
331063	SYSCO CENTRAL OHIO	Food/LTE	3/10/2016	1,734.79	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/LTE	3/10/2016	303.61	006	W	R
331063	SYSCO CENTRAL OHIO	Food/JCE	3/10/2016	1,267.66	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/JCE	3/10/2016	226.16	006	W	R
331063	SYSCO CENTRAL OHIO	Food/FTE	3/10/2016	1,572.75	006	W	R

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331063	SYSCO CENTRAL OHIO	Non Food/FTE	3/10/2016	295.42	006	W	R
331063	SYSCO CENTRAL OHIO	Food/CES	3/10/2016	1,725.55	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/CES	3/10/2016	125.84	006	W	R
331063	SYSCO CENTRAL OHIO	Food/HES	3/10/2016	1,959.11	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/HES	3/10/2016	304.60	006	W	R
331063	SYSCO CENTRAL OHIO	Food/SMS	3/10/2016	6,964.00	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/SMS	3/10/2016	1,000.06	006	W	R
331063	SYSCO CENTRAL OHIO	Food/LMS	3/10/2016	5,048.46	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/LMS	3/10/2016	331.36	006	W	R
331063	SYSCO CENTRAL OHIO	Food/OMS	3/10/2016	5,475.74	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/OMS	3/10/2016	679.84	006	W	R
331063	SYSCO CENTRAL OHIO	Food/HMS	3/10/2016	4,769.01	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/HMS	3/10/2016	235.60	006	W	R
331063	SYSCO CENTRAL OHIO	Food/BMS	3/10/2016	5,057.15	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/BMS	3/10/2016	417.40	006	W	R
331063	SYSCO CENTRAL OHIO	Food/OHS	3/10/2016	11,558.76	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/OHS	3/10/2016	866.63	006	W	R
331063	SYSCO CENTRAL OHIO	Food/LHS	3/10/2016	11,409.49	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/LHS	3/10/2016	1,643.03	006	W	R
331063	SYSCO CENTRAL OHIO	Food/OOHS	3/10/2016	11,762.73	006	W	R
331063	SYSCO CENTRAL OHIO	Non Food/OOHS	3/10/2016	1,296.07	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	Food/SMS Jan - March, 2016	3/10/2016	592.40	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	LMS	3/10/2016	592.40	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	LMS	3/10/2016	592.40	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	HMS	3/10/2016	592.40	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	HMS	3/10/2016	592.40	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	OHS	3/10/2016	1,184.80	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	LHS	3/10/2016	1,184.80	006	W	R
331064	AMANDA HILLS DISTRIBUTION, INC	OOHS	3/10/2016	592.40	006	W	R
331065	NICKLES BAKERY, INC.	Food/WRE Jan - March, 2016	3/10/2016	18.30	006	W	R
331065	NICKLES BAKERY, INC.	Food/WRE Jan - March, 2016	3/10/2016	50.40	006	W	R
331065	NICKLES BAKERY, INC.	Food/WRE Jan - March, 2016	3/10/2016	65.22	006	W	R
331065	NICKLES BAKERY, INC.	Food/WRE Jan - March, 2016	3/10/2016	43.92	006	W	R
331065	NICKLES BAKERY, INC.	ACE	3/10/2016	11.69	006	W	R
331065	NICKLES BAKERY, INC.	ACE	3/10/2016	43.05	006	W	R
331065	NICKLES BAKERY, INC.	ACE	3/10/2016	51.90	006	W	R
331065	NICKLES BAKERY, INC.	SRE	3/10/2016	34.62	006	W	R
331065	NICKLES BAKERY, INC.	SRE	3/10/2016	43.92	006	W	R
331065	NICKLES BAKERY, INC.	AES	3/10/2016	32.46	006	W	R
331065	NICKLES BAKERY, INC.	AES	3/10/2016	29.12	006	W	R
331065	NICKLES BAKERY, INC.	AES	3/10/2016	32.48	006	W	R
331065	NICKLES BAKERY, INC.	AES	3/10/2016	36.60	006	W	R
331065	NICKLES BAKERY, INC.	OCE	3/10/2016	28.98	006	W	R
331065	NICKLES BAKERY, INC.	OCE	3/10/2016	137.48	006	W	R
331065	NICKLES BAKERY, INC.	TRE	3/10/2016	38.28	006	W	R
331065	NICKLES BAKERY, INC.	TRE	3/10/2016	73.40	006	W	R
331065	NICKLES BAKERY, INC.	TRE	3/10/2016	36.72	006	W	R
331065	NICKLES BAKERY, INC.	TRE	3/10/2016	114.40	006	W	R
331065	NICKLES BAKERY, INC.	WCE	3/10/2016	60.12	006	W	R
331065	NICKLES BAKERY, INC.	WCE	3/10/2016	51.52	006	W	R
331065	NICKLES BAKERY, INC.	WCE	3/10/2016	60.12	006	W	R
331065	NICKLES BAKERY, INC.	WCE	3/10/2016	54.90	006	W	R
331065	NICKLES BAKERY, INC.	ISE	3/10/2016	28.00	006	W	R
331065	NICKLES BAKERY, INC.	ISE	3/10/2016	28.00	006	W	R
331065	NICKLES BAKERY, INC.	ISE	3/10/2016	33.60	006	W	R
331065	NICKLES BAKERY, INC.	ISE	3/10/2016	43.92	006	W	R
331065	NICKLES BAKERY, INC.	GOE	3/10/2016	42.56	006	W	R
331065	NICKLES BAKERY, INC.	GOE	3/10/2016	25.76	006	W	R
331065	NICKLES BAKERY, INC.	GOE	3/10/2016	44.80	006	W	R
331065	NICKLES BAKERY, INC.	GOE	3/10/2016	41.77	006	W	R
331065	NICKLES BAKERY, INC.	OME	3/10/2016	42.56	006	W	R
331065	NICKLES BAKERY, INC.	OME	3/10/2016	53.76	006	W	R
331065	NICKLES BAKERY, INC.	OME	3/10/2016	52.64	006	W	R
331065	NICKLES BAKERY, INC.	OME	3/10/2016	51.24	006	W	R
331065	NICKLES BAKERY, INC.	LTE	3/10/2016	23.52	006	W	R
331065	NICKLES BAKERY, INC.	LTE	3/10/2016	71.68	006	W	R
331065	NICKLES BAKERY, INC.	LTE	3/10/2016	61.05	006	W	R
331065	NICKLES BAKERY, INC.	JCE	3/10/2016	87.00	006	W	R
331065	NICKLES BAKERY, INC.	JCE	3/10/2016	44.80	006	W	R
331065	NICKLES BAKERY, INC.	JCE	3/10/2016	44.58	006	W	R
331065	NICKLES BAKERY, INC.	JCE	3/10/2016	81.78	006	W	R
331065	NICKLES BAKERY, INC.	JCE	3/10/2016	21.96	006	W	R
331065	NICKLES BAKERY, INC.	FTE	3/10/2016	48.16	006	W	R
331065	NICKLES BAKERY, INC.	FTE	3/10/2016	42.56	006	W	R
331065	NICKLES BAKERY, INC.	FTE	3/10/2016	12.32	006	W	R
331065	NICKLES BAKERY, INC.	FTE	3/10/2016	45.75	006	W	R
331065	NICKLES BAKERY, INC.	CES	3/10/2016	47.82	006	W	R
331065	NICKLES BAKERY, INC.	CES	3/10/2016	48.16	006	W	R
331065	NICKLES BAKERY, INC.	CES	3/10/2016	28.54	006	W	R

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331065	NICKLES BAKERY, INC.	CES	3/10/2016	21.38	006	W	R
331065	NICKLES BAKERY, INC.	CES	3/10/2016	45.75	006	W	R
331065	NICKLES BAKERY, INC.	HES	3/10/2016	44.80	006	W	R
331065	NICKLES BAKERY, INC.	HES	3/10/2016	47.55	006	W	R
331065	NICKLES BAKERY, INC.	HES	3/10/2016	50.40	006	W	R
331065	NICKLES BAKERY, INC.	HES	3/10/2016	49.41	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	86.62	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	64.68	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	97.30	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	167.64	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	116.06	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	80.19	006	W	R
331065	NICKLES BAKERY, INC.	SMS	3/10/2016	105.47	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	60.48	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	22.40	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	31.70	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	107.46	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	30.22	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	31.14	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	49.38	006	W	R
331065	NICKLES BAKERY, INC.	LMS	3/10/2016	38.08	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	53.20	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	71.12	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	42.61	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	85.40	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	91.66	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	22.40	006	W	R
331065	NICKLES BAKERY, INC.	OMS	3/10/2016	73.55	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	63.00	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	48.72	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	36.98	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	113.40	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	62.16	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	42.74	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	52.08	006	W	R
331065	NICKLES BAKERY, INC.	HMS	3/10/2016	89.46	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	155.06	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	45.80	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	122.40	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	149.52	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	121.52	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	158.72	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	39.28	006	W	R
331065	NICKLES BAKERY, INC.	BMS	3/10/2016	45.84	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	44.38	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	50.08	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	116.52	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	137.53	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	185.75	006	W	R
331065	NICKLES BAKERY, INC.	OHS	3/10/2016	69.83	006	W	R
331065	NICKLES BAKERY, INC.	LHS	3/10/2016	168.81	006	W	R
331065	NICKLES BAKERY, INC.	LHS	3/10/2016	169.99	006	W	R
331065	NICKLES BAKERY, INC.	LHS	3/10/2016	123.89	006	W	R
331065	NICKLES BAKERY, INC.	LHS	3/10/2016	214.24	006	W	R
331065	NICKLES BAKERY, INC.	LHS	3/10/2016	66.47	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	157.68	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	110.20	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	159.69	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	172.04	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	89.97	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	177.06	006	W	R
331065	NICKLES BAKERY, INC.	OOHS	3/10/2016	106.91	006	W	R
331066	COTTAGE INN PIZZA	Food/WRE Jan - March, 2016	3/10/2016	316.95	006	W	R
331066	COTTAGE INN PIZZA	ACE	3/10/2016	388.55	006	W	R
331066	COTTAGE INN PIZZA	AES	3/10/2016	248.05	006	W	R
331066	COTTAGE INN PIZZA	OCE	3/10/2016	423.50	006	W	R
331066	COTTAGE INN PIZZA	TRE	3/10/2016	409.10	006	W	R
331066	COTTAGE INN PIZZA	WCE	3/10/2016	373.15	006	W	R
331066	COTTAGE INN PIZZA	ISE	3/10/2016	360.15	006	W	R
331066	COTTAGE INN PIZZA	LTE	3/10/2016	267.70	006	W	R
331066	COTTAGE INN PIZZA	JCE	3/10/2016	407.00	006	W	R
331066	COTTAGE INN PIZZA	FTE	3/10/2016	395.50	006	W	R
331066	COTTAGE INN PIZZA	CES	3/10/2016	403.63	006	W	R
331066	COTTAGE INN PIZZA	HES	3/10/2016	396.40	006	W	R
331066	COTTAGE INN PIZZA	OHS	3/10/2016	797.00	006	W	R
331066	COTTAGE INN PIZZA	LHS	3/10/2016	1,301.50	006	W	R
331066	COTTAGE INN PIZZA	OOHS	3/10/2016	684.90	006	W	R
331067	UNITED DAIRY, INC.	Food/WRE Jan - March, 2016	3/10/2016	245.03	006	W	R
331067	UNITED DAIRY, INC.	Food/WRE Jan - March, 2016	3/10/2016	286.89	006	W	R

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331067	UNITED DAIRY, INC.	Food/WRE Jan - March, 2016	3/10/2016	111.96	006	W	R
331067	UNITED DAIRY, INC.	Food/WRE Jan - March, 2016	3/10/2016	211.70	006	W	R
331067	UNITED DAIRY, INC.	Food/WRE Jan - March, 2016	3/10/2016	117.15	006	W	R
331067	UNITED DAIRY, INC.	Food/ACE	3/10/2016	260.50	006	W	R
331067	UNITED DAIRY, INC.	Food/ACE	3/10/2016	272.78	006	W	R
331067	UNITED DAIRY, INC.	Food/ACE	3/10/2016	92.96	006	W	R
331067	UNITED DAIRY, INC.	Food/ACE	3/10/2016	270.54	006	W	R
331067	UNITED DAIRY, INC.	Food/ACE	3/10/2016	144.62	006	W	R
331067	UNITED DAIRY, INC.	Food/SRE	3/10/2016	226.78	006	W	R
331067	UNITED DAIRY, INC.	Food/SRE	3/10/2016	228.09	006	W	R
331067	UNITED DAIRY, INC.	Food/SRE	3/10/2016	112.77	006	W	R
331067	UNITED DAIRY, INC.	Food/SRE	3/10/2016	230.52	006	W	R
331067	UNITED DAIRY, INC.	Food/SRE	3/10/2016	113.71	006	W	R
331067	UNITED DAIRY, INC.	Food/AES	3/10/2016	207.11	006	W	R
331067	UNITED DAIRY, INC.	Food/AES	3/10/2016	107.19	006	W	R
331067	UNITED DAIRY, INC.	Food/AES	3/10/2016	176.72	006	W	R
331067	UNITED DAIRY, INC.	Food/AES	3/10/2016	215.36	006	W	R
331067	UNITED DAIRY, INC.	Food/OCE	3/10/2016	361.92	006	W	R
331067	UNITED DAIRY, INC.	Food/OCE	3/10/2016	349.79	006	W	R
331067	UNITED DAIRY, INC.	Food/OCE	3/10/2016	136.09	006	W	R
331067	UNITED DAIRY, INC.	Food/OCE	3/10/2016	356.82	006	W	R
331067	UNITED DAIRY, INC.	Food/OCE	3/10/2016	134.99	006	W	R
331067	UNITED DAIRY, INC.	Food/TRE	3/10/2016	270.13	006	W	R
331067	UNITED DAIRY, INC.	Food/TRE	3/10/2016	278.89	006	W	R
331067	UNITED DAIRY, INC.	Food/TRE	3/10/2016	118.64	006	W	R
331067	UNITED DAIRY, INC.	Food/TRE	3/10/2016	260.08	006	W	R
331067	UNITED DAIRY, INC.	Food/TRE	3/10/2016	103.13	006	W	R
331067	UNITED DAIRY, INC.	Food/WCE	3/10/2016	248.40	006	W	R
331067	UNITED DAIRY, INC.	Food/WCE	3/10/2016	184.42	006	W	R
331067	UNITED DAIRY, INC.	Food/WCE	3/10/2016	251.50	006	W	R
331067	UNITED DAIRY, INC.	Food/WCE	3/10/2016	248.28	006	W	R
331067	UNITED DAIRY, INC.	Food/ISE	3/10/2016	237.48	006	W	R
331067	UNITED DAIRY, INC.	Food/ISE	3/10/2016	216.84	006	W	R
331067	UNITED DAIRY, INC.	Food/ISE	3/10/2016	93.70	006	W	R
331067	UNITED DAIRY, INC.	Food/ISE	3/10/2016	225.62	006	W	R
331067	UNITED DAIRY, INC.	Food/ISE	3/10/2016	196.73	006	W	R
331067	UNITED DAIRY, INC.	Food/GOE	3/10/2016	401.56	006	W	R
331067	UNITED DAIRY, INC.	Food/GOE	3/10/2016	363.20	006	W	R
331067	UNITED DAIRY, INC.	Food/GOE	3/10/2016	143.68	006	W	R
331067	UNITED DAIRY, INC.	Food/GOE	3/10/2016	337.76	006	W	R
331067	UNITED DAIRY, INC.	Food/GOE	3/10/2016	186.34	006	W	R
331067	UNITED DAIRY, INC.	Food/OME	3/10/2016	408.57	006	W	R
331067	UNITED DAIRY, INC.	Food/OME	3/10/2016	237.05	006	W	R
331067	UNITED DAIRY, INC.	Food/OME	3/10/2016	367.26	006	W	R
331067	UNITED DAIRY, INC.	Food/OME	3/10/2016	397.64	006	W	R
331067	UNITED DAIRY, INC.	Food/LTE	3/10/2016	192.15	006	W	R
331067	UNITED DAIRY, INC.	Food/LTE	3/10/2016	209.36	006	W	R
331067	UNITED DAIRY, INC.	Food/LTE	3/10/2016	93.38	006	W	R
331067	UNITED DAIRY, INC.	Food/LTE	3/10/2016	160.87	006	W	R
331067	UNITED DAIRY, INC.	Food/LTE	3/10/2016	78.07	006	W	R
331067	UNITED DAIRY, INC.	Food/JCE	3/10/2016	345.73	006	W	R
331067	UNITED DAIRY, INC.	Food/JCE	3/10/2016	184.86	006	W	R
331067	UNITED DAIRY, INC.	Food/JCE	3/10/2016	349.63	006	W	R
331067	UNITED DAIRY, INC.	Food/JCE	3/10/2016	309.56	006	W	R
331067	UNITED DAIRY, INC.	Food/FTE	3/10/2016	234.85	006	W	R
331067	UNITED DAIRY, INC.	Food/FTE	3/10/2016	185.53	006	W	R
331067	UNITED DAIRY, INC.	Food/FTE	3/10/2016	190.69	006	W	R
331067	UNITED DAIRY, INC.	Food/CES	3/10/2016	283.92	006	W	R
331067	UNITED DAIRY, INC.	Food/CES	3/10/2016	165.07	006	W	R
331067	UNITED DAIRY, INC.	Food/CES	3/10/2016	345.97	006	W	R
331067	UNITED DAIRY, INC.	Food/CES	3/10/2016	216.72	006	W	R
331067	UNITED DAIRY, INC.	Food/HES	3/10/2016	338.69	006	W	R
331067	UNITED DAIRY, INC.	Food/HES	3/10/2016	196.09	006	W	R
331067	UNITED DAIRY, INC.	Food/HES	3/10/2016	267.39	006	W	R
331067	UNITED DAIRY, INC.	Food/HES	3/10/2016	296.95	006	W	R
331067	UNITED DAIRY, INC.	Food/SMS	3/10/2016	558.71	006	W	R
331067	UNITED DAIRY, INC.	Food/SMS	3/10/2016	339.99	006	W	R
331067	UNITED DAIRY, INC.	Food/SMS	3/10/2016	456.54	006	W	R
331067	UNITED DAIRY, INC.	Food/SMS	3/10/2016	504.52	006	W	R
331067	UNITED DAIRY, INC.	Food/LMS	3/10/2016	328.74	006	W	R
331067	UNITED DAIRY, INC.	Food/LMS	3/10/2016	287.14	006	W	R
331067	UNITED DAIRY, INC.	Food/LMS	3/10/2016	105.65	006	W	R
331067	UNITED DAIRY, INC.	Food/LMS	3/10/2016	334.64	006	W	R
331067	UNITED DAIRY, INC.	Food/LMS	3/10/2016	138.63	006	W	R
331067	UNITED DAIRY, INC.	Food/OMS	3/10/2016	470.78	006	W	R
331067	UNITED DAIRY, INC.	Food/OMS	3/10/2016	257.49	006	W	R
331067	UNITED DAIRY, INC.	Food/OMS	3/10/2016	382.54	006	W	R
331067	UNITED DAIRY, INC.	Food/OMS	3/10/2016	471.22	006	W	R
331067	UNITED DAIRY, INC.	Food/HMS	3/10/2016	297.44	006	W	R

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331067	UNITED DAIRY, INC.	Food/HMS	3/10/2016	334.85	006	W	R
331067	UNITED DAIRY, INC.	Food/HMS	3/10/2016	132.79	006	W	R
331067	UNITED DAIRY, INC.	Food/HMS	3/10/2016	293.66	006	W	R
331067	UNITED DAIRY, INC.	Food/HMS	3/10/2016	123.46	006	W	R
331067	UNITED DAIRY, INC.	Food/BMS	3/10/2016	321.18	006	W	R
331067	UNITED DAIRY, INC.	Food/BMS	3/10/2016	161.90	006	W	R
331067	UNITED DAIRY, INC.	Food/BMS	3/10/2016	320.09	006	W	R
331067	UNITED DAIRY, INC.	Food/BMS	3/10/2016	329.09	006	W	R
331067	UNITED DAIRY, INC.	Food/OHS	3/10/2016	606.78	006	W	R
331067	UNITED DAIRY, INC.	Food/OHS	3/10/2016	319.94	006	W	R
331067	UNITED DAIRY, INC.	Food/OHS	3/10/2016	491.71	006	W	R
331067	UNITED DAIRY, INC.	Food/OHS	3/10/2016	567.83	006	W	R
331067	UNITED DAIRY, INC.	Food/LHS	3/10/2016	606.69	006	W	R
331067	UNITED DAIRY, INC.	Food/LHS	3/10/2016	643.68	006	W	R
331067	UNITED DAIRY, INC.	Food/LHS	3/10/2016	196.07	006	W	R
331067	UNITED DAIRY, INC.	Food/LHS	3/10/2016	629.50	006	W	R
331067	UNITED DAIRY, INC.	Food/LHS	3/10/2016	237.79	006	W	R
331067	UNITED DAIRY, INC.	Food/OOHS	3/10/2016	638.79	006	W	R
331067	UNITED DAIRY, INC.	Food/OOHS	3/10/2016	309.75	006	W	R
331067	UNITED DAIRY, INC.	Food/OOHS	3/10/2016	523.44	006	W	R
331067	UNITED DAIRY, INC.	Food/OOHS	3/10/2016	691.19	006	W	R
331067	UNITED DAIRY, INC.	Food/FTE	3/10/2016	247.46	006	W	R
331068	QUILL & SCROLL SOCIETY	QUILL AND SCROLL STYLE BOOKS	3/10/2016	160.00	009	W	R
331068	QUILL & SCROLL SOCIETY	SHIPPING	3/10/2016	20.00	009	W	R
331069	AMERICAN ELECTRIC POWER	Freedom Trail	3/10/2016	4,765.04	001	W	R
331069	AMERICAN ELECTRIC POWER	Orange High School	3/10/2016	21,922.29	001	W	R
331069	AMERICAN ELECTRIC POWER	Food Service D/W	3/10/2016	367.58	006	W	R
331070	EKON-O-PAC	EPAC 4 bagging system	3/10/2016	295.00	006	W	R
331070	EKON-O-PAC	CD68NV bags	3/10/2016	856.00	006	W	R
331070	EKON-O-PAC	HB71V bags	3/10/2016	1,450.00	006	W	R
331070	EKON-O-PAC	Clear hot tape	3/10/2016	60.00	006	W	R
331070	EKON-O-PAC	Blue cold tape	3/10/2016	30.00	006	W	R
331070	EKON-O-PAC	Yellow cold tape	3/10/2016	30.00	006	W	R
331071	OHIO LEADERSHIP INSTITUTE	Final Fees for Ohio Model	3/10/2016	12,541.00	018	W	R
331071	OHIO LEADERSHIP INSTITUTE		3/10/2016	3,684.00	018	W	R
331072	LAKEFRONT LINES, INC.	SKI CLUB TRANSPORTATION	3/10/2016	3,450.00	200	W	R
331072	LAKEFRONT LINES, INC.	SKI CLUB TRANSPORTATION	3/10/2016	3,450.00	200	W	R
331073	LENARD, JEAN	Oct, Nov, Dec 2015 mileage	3/10/2016	46.59	001	W	R
331074	MIDWEST LACROSSE	Lacrosse balls 5.5 White & .5	3/11/2016	960.00	300	W	R
331075	AVI-SPL	Technology Supplies	3/11/2016	161.71	001	W	R
331076	ANDRULIS, CHRISTINE	Expenses reimbursement for the	3/11/2016	30.00	572	W	R
331077	ASIST TRANSLATION SERVICES INC	Spanish speaking translator	3/11/2016	40.00	001	W	W
331078	BACKGROUND BUREAU, INC	Background Checks; January -	3/11/2016	279.00	001	W	R
331079	BAKER & TAYLOR	Open PO for REPLACEMENT BOOKS	3/11/2016	43.05	001	W	R
331080	BARNES AND NOBLE	AP US History Student Fees	3/11/2016	1,367.10	009	W	R
331080	BARNES AND NOBLE	4th grade Common Core Money	3/11/2016	26.52	001	W	R
331080	BARNES AND NOBLE	Rebellious Colonists & Causes	3/11/2016	155.52	001	W	R
331081	BEARD, TIM	Q3 Mileage reimbursement	3/11/2016	68.09	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	3,027.52	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	5,753.05	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	455.58	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	716.00	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	499.57	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	5,253.30	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	5,309.97	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	638.30	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	507.07	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	4,797.62	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	1,440.36	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	4,321.08	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	325.97	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	1,186.38	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	4,289.13	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	1,139.70	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	5,109.13	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	725.15	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	5,426.06	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Unleaded fuel for maintenance	3/11/2016	182.62	001	W	R
331082	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/11/2016	4,319.73	001	W	R
331083	BENDER COMMUNICATIONS, INC.	NNTN4851A Battery for the CP	3/11/2016	45.00	001	W	R
331084	BLAKLEY, JENNIFER	Jennifer Blakely open for	3/11/2016	30.78	001	W	W
331085	BOOKPAL, LLC	SKU #9780142406595- ADAM OF	3/11/2016	356.97	009	W	R
331085	BOOKPAL, LLC	SKU# 9780547722184- CATHERINE,	3/11/2016	386.10	009	W	R
331085	BOOKPAL, LLC	SKU-#9780786816583- CRISPEN:	3/11/2016	371.25	009	W	R
331085	BOOKPAL, LLC	SKU# 9780440227793- THE DOOR	3/11/2016	159.22	009	W	R
331085	BOOKPAL, LLC	SKU #9780440418221 - MATILDA	3/11/2016	204.75	009	W	R
331086	BRACKEN, LISA	Reimbursement for conference	3/11/2016	115.00	001	W	R
331087	BUCKEYE CERAMIC SUPPLY	ART SUPPLIES- PLEASE SEE	3/11/2016	90.26	009	W	R
331088	FOLLETT HIGHER EDUCATION GROUP	College Credit Plus Textbooks	3/11/2016	74.50	001	W	R

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331089	CDW-G INC.	2374875 - E-Replacements Lamp	3/11/2016	260.00	001	W	R
331089	CDW-G INC.	3605212 EPSON PL 97H PROJECTOR	3/11/2016	2,445.00	001	W	R
331089	CDW-G INC.	836147 PEERLESS VECT PRO II	3/11/2016	721.00	001	W	R
331089	CDW-G INC.	422409 PEERLESS STRUCTURAL	3/11/2016	62.00	001	W	R
331089	CDW-G INC.	422409 PEERLESS STRUCTURAL	3/11/2016	186.00	001	W	R
331089	CDW-G INC.	2243723 C2G 50 FT PLENUM CABLE	3/11/2016	676.55	001	W	R
331089	CDW-G INC.	422409 PEERLESS STRUCTURAL	3/11/2016	186.00	001	W	R
331089	CDW-G INC.	Science Teaching Aids	3/11/2016	489.00	001	W	R
331090	CAPSTONE	#978-1-4966-0527-6	3/11/2016	19.96	001	W	R
331090	CAPSTONE	Shipping	3/11/2016	4.00	001	W	R
331091	CENGAGE LEARNING	196067 GVRL ANNUAL HOSTING	3/11/2016	50.00	001	W	R
331092	CENTURY BUSINESS PRODUCTS	POSTER PRINTER PAPER	3/11/2016	239.10	001	W	R
331092	CENTURY BUSINESS PRODUCTS	2301 T- BLUE ON WHITE TTP 23"	3/11/2016	119.55	001	W	R
331092	CENTURY BUSINESS PRODUCTS	2300 D - BLACK ON WHITE DTP	3/11/2016	183.90	001	W	R
331092	CENTURY BUSINESS PRODUCTS	2301 D - BLUE ON WHITE DTP-	3/11/2016	91.95	001	W	R
331092	CENTURY BUSINESS PRODUCTS	SHIPPING	3/11/2016	38.00	001	W	R
331092	CENTURY BUSINESS PRODUCTS	6082-01 Blue on White	3/11/2016	129.95	001	W	R
331092	CENTURY BUSINESS PRODUCTS	6082-00 Black on White	3/11/2016	129.95	001	W	R
331092	CENTURY BUSINESS PRODUCTS	3603-01 Blue on White (DTP)	3/11/2016	99.95	001	W	R
331092	CENTURY BUSINESS PRODUCTS	3605-00 Black on Light Blue	3/11/2016	85.15	001	W	R
331093	CLARK, JODIE	Reimbursement for purchase of	3/11/2016	119.99	001	W	R
331094	CISLER, JESSICA	Stipend paid for a Lucy	3/11/2016	50.00	001	W	W
331095	CLASSROOM PRODUCTS, LLC	#1330 - 13" desktop carrel	3/11/2016	59.70	001	W	R
331095	CLASSROOM PRODUCTS, LLC	Shipping/handling	3/11/2016	6.95	001	W	R
331096	COCHRAN, CHAD	Guest Artist Workshop	3/11/2016	259.00	018	W	R
331097	COLUMBUS CLAY AND	#146 BUFF CLAY, 50 LBS	3/11/2016	532.00	009	W	R
331097	COLUMBUS CLAY AND	SHIPPING	3/11/2016	45.00	009	W	R
331097	COLUMBUS CLAY AND	#125 White Moist , 50 lb. box	3/11/2016	200.00	009	W	R
331097	COLUMBUS CLAY AND	Underglaze pencils	3/11/2016	22.98	009	W	R
331097	COLUMBUS CLAY AND	#125-WHITE MOIST CLAY	3/11/2016	215.00	009	W	R
331097	COLUMBUS CLAY AND	#127-WHITE SCULPTURE	3/11/2016	21.50	009	W	R
331097	COLUMBUS CLAY AND	#177-TERRA COTTA	3/11/2016	129.00	009	W	R
331097	COLUMBUS CLAY AND	DELIVERY	3/11/2016	40.00	009	W	R
331098	COMDOC, INC.	Technology	3/11/2016	(108.56)	001	W	R
331098	COMDOC, INC.	Technology	3/11/2016	18.00	001	W	R
331098	COMDOC, INC.	Quarterly PO Jan, Feb, March	3/11/2016	221.38	001	W	R
331098	COMDOC, INC.	ACES	3/11/2016	217.20	001	W	R
331098	COMDOC, INC.	SRES	3/11/2016	132.61	001	W	R
331098	COMDOC, INC.	AES	3/11/2016	170.16	001	W	R
331098	COMDOC, INC.	OCES	3/11/2016	155.98	001	W	R
331098	COMDOC, INC.	TRES	3/11/2016	145.13	001	W	R
331098	COMDOC, INC.	WCES	3/11/2016	182.08	001	W	R
331098	COMDOC, INC.	ISES	3/11/2016	121.72	001	W	R
331098	COMDOC, INC.	GOES	3/11/2016	166.76	001	W	R
331098	COMDOC, INC.	OMES	3/11/2016	258.29	001	W	R
331098	COMDOC, INC.	LTES	3/11/2016	268.05	001	W	R
331098	COMDOC, INC.	FTES	3/11/2016	139.47	001	W	R
331098	COMDOC, INC.	CES	3/11/2016	456.80	001	W	R
331098	COMDOC, INC.	HES	3/11/2016	165.24	001	W	R
331098	COMDOC, INC.	OSMS	3/11/2016	314.81	001	W	R
331098	COMDOC, INC.	LMS	3/11/2016	160.96	001	W	R
331098	COMDOC, INC.	OOMS	3/11/2016	222.07	001	W	R
331098	COMDOC, INC.	OHMS	3/11/2016	237.12	001	W	R
331098	COMDOC, INC.	OBMS	3/11/2016	315.91	001	W	R
331098	COMDOC, INC.	OHS	3/11/2016	246.33	001	W	R
331098	COMDOC, INC.	OLHS	3/11/2016	589.43	001	W	R
331098	COMDOC, INC.	OOHS	3/11/2016	335.74	001	W	R
331098	COMDOC, INC.	OA	3/11/2016	97.27	001	W	R
331098	COMDOC, INC.	Technology	3/11/2016	29.27	001	W	R
331098	COMDOC, INC.	Pupil Services/PreSchool	3/11/2016	32.19	001	W	R
331098	COMDOC, INC.	Treasury	3/11/2016	72.88	001	W	R
331098	COMDOC, INC.	HR	3/11/2016	49.52	001	W	R
331098	COMDOC, INC.	Curriculum	3/11/2016	16.71	001	W	R
331098	COMDOC, INC.	Data	3/11/2016	14.82	001	W	R
331099	COSTAS, SUZANNE RACHEL	Stipend paid for a Lucy	3/11/2016	50.00	001	W	R
331100	CROTHERS, NICHOLE	MILEAGE FOR JAN-MARCH	3/11/2016	62.64	001	W	R
331101	DAIKIN APPLIED AMERICAS INC	OHS- Labor and materials for	3/11/2016	8,745.00	003	W	R
331102	DANGEL, BETTY	Reimbursement for registration	3/11/2016	115.00	001	W	R
331103	DAYTON CINCINNATI TECHNOLOGY	Celeron 2955U, 1.4 GHz, Chrome	3/11/2016	612.00	019	W	R
331103	DAYTON CINCINNATI TECHNOLOGY	Google Management Console	3/11/2016	48.50	019	W	R
331103	DAYTON CINCINNATI TECHNOLOGY	DCTS White Glove - enroll,	3/11/2016	10.00	019	W	R
331104	DECA, INC.	WRITTEN PROJECT BINDERS	3/11/2016	50.00	300	W	R
331104	DECA, INC.	DECA BLAZERS FOR COMPETITION	3/11/2016	1,615.00	300	W	R
331104	DECA, INC.	SHIPPING	3/11/2016	160.00	300	W	R
331105	BETZ, JOHN	SPRING MILEAGE	3/11/2016	192.24	300	W	R
331106	BURDEN, CHRISTOPHER E.	Winter Dance Security - Class	3/11/2016	6.00	200	W	R
331106	BURDEN, CHRISTOPHER E.	WINTER FORMAL SECURITY	3/11/2016	7.00	200	W	R
331107	RICE, MONICA	WINTER FORMAL SECURITY	3/11/2016	126.00	200	W	R
331108	SCHAMBS, TIM	WINTER FORMAL SECURITY	3/11/2016	126.00	200	W	R

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331109	DELAWARE GAZETTE	1 year renewal subscription	3/11/2016	145.17	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	71.50	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	71.50	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	71.50	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	71.50	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	71.50	001	W	R
331110	DELAWARE GENERAL HEALTH DIST.	HEP B IMMUNIZATIONS FOR	3/11/2016	143.00	001	W	R
331111	DEMCO	Library items for book	3/11/2016	301.90	001	W	R
331111	DEMCO	Shipping/Handling	3/11/2016	26.04	001	W	R
331111	DEMCO	P153-8553 DA-LITE WALL/CEILING	3/11/2016	293.00	001	W	R
331111	DEMCO	See attached detailed order	3/11/2016	161.68	001	W	R
331111	DEMCO	Please see the attached	3/11/2016	94.84	001	W	R
331111	DEMCO	see attached order for LIBRARY	3/11/2016	190.83	001	W	R
331112	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/11/2016	2,103.43	009	W	R
331112	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/11/2016	36.28	009	W	R
331112	DICK BLICK ART MATERIALS	11872-1085 D-R SKETCHBOOK	3/11/2016	960.00	009	W	R
331112	DICK BLICK ART MATERIALS	34134-2500 PLASTER CLOTH	3/11/2016	210.32	009	W	R
331112	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/11/2016	652.90	009	W	R
331112	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/11/2016	890.19	009	W	R
331113	DISPATCH CONSUMER SERV.	Winter 2016 newsletter	3/11/2016	-	001	W	V
331114	DONOVAN, SHANNON	Expenses reimbursement for the	3/11/2016	59.96	572	W	R
331115	DUBLIN CITY SCHOOLS	Registrations for conference	3/11/2016	1,035.00	001	W	R
331115	DUBLIN CITY SCHOOLS	Registration for conference	3/11/2016	115.00	001	W	R
331115	DUBLIN CITY SCHOOLS	Registration for conference	3/11/2016	690.00	001	W	R
331116	EMBROIDERY DESIGN GROUP	Fort Orange resale items for	3/11/2016	538.00	300	W	R
331117	EDUCATIONAL SERVICE CENTER	Bus driver finger printing and	3/11/2016	165.00	001	W	R
331118	FETTE, JACK	Mileage-Jack: Oct Nov Dec	3/11/2016	36.80	001	W	R
331118	FETTE, JACK	Mileage-Jack: Jan Feb Mar	3/11/2016	83.30	001	W	R
331119	FIELDS, JESSICA	Reimbursement for expenses for	3/11/2016	45.51	001	W	R
331120	FLUCHIA	WIGWAM SUPPLIES	3/11/2016	495.50	300	W	R
331120	FLUCHIA	WIGWAM SUPPLIES	3/11/2016	256.16	300	W	R
331121	FLINN SCIENTIFIC INC	SCIENCE SUPPLIES	3/11/2016	1,364.63	009	W	R
331121	FLINN SCIENTIFIC INC	FB2058 BACTERIAL POLLUTION	3/11/2016	120.69	009	W	R
331122	FLOURISH INTEGRATED THERAPY	EDUCATIONAL SERVICES FOR IEP	3/11/2016	297.50	516	W	R
331123	FOLLETT SCHOOL SOLUTIONS, INC	Library book order	3/11/2016	315.19	001	W	R
331124	FORTNER UPHOLSTERING, INC.	WEIGHT ROOM BENCH REPAIR	3/11/2016	796.58	300	W	R
331125	FREY SCIENTIFIC	91337037636 AMMONIA WATER	3/11/2016	41.86	009	W	R
331125	FREY SCIENTIFIC	9605144636 CHLORINE WATER	3/11/2016	20.95	009	W	R
331125	FREY SCIENTIFIC	9605150636 PHOSPHATE	3/11/2016	20.95	009	W	R
331125	FREY SCIENTIFIC	9605152636 PH, ALKALINITY &	3/11/2016	20.95	009	W	R
331125	FREY SCIENTIFIC	9605148636 NITRATES WATER	3/11/2016	20.95	009	W	R
331125	FREY SCIENTIFIC	9586195636 BASALT ROCK KIT	3/11/2016	7.99	009	W	R
331125	FREY SCIENTIFIC	DISCOUNT C-MEC-F 25%	3/11/2016	(37.42)	009	W	R
331126	FUNDAMENTALS	See attached for replacement	3/11/2016	103.10	001	W	R
331127	GBC	LAMINATOR RENEWAL SERVICE	3/11/2016	639.60	001	W	R
331128	GILLIAM, AMI	Reimbursement for conference	3/11/2016	245.00	001	W	R
331129	GOPHER SPORT	PE/HEALTH TEACHING AIDS	3/11/2016	37.90	001	W	R
331129	GOPHER SPORT	10-091 L8'yellow handle	3/11/2016	35.90	001	W	R
331129	GOPHER SPORT	70-106 Warrior Strong Hold 2.0	3/11/2016	349.00	001	W	R
331129	GOPHER SPORT	70-082 Deluxe conditioning	3/11/2016	179.69	001	W	R
331129	GOPHER SPORT	70-084 Deluxe conditioning	3/11/2016	149.85	001	W	R
331129	GOPHER SPORT	17% Shipping/Handling	3/11/2016	127.90	001	W	R
331129	GOPHER SPORT	70-106 Warrior Strong Hold 2.0	3/11/2016	(349.00)	001	W	R
331129	GOPHER SPORT	51-205 Carlton F2 Tournament	3/11/2016	181.80	001	W	R
331129	GOPHER SPORT	SHIPPING AND HANDLING	3/11/2016	15.46	001	W	R
331130	HALLENROSS & ASSOCIATES	Interpreter services	3/11/2016	57.00	001	W	R
331130	HALLENROSS & ASSOCIATES	Interpreter services	3/11/2016	57.00	001	W	R
331130	HALLENROSS & ASSOCIATES	INTREPRETER FOR JAN. - MARCH	3/11/2016	109.73	001	W	R
331130	HALLENROSS & ASSOCIATES	INTREPRETER FOR JAN. - MARCH	3/11/2016	62.70	001	W	R
331131	HEDRICK, JENNIFER	Reimbursement for conference	3/11/2016	115.00	001	W	W
331132	HEINEMANN	Lucy Calkins Units of Study	3/11/2016	195.00	001	W	R
331132	HEINEMANN	Lucy Calkins Units of Study	3/11/2016	195.00	001	W	R
331132	HEINEMANN	10% shipping and handling	3/11/2016	39.00	001	W	R
331132	HEINEMANN	Units of Study for Teaching	3/11/2016	239.00	001	W	R
331132	HEINEMANN	10% Shipping and Handling	3/11/2016	23.90	001	W	R
331132	HEINEMANN	978-0-325-02776-0 Benchmark	3/11/2016	400.00	001	W	R
331132	HEINEMANN	978-0-325-02796-8 Benchmark	3/11/2016	350.00	001	W	R
331132	HEINEMANN	Shipping	3/11/2016	75.00	001	W	R
331132	HEINEMANN	E02776 Benchmark Assessment 1	3/11/2016	375.00	001	W	R
331132	HEINEMANN	E02796 Benchmark Assessment 2	3/11/2016	375.00	001	W	R
331132	HEINEMANN	Shipping	3/11/2016	75.00	001	W	R
331132	HEINEMANN	E07693 - Units of Study for	3/11/2016	239.00	001	W	R
331132	HEINEMANN	10% Shipping/handling	3/11/2016	23.90	001	W	R
331133	HESS-KLEIN, JENNIFER	Reimbursement for conference	3/11/2016	110.00	001	W	R
331134	HOME DEPOT	TEACHING AIDS	3/11/2016	30.96	001	W	R
331134	HOME DEPOT	2ND SEMESTER STAGECRAFT	3/11/2016	84.67	009	W	R
331134	HOME DEPOT	TEACHING AIDS	3/11/2016	36.97	001	W	R
331134	HOME DEPOT	OPEN PO FOR MATERIALS USED BY	3/11/2016	41.06	009	W	R
331134	HOME DEPOT	OPEN PO FOR MATERIALS USED BY	3/11/2016	192.73	009	W	R

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331135	HOUGHTON MIFFLIN HARCOURT	Title I Supplies - GOES	3/11/2016	53.04	572	W	R
331136	HYATTS PTO	PTO Spiritwear	3/11/2016	58.00	018	W	R
331137	US TOGETHER, INC.	INTERPRETING	3/11/2016	120.00	001	W	R
331138	CROSS THREAD SOLUTIONS	ASL INTERPRETING FOR HEARING	3/11/2016	141.66	516	W	R
331139	DEAF SERVICES CENTER	ASL INTERPRETING FOR HEARING	3/11/2016	504.59	516	W	R
331140	INTERSTATE BATTERIES OF COLS.	D Cell 12 pack	3/11/2016	31.80	001	W	R
331140	INTERSTATE BATTERIES OF COLS.	9 Volt 8 pack	3/11/2016	50.60	001	W	R
331141	JUNIOR LIBRARY GUILD	RENEW SUBSCRIPTIONS(5 LEVELS)	3/11/2016	1,008.00	001	W	R
331142	J.W. PEPPER	NEW DIRECTIONS FOR STRINGS	3/11/2016	375.90	009	W	R
331142	J.W. PEPPER	ESSENTIAL MUSICIANSHIP FOR	3/11/2016	128.75	009	W	R
331142	J.W. PEPPER	SHIPPING/HANDLING	3/11/2016	26.99	009	W	R
331142	J.W. PEPPER	TECHNICISES FOR STRINGS	3/11/2016	186.90	009	W	R
331142	J.W. PEPPER	SHIPPING/HANDLING	3/11/2016	-	009	W	R
331142	J.W. PEPPER	TECHNICISES FOR STRINGS	3/11/2016	17.90	009	W	R
331143	KELLER PIANO SERVICES	Accompanist for February 24,	3/11/2016	200.00	001	W	R
331144	TAPO GROUP, LLC	Presenters for OLSD Diversity	3/11/2016	350.00	001	W	W
331145	OHIO CAPITAL CONFERENCE	OCC EX. COM. MEETING - FALL	3/11/2016	230.00	300	W	R
331146	CENTRAL OHIO BEHAVIORAL CONSUL	EVALUATION AND CONSULTATION OF	3/11/2016	343.75	516	W	R
331147	JADETRACK LLC	Energy monitoring service for	3/11/2016	12,250.00	001	W	R
331148	GALLUP, INC	Gallup SupportInsight Services	3/11/2016	10,500.00	001	W	R
331149	OHIO STATE UNIVERSITY	TeachOhio 2016, April 14, 2016	3/11/2016	230.00	001	W	R
331150	KENT STATE UNIVERSITY	2016 Teacher Interview Day,	3/11/2016	200.00	001	W	W
331151	CENTRAL STATE UNIVERSITY	2016 Career & Internship Fair,	3/11/2016	100.00	001	W	W
331152	BRUMBAUGH, DAVID	SWM officials	3/11/2016	51.00	300	W	R
331155	OHIO DEPARTMENT OF JOB AND	CERTIFIED UNEMPLOYMENT	3/16/2016	571.76	001	W	R
331155	OHIO DEPARTMENT OF JOB AND	CREDITS	3/16/2016	(50.00)	001	W	R
331155	OHIO DEPARTMENT OF JOB AND	CMF Unemployment	3/16/2016	262.60	001	W	R
331155	OHIO DEPARTMENT OF JOB AND	Trans Unemployment	3/16/2016	318.20	001	W	R
331156	PATRICK, MINDY	In-lieu of transportation	3/16/2016	250.00	001	W	R
331157	OASBO	OASBO 2016 ANNUAL WORKSHOP:	3/16/2016	425.00	001	W	R
331157	OASBO	OASBO 2016 ANNUAL WORKSHOP:	3/16/2016	425.00	001	W	R
331158	KONICA MINOLTA BUSINESS	copier lease	3/16/2016	166.30	401	W	R
331159	WILLOWTREE EDUC. SERVICES	student services- tutoring	3/16/2016	3,755.54	401	W	R
331160	KENNEDY COTTRELL RICHARDS	AUDIT IN RE: MEDICAID BILLING	3/16/2016	2,100.00	001	W	R
331161	SAMUEL D. KOON, MAI	APPRAISAL SERVICES	3/16/2016	2,750.00	001	W	R
331162	COLUMBUS SPEECH AND HEARING	Speech Services	3/16/2016	1,507.50	401	W	R
331163	OAESA	2015-16 MEMBERSHIP DUES	3/16/2016	275.00	001	W	R
331164	BEHAVIORAL SCIENCE SPECIALISTS	student services-counseling	3/16/2016	4,200.00	401	W	R
331165	TIME WARNER CABLE	internet wireless service:	3/16/2016	335.00	401	W	R
331166	FISHER SCIENCE EDUCATION	Triple Injected Frogs,	3/16/2016	55.61	401	W	R
331166	FISHER SCIENCE EDUCATION	Shipping	3/16/2016	21.00	401	W	R
331167	CENTRAL CHAPTER OASBO	REGISTRATION FEE @ TREAS. OFC.	3/16/2016	20.00	001	W	R
331168	WRIGHT, RANDALL	MILEAGE & PARKING	3/16/2016	100.71	001	W	R
331169	HALL, REBECCA	CERTIFIED MILEAGE (TRAVELING	3/16/2016	87.75	001	W	W
331170	HAYNES, SARAH	CERTIFIED MILEAGE (TRAVELING	3/16/2016	38.88	001	W	R
331171	HAEGE, KATRIN	CERTIFIED MILEAGE (TRAVELING	3/16/2016	48.60	001	W	R
331172	GEORGE, KALA	SCHOOL PSYCH MILEAGE	3/16/2016	16.20	001	W	R
331173	HAGEN, ERIKA	SCHOOL PSYCH MILEAGE	3/16/2016	52.98	001	W	R
331174	CARPENTER, TARA	SCHOOL PSYCH MILEAGE	3/16/2016	27.97	001	W	R
331175	ALICE, AMANDA	PART B MILEAGE	3/16/2016	7.56	516	W	R
331176	GLADDEN, ALISSA	SCHOOL PSYCH MILEAGE	3/16/2016	50.54	001	W	R
331177	SCHULTZ, CYNTHIA	PART B MILEAGE	3/16/2016	65.56	516	W	R
331177	SCHULTZ, CYNTHIA	PART B MILEAGE	3/16/2016	333.15	516	W	R
331178	KARR, HEATHER	PART B MILEAGE	3/16/2016	36.72	516	W	W
331179	BLAKELEY, ALISON	ADAPTED PHYS ED MILEAGE	3/16/2016	162.61	001	W	R
331179	BLAKELEY, ALISON	ADAPTED PHYS ED MILEAGE	3/16/2016	63.99	001	W	R
331180	NESBITT, LERAE	PART B MILEAGE	3/16/2016	112.10	516	W	R
331181	PENCE, ADRIANNE	OCCUPATIONAL THERAPIST MILEAGE	3/16/2016	19.44	516	W	R
331181	PENCE, ADRIANNE	OCCUPATIONAL THERAPIST MILEAGE	3/16/2016	26.45	516	W	R
331182	BUFFA, JENNA	PART B MILEAGE	3/16/2016	54.81	516	W	R
331183	DAVIS, CHARLOTTE	PART B MILEAGE	3/16/2016	49.68	516	W	R
331184	HUBER, EMILY	ESL MILEAGE	3/16/2016	38.88	001	W	R
331185	STACKHOUSE, LAURA	DIRECTOR/SUPERVISOR MILEAGE	3/16/2016	180.47	001	W	R
331186	ABBOTT, KELLIE	OCCUPATIONAL THERAPIST MILEAGE	3/16/2016	21.87	516	W	R
331187	BASILE, MICHELE	OCCUPATIONAL THERAPIST MILEAGE	3/16/2016	45.90	516	W	W
331187	BASILE, MICHELE	OCCUPATIONAL THERAPIST MILEAGE	3/16/2016	60.21	516	W	W
331188	RICHESON, KAREN	PHYSICAL THERAPIST MILEAGE	3/16/2016	21.33	516	W	R
331189	VILLAGE TROPHY	BUSINESS HALL OF FAME INDUCTEE	3/16/2016	65.00	300	W	R
331189	VILLAGE TROPHY	PLAQUE FOR 2016 DECA BUSINESS	3/16/2016	65.00	300	W	R
331190	MADE FROM SCRATCH	CHOCOLATE FOUNTAIN FOR SENIOR	3/16/2016	1,000.00	018	W	R
331191	SCHOOL SPECIALTY, INC.	ORDER # 038177-ELECTRIC 3 HOLE	3/16/2016	143.90	001	W	R
331191	SCHOOL SPECIALTY, INC.	Misc supplies for Hyatts	3/16/2016	53.25	001	W	R
331191	SCHOOL SPECIALTY, INC.	Misc supplies for Hyatts	3/16/2016	186.52	001	W	R
331191	SCHOOL SPECIALTY, INC.	School Specialty Order of	3/16/2016	98.71	009	W	R
331191	SCHOOL SPECIALTY, INC.	School Specialty Order of	3/16/2016	27.15	009	W	R
331191	SCHOOL SPECIALTY, INC.	CLASSROOM MATERIALS	3/16/2016	296.52	516	W	R
331191	SCHOOL SPECIALTY, INC.	Digital egg timer, 084433	3/16/2016	202.56	018	W	R
331191	SCHOOL SPECIALTY, INC.	See attached:	3/16/2016	3,164.80	009	W	R
331191	SCHOOL SPECIALTY, INC.	See attached:	3/16/2016	6.04	009	W	R

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331191	SCHOOL SPECIALTY, INC.	See attached:	3/16/2016	181.92	009	W	R
331191	SCHOOL SPECIALTY, INC.	See attached:	3/16/2016	10.50	009	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	217.87	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	5.29	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	77.95	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	5.29	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	(5.29)	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	(77.65)	001	W	R
331192	STAPLES ADVANTAGE	HR Supplies & Materials;	3/16/2016	(0.30)	001	W	R
331192	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/16/2016	61.19	516	W	R
331192	STAPLES ADVANTAGE	CLASSROOM SUPPLIES	3/16/2016	18.39	516	W	R
331192	STAPLES ADVANTAGE	MISC OFFICE SUPPLIES	3/16/2016	59.00	001	W	R
331192	STAPLES ADVANTAGE	2nd Grade Classroom Supplies -	3/16/2016	57.39	001	W	R
331192	STAPLES ADVANTAGE	School Fees	3/16/2016	593.26	009	W	R
331192	STAPLES ADVANTAGE	School Fees	3/16/2016	105.15	009	W	R
331193	VIP REHABILITATION SERVICES	EDUCATIONAL COSTS FOR VISUALLY	3/16/2016	6,842.00	516	W	R
331194	AMERICAN ELECTRIC POWER	Johnnycake Corners	3/16/2016	4,118.26	001	W	R
331194	AMERICAN ELECTRIC POWER	Food Service D/W	3/16/2016	127.37	006	W	R
331195	LAKESHORE LEARNING MATERIALS	CAT# LC890X LAKESHORE CAREER	3/16/2016	349.00	516	W	R
331195	LAKESHORE LEARNING MATERIALS	COUPON CODE: 1568	3/16/2016	(69.80)	516	W	R
331195	LAKESHORE LEARNING MATERIALS	SHIPPING & HANDLING	3/16/2016	41.88	516	W	R
331196	MIDWEST PHOTO EXCHANGE	TAM 1086 Nikkor Lens 18-55mm	3/16/2016	200.00	001	W	R
331196	MIDWEST PHOTO EXCHANGE	TAM 1064 52mm filter for Nikon	3/16/2016	50.00	001	W	R
331196	MIDWEST PHOTO EXCHANGE	ART SUPPLIES--PLEASE SEE	3/16/2016	254.70	009	W	R
331196	MIDWEST PHOTO EXCHANGE	ART SUPPLIES--PLEASE SEE	3/16/2016	1,286.94	009	W	R
331196	MIDWEST PHOTO EXCHANGE	ART SUPPLIES--PLEASE SEE	3/16/2016	251.98	009	W	R
331197	META	FY16 CORE SERVICES	3/16/2016	12,986.58	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	10.68	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	425.59	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	302.86	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	443.43	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	711.58	001	W	R
331198	MT BUSINESS TECHNOLOGIES, INC.	DISTRICT COPIER MAINT	3/16/2016	35.89	001	W	R
331199	OLENTANGY FOOD SERVICE	STUDENT RECOGNITION BREAKFAST	3/16/2016	122.57	018	W	R
331199	OLENTANGY FOOD SERVICE	STUDENT RECOGNITION BREAKFAST	3/16/2016	188.50	018	W	R
331199	OLENTANGY FOOD SERVICE	Recognition Breakfast for	3/16/2016	113.12	018	W	R
331199	OLENTANGY FOOD SERVICE	Open PO for Student	3/16/2016	75.99	018	W	R
331199	OLENTANGY FOOD SERVICE	Food for 2/4/16 for Diversity	3/16/2016	128.40	001	W	R
331200	POMEROY, CHRISTI	Reimbursement for registration	3/16/2016	115.00	001	W	R
331201	Parker, Natalie	Reimbursement for registration	3/16/2016	99.00	001	W	R
331202	SUPER DUPER, INC.	LS5002 Autism and PDD photo	3/16/2016	98.95	001	W	R
331202	SUPER DUPER, INC.	LS7645 Fluency Scenes	3/16/2016	44.95	001	W	R
331202	SUPER DUPER, INC.	GB49 Party Pups	3/16/2016	39.95	001	W	R
331202	SUPER DUPER, INC.	FD148 Sentence Building Fun	3/16/2016	12.95	001	W	R
331203	SUPERKICK TEAM ZONE	MD/CD COMMUNITY TRIP	3/16/2016	170.00	516	W	W
331204	STANTON'S SHEET MUSIC	Music for Contest and May	3/16/2016	332.10	001	W	R
331204	STANTON'S SHEET MUSIC	Student Method Book	3/16/2016	1,067.00	009	W	R
331205	THIS WEEK NEWSPAPER	Classified Advertising	3/16/2016	343.20	001	W	R
331205	THIS WEEK NEWSPAPER	3 - 1/4 pg. ads in black and	3/16/2016	681.00	001	W	R
331206	VIAQUEST, INC	EDUCATIONAL COSTS FOR 15-16	3/16/2016	350.00	516	W	R
331207	UPS	SHIPPING JAN-MAR (#1A8E29)	3/16/2016	13.00	001	W	R
331208	VOGEL, RYAN	Reimbursement for registration	3/16/2016	30.00	001	W	R
331209	W.T. COX SUBSCRIPTIONS	Periodicals-see attached	3/16/2016	143.35	001	W	R
331210	WORLD BOOK, INC.	ENIGMAS OF HISTORY 1 AND 2	3/16/2016	319.00	001	W	R
331210	WORLD BOOK, INC.	BUILDING BLOCKS OF SCIENCE	3/16/2016	249.00	001	W	R
331211	VERIZON WIRELESS	DISTRICT CELL PHONES	3/16/2016	1,794.71	001	W	R
331212	FRONTIER NORTH INC.	District phone services	3/16/2016	249.12	001	W	R
331212	FRONTIER NORTH INC.	District phone services	3/16/2016	3,861.18	001	W	R
331213	BATTERIES PLUS	Food Service Maint. misc parts	3/16/2016	19.90	006	W	R
331213	BATTERIES PLUS	Food Service Maint. misc parts	3/16/2016	4.38	006	W	R
331214	COMMERCIAL PARTS	Food Service Maint. misc parts	3/16/2016	39.00	006	W	R
331214	COMMERCIAL PARTS	Food Service Maint. misc parts	3/16/2016	103.28	006	W	R
331214	COMMERCIAL PARTS	Food Service Maint. misc parts	3/16/2016	38.04	006	W	R
331214	COMMERCIAL PARTS	Food Service Maint. misc parts	3/16/2016	32.30	006	W	R
331215	Dayton Appliance Parts Co.	Food Service Maint. misc parts	3/16/2016	115.67	006	W	R
331215	Dayton Appliance Parts Co.	Food Service Maint. misc parts	3/16/2016	23.82	006	W	R
331216	GASKETS ROCK OF CENTRAL OHIO	Food Service Maint. misc parts	3/16/2016	168.89	006	W	R
331216	GASKETS ROCK OF CENTRAL OHIO	Food Service Maint. misc parts	3/16/2016	312.89	006	W	R
331216	GASKETS ROCK OF CENTRAL OHIO	Food Service Maint. misc parts	3/16/2016	277.89	006	W	R
331217	GRAINGER, INC.	Food Service Maint. misc parts	3/16/2016	190.62	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	141.18	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	143.23	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	72.94	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	198.28	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	143.47	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	774.28	006	W	R
331218	HERITAGE FOOD SERVICE	Food Service Maint. misc parts	3/16/2016	337.32	006	W	R
331219	HOBART CORP.	Food Service Maint. misc parts	3/16/2016	673.64	006	W	R
331220	LOEB ELECTRIC	Food Service Maint. misc parts	3/16/2016	178.73	006	W	R

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331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	10.98	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	13.78	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	56.84	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	29.26	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	99.35	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	25.98	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	4.56	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	7.82	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	25.70	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	22.67	006	W	R
331221	MENARDS INC	Food Service Maint. misc parts	3/16/2016	10.67	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	631.33	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	26.18	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	22.42	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	187.27	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	181.18	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	559.75	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	26.10	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	7.85	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	72.61	006	W	R
331222	UNITED REFRIGERATION	Food Service Maint. misc parts	3/16/2016	176.92	006	W	R
331223	SELISKAR, JENIFER	Mileage reimbursement for	3/16/2016	15.39	001	W	R
331223	SELISKAR, JENIFER	Mileage reimbursement for	3/16/2016	3.40	006	W	R
331224	BOLING, JENIFER	Mileage reimbursement for	3/16/2016	43.74	001	W	R
331225	Piper, Lisa	Mileage reimbursement for	3/16/2016	6.80	001	W	R
331226	CIOTOLA, AMY	Mileage reimbursement for	3/16/2016	54.43	001	W	R
331227	CHIRICO, JACKIE	Mileage reimbursement for	3/16/2016	42.77	001	W	R
331228	MOSTELLER, LORIE	Mileage reimbursement for	3/16/2016	18.47	001	W	R
331229	NEWLAND, SUE	Mileage reimbursement for	3/16/2016	37.90	001	W	R
331230	MCCAGUE, MINDY	Mileage reimbursement for	3/16/2016	14.58	001	W	R
331231	COOK, AMY	Mileage reimbursement for	3/16/2016	29.16	001	W	R
331232	DOLAN, SCHERRY	Mileage reimbursement for	3/16/2016	9.72	001	W	R
331233	SHERMAN, JODI	Mileage reimbursement for	3/16/2016	81.70	001	W	R
331234	LOOMIS, TONETTE	Mileage reimbursement for	3/16/2016	9.18	001	W	R
331235	GLASON, ANDREA	Mileage reimbursement for	3/16/2016	18.36	001	W	R
331236	Dray, Anne	Mileage reimbursement for	3/16/2016	2.16	001	W	W
331237	WALKER, RONNA	Mileage reimbursement for	3/16/2016	11.66	006	W	R
331238	KAROW, ROBIN	Mileage reimbursement for	3/16/2016	10.28	006	W	R
331239	BOWER, JILL	Mileage reimbursement for	3/16/2016	2.97	006	W	R
331240	WALCZAK, KELLY	Mileage reimbursement for	3/16/2016	56.70	006	W	R
331241	RICKENS, MICHELLE	Mileage reimbursement for	3/16/2016	38.10	006	W	R
331242	ROSSITER, JULIE	Mileage reimbursement for	3/16/2016	3.89	006	W	W
331243	Anderson, Eugenia	Mileage reimbursement for	3/16/2016	26.68	006	W	R
331244	Dersom, Joyce	Mileage reimbursement for	3/16/2016	8.64	006	W	R
331245	CENTURYLINK	LONG DISTANCE SERVICES	3/16/2016	273.55	001	W	R
331246	LOUIS R. POLSTER COMPANY	Misc. Smallwares/ Jan. -	3/16/2016	335.46	006	W	R
331247	OHIO DEPT. OF EDUCATION	Food/WRE Jan - March, 2016	3/16/2016	79.55	006	W	R
331247	OHIO DEPT. OF EDUCATION	ACE	3/16/2016	35.00	006	W	R
331247	OHIO DEPT. OF EDUCATION	SRE	3/16/2016	175.00	006	W	R
331247	OHIO DEPT. OF EDUCATION	AES	3/16/2016	46.28	006	W	R
331247	OHIO DEPT. OF EDUCATION	OCE	3/16/2016	47.80	006	W	R
331247	OHIO DEPT. OF EDUCATION	ISE	3/16/2016	195.74	006	W	R
331247	OHIO DEPT. OF EDUCATION	GOE	3/16/2016	120.10	006	W	R
331247	OHIO DEPT. OF EDUCATION	LTE	3/16/2016	47.80	006	W	R
331247	OHIO DEPT. OF EDUCATION	JCE	3/16/2016	131.48	006	W	R
331247	OHIO DEPT. OF EDUCATION	FTE	3/16/2016	61.48	006	W	R
331247	OHIO DEPT. OF EDUCATION	CES	3/16/2016	234.08	006	W	R
331247	OHIO DEPT. OF EDUCATION	HES	3/16/2016	429.38	006	W	R
331247	OHIO DEPT. OF EDUCATION	SMS	3/16/2016	191.10	006	W	R
331247	OHIO DEPT. OF EDUCATION	OMS	3/16/2016	92.48	006	W	R
331247	OHIO DEPT. OF EDUCATION	HMS	3/16/2016	245.19	006	W	R
331247	OHIO DEPT. OF EDUCATION	BMS	3/16/2016	244.76	006	W	R
331247	OHIO DEPT. OF EDUCATION	LHS	3/16/2016	266.04	006	W	R
331247	OHIO DEPT. OF EDUCATION	OOHS	3/16/2016	448.92	006	W	R
331248	STAPLES ADVANTAGE	Office Supplies/Jan - March,	3/16/2016	61.76	006	W	R
331248	STAPLES ADVANTAGE	Office Supplies/Jan - March,	3/16/2016	116.59	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/ACE	3/16/2016	127.44	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/ACE	3/16/2016	85.12	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/SRE	3/16/2016	98.83	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/SRE	3/16/2016	(13.50)	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/SRE	3/16/2016	107.30	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/AES	3/16/2016	106.14	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OCE	3/16/2016	104.92	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/TRE	3/16/2016	100.23	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/TRE	3/16/2016	120.18	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/ISE	3/16/2016	254.20	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/GOE	3/16/2016	100.27	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OME	3/16/2016	132.89	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OME	3/16/2016	(15.90)	006	W	R

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331249	ICE CREAM SPECIALTIES & BAKERY	Food/LTE	3/16/2016	163.05	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/LTE	3/16/2016	91.37	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/CES	3/16/2016	100.57	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/HES	3/16/2016	150.49	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/SMS	3/16/2016	403.88	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/SMS	3/16/2016	336.15	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/LMS	3/16/2016	184.68	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/LMS	3/16/2016	118.20	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OMS	3/16/2016	120.60	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OMS	3/16/2016	94.89	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OMS	3/16/2016	105.24	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OMS	3/16/2016	105.24	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/HMS	3/16/2016	173.00	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OMS	3/16/2016	158.72	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/HMS	3/16/2016	144.96	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/HMS	3/16/2016	186.89	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/BMS	3/16/2016	197.98	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/BMS	3/16/2016	141.18	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/BMS	3/16/2016	122.29	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OHS	3/16/2016	118.01	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/LHS	3/16/2016	177.29	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/LHS	3/16/2016	109.79	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OOHS	3/16/2016	192.40	006	W	R
331249	ICE CREAM SPECIALTIES & BAKERY	Food/OOHS	3/16/2016	103.04	006	W	R
331250	DONATOS PIZZA, INC.	SRE	3/16/2016	362.40	006	W	R
331250	DONATOS PIZZA, INC.	TRE	3/16/2016	412.50	006	W	R
331250	DONATOS PIZZA, INC.	WCE	3/16/2016	391.50	006	W	R
331250	DONATOS PIZZA, INC.	ISE	3/16/2016	413.25	006	W	R
331250	DONATOS PIZZA, INC.	LTE	3/16/2016	290.00	006	W	R
331250	DONATOS PIZZA, INC.	LMS	3/16/2016	181.25	006	W	R
331250	DONATOS PIZZA, INC.	LMS	3/16/2016	195.75	006	W	R
331250	DONATOS PIZZA, INC.	LMS	3/16/2016	239.25	006	W	R
331250	DONATOS PIZZA, INC.	HMS	3/16/2016	217.50	006	W	R
331250	DONATOS PIZZA, INC.	HMS	3/16/2016	217.50	006	W	R
331250	DONATOS PIZZA, INC.	HMS	3/16/2016	217.50	006	W	R
331250	DONATOS PIZZA, INC.	LHS	3/16/2016	406.00	006	W	R
331250	DONATOS PIZZA, INC.	LHS	3/16/2016	340.75	006	W	R
331250	DONATOS PIZZA, INC.	LHS	3/16/2016	311.75	006	W	R
331250	DONATOS PIZZA, INC.	LHS	3/16/2016	413.25	006	W	R
331251	PIZZA HUT	Food/WRE Jan - March, 2016	3/16/2016	343.00	006	W	R
331251	PIZZA HUT	ACE	3/16/2016	385.00	006	W	R
331251	PIZZA HUT	SRE	3/16/2016	308.00	006	W	R
331251	PIZZA HUT	OCE	3/16/2016	443.00	006	W	R
331251	PIZZA HUT	TRE	3/16/2016	406.00	006	W	R
331251	PIZZA HUT	WCE	3/16/2016	336.00	006	W	R
331251	PIZZA HUT	ISE	3/16/2016	392.00	006	W	R
331251	PIZZA HUT	GOE	3/16/2016	448.00	006	W	R
331251	PIZZA HUT	OME	3/16/2016	476.00	006	W	R
331251	PIZZA HUT	FTE	3/16/2016	378.00	006	W	R
331251	PIZZA HUT	CES	3/16/2016	435.00	006	W	R
331251	PIZZA HUT	HES	3/16/2016	406.00	006	W	R
331251	PIZZA HUT	SMS	3/16/2016	397.00	006	W	R
331251	PIZZA HUT	SMS	3/16/2016	348.00	006	W	R
331251	PIZZA HUT	SMS	3/16/2016	334.00	006	W	R
331251	PIZZA HUT	LMS	3/16/2016	259.00	006	W	R
331251	PIZZA HUT	LMS	3/16/2016	273.00	006	W	R
331251	PIZZA HUT	LMS	3/16/2016	203.00	006	W	R
331251	PIZZA HUT	OMS	3/16/2016	318.00	006	W	R
331251	PIZZA HUT	OMS	3/16/2016	318.00	006	W	R
331251	PIZZA HUT	OMS	3/16/2016	332.00	006	W	R
331251	PIZZA HUT	HMS	3/16/2016	287.00	006	W	R
331251	PIZZA HUT	HMS	3/16/2016	336.00	006	W	R
331251	PIZZA HUT	HMS	3/16/2016	294.00	006	W	R
331251	PIZZA HUT	BMS	3/16/2016	334.00	006	W	R
331251	PIZZA HUT	BMS	3/16/2016	222.00	006	W	R
331251	PIZZA HUT	BMS	3/16/2016	279.00	006	W	R
331252	WELLS FARGO FINANCIAL	COPIER LEASES	3/16/2016	298.29	001	W	R
331253	CENTURY LINK	TELEPHONE SERVICE	3/16/2016	354.27	001	W	R
331254	AT & T	SRES.TRES.OMES	3/16/2016	268.22	001	W	R
331255	SAM'S CLUB DIRECT	Membership fees	3/16/2016	50.00	001	W	R
331255	SAM'S CLUB DIRECT	Membership fees	3/16/2016	45.00	001	W	R
331255	SAM'S CLUB DIRECT	Fort Orange Resale Items for	3/16/2016	197.06	300	W	R
331255	SAM'S CLUB DIRECT	Fort Orange Resale Items for	3/16/2016	15.00	300	W	R
331255	SAM'S CLUB DIRECT	Membership Fee for Sam's Club	3/16/2016	15.00	018	W	R
331255	SAM'S CLUB DIRECT	OPEN PO FOR JAN-MAR	3/16/2016	85.66	300	W	R
331255	SAM'S CLUB DIRECT	OPEN PO FOR JAN-MAR	3/16/2016	65.94	300	W	R
331255	SAM'S CLUB DIRECT	OPEN PO FOR JAN-MAR	3/16/2016	171.44	300	W	R
331255	SAM'S CLUB DIRECT	MEMBERSHIP FEE	3/16/2016	15.00	200	W	R
331255	SAM'S CLUB DIRECT	Sam's club-through Dec, 2015	3/16/2016	35.22	007	W	R

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331255	SAM'S CLUB DIRECT	Sam's club-through Dec, 2015	3/16/2016	97.36	007	W	R
331255	SAM'S CLUB DIRECT	OPEN PO FOR JAN-MAR	3/16/2016	15.00	300	W	R
331256	AMERIPRIDE LINEN & APPAREL	UNIFORM RENTALS	3/17/2016	262.92	001	W	R
331256	AMERIPRIDE LINEN & APPAREL	UNIFORM RENTALS	3/17/2016	359.54	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	60.70	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	32.94	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	474.53	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	258.40	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	171.75	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	393.90	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	39.66	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	30.44	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	127.94	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	69.30	001	W	R
331257	BATTERIES PLUS	CUSTODIAL SUPPLIES	3/17/2016	94.50	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	611.15	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	12.95	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	540.93	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	752.83	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	142.00	001	W	R
331258	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/17/2016	475.25	001	W	R
331259	FLAG LADY'S FLAG STORE	CUSTODIAL SUPPLIES	3/17/2016	492.85	001	W	R
331260	HP PRODUCTS	CUSTODIAL SUPPLIES	3/17/2016	1,093.32	001	W	R
331260	HP PRODUCTS	CUSTODIAL SUPPLIES	3/17/2016	414.80	001	W	R
331260	HP PRODUCTS	CUSTODIAL SUPPLIES	3/17/2016	410.14	001	W	R
331260	HP PRODUCTS	CUSTODIAL SUPPLIES	3/17/2016	548.34	001	W	R
331260	HP PRODUCTS	CUSTODIAL SUPPLIES	3/17/2016	188.73	001	W	R
331261	STATE CHEMICAL SOLUTIONS	CUSTODIAL SUPPLIES	3/17/2016	248.00	001	W	R
331262	UNISAN, LLC.	CUSTODIAL SUPPLIES	3/17/2016	424.64	001	W	R
331263	McWHERTER PETROLEUM SERVICES	Parts D/W	3/17/2016	111.00	001	W	R
331263	McWHERTER PETROLEUM SERVICES	Parts D/W	3/17/2016	56.00	001	W	R
331264	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/17/2016	29.75	001	W	R
331264	AMERIPRIDE LINEN & APPAREL	Uniform Rental D/W	3/17/2016	39.44	001	W	R
331265	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/17/2016	90.52	001	W	R
331266	ATECH FIRE AND SECURITY	Parts D/W	3/17/2016	1,426.17	001	W	R
331266	ATECH FIRE AND SECURITY	Parts D/W	3/17/2016	510.50	001	W	R
331267	BATTERIES PLUS	Parts D/W	3/17/2016	29.98	001	W	R
331268	BAKER VEHICLE SYSTEMS	Parts D/W	3/17/2016	336.68	001	W	R
331269	CONSOLIDATED ELECTRICAL	Parts D/W	3/17/2016	260.58	001	W	R
331270	CHUCK'S SEPTIC TAN SEWER AND	Repairs & Maintenance D/W	3/17/2016	400.00	001	W	R
331271	DELAWARE MOTIVE PARTS	Parts D/W	3/17/2016	8.28	001	W	W
331271	DELAWARE MOTIVE PARTS	Parts D/W	3/17/2016	18.99	001	W	W
331272	UNITED REFRIGERATION	Parts D/W	3/17/2016	12.86	001	W	R
331272	UNITED REFRIGERATION	Parts D/W	3/17/2016	35.18	001	W	R
331273	KIMBALL MIDWEST	Parts D/W	3/17/2016	68.71	001	W	R
331273	KIMBALL MIDWEST	Parts D/W	3/17/2016	288.20	001	W	R
331274	EQUIPARTS CORP	Parts D/W	3/17/2016	212.87	001	W	R
331274	EQUIPARTS CORP	Parts D/W	3/17/2016	282.70	001	W	R
331274	EQUIPARTS CORP	Parts D/W	3/17/2016	281.78	001	W	R
331274	EQUIPARTS CORP	Parts D/W	3/17/2016	295.00	001	W	R
331275	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/17/2016	87.00	001	W	R
331276	GRAYBAR	Parts D/W	3/17/2016	1,566.48	001	W	R
331276	GRAYBAR	Parts D/W	3/17/2016	167.09	001	W	R
331276	GRAYBAR	Parts D/W	3/17/2016	455.35	001	W	R
331276	GRAYBAR	Parts D/W	3/17/2016	553.92	001	W	R
331277	GRAINGER, INC.	Parts D/W	3/17/2016	28.80	001	W	R
331278	GENERAL INSULATION CO.	Parts D/W	3/17/2016	252.13	001	W	R
331279	HABITEC SECURITY	Professional & Technical	3/17/2016	35.00	001	W	R
331279	HABITEC SECURITY	Professional & Technical	3/17/2016	35.00	001	W	R
331279	HABITEC SECURITY	Professional & Technical	3/17/2016	35.00	001	W	R
331279	HABITEC SECURITY	Repairs & Maintenance D/W	3/17/2016	65.00	001	W	R
331279	HABITEC SECURITY	Repairs & Maintenance D/W	3/17/2016	48.75	001	W	R
331279	HABITEC SECURITY	Repairs & Maintenance D/W	3/17/2016	65.00	001	W	R
331280	JOHN DEERE LANDSCAPES	Grounds Rentals D/W	3/17/2016	1,035.26	001	W	R
331280	JOHN DEERE LANDSCAPES	Grounds Rentals D/W	3/17/2016	1,035.26	001	W	R
331281	KIMBALL MIDWEST	Parts D/W	3/17/2016	219.34	001	W	R
331281	KIMBALL MIDWEST	Parts D/W	3/17/2016	366.14	001	W	R
331282	KERBLER & CO	Parts D/W	3/17/2016	10.25	001	W	R
331283	LOEB ELECTRIC	Parts D/W	3/17/2016	26.63	001	W	R
331284	MATHESON TRI-GAS INC	Parts D/W	3/17/2016	7.18	001	W	R
331284	MATHESON TRI-GAS INC	Parts D/W	3/17/2016	194.45	001	W	R
331285	MENARDS INC	Parts D/W	3/17/2016	26.63	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	22.93	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	17.82	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	124.24	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	83.33	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	133.98	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	44.96	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	58.74	001	W	W

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331285	MENARDS INC	Parts D/W	3/17/2016	91.56	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	8.94	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	30.07	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	81.27	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	153.76	001	W	W
331285	MENARDS INC	Parts D/W	3/17/2016	45.00	001	W	W
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	487.16	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	218.00	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	314.50	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	143.80	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	154.00	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	70.97	001	W	R
331286	NORWOOD HARDWARE & SUPPLY	Parts D/W	3/17/2016	354.00	001	W	R
331287	MENARDS INC	Parts D/W	3/17/2016	49.13	001	W	W
331287	MENARDS INC	Parts D/W	3/17/2016	53.61	001	W	W
331288	SCHINDLER ELEVATOR CORP.	Repairs & Maintenance D/W	3/17/2016	282.81	001	W	R
331289	OHIO DEPT OF COMMERCE	State Inspections D/W	3/17/2016	247.25	001	W	R
331289	OHIO DEPT OF COMMERCE	State Inspections D/W	3/17/2016	247.25	001	W	R
331289	OHIO DEPT OF COMMERCE	State Inspections D/W	3/17/2016	247.25	001	W	R
331289	OHIO DEPT OF COMMERCE	State Inspections D/W	3/17/2016	247.25	001	W	R
331289	OHIO DEPT OF COMMERCE	State Inspections D/W	3/17/2016	247.25	001	W	R
331290	PIONEER MANUFACTURING	Grounds Supplies D/W	3/17/2016	385.95	001	W	R
331291	ROJEN COMPANY INC.	Parts D/W	3/17/2016	422.14	001	W	R
331292	SAFETY SERVICE PRODUCTS, INC.	Parts D/W	3/17/2016	339.00	001	W	R
331293	STEFFENS & SHULTZ, INC.	Parts D/W	3/17/2016	88.65	001	W	R
331293	STEFFENS & SHULTZ, INC.	Parts D/W	3/17/2016	502.00	001	W	R
331293	STEFFENS & SHULTZ, INC.	Parts D/W	3/17/2016	445.00	001	W	R
331294	TRANE PARTS & SUPPLY	Parts D/W	3/17/2016	360.24	001	W	R
331294	TRANE PARTS & SUPPLY	Parts D/W	3/17/2016	204.24	001	W	R
331295	UNITED REFRIGERATION	Parts D/W	3/17/2016	474.87	001	W	R
331295	UNITED REFRIGERATION	Parts D/W	3/17/2016	38.58	001	W	R
331295	UNITED REFRIGERATION	Parts D/W	3/17/2016	199.23	001	W	R
331296	MEEKER, DARIN	2nd Quarter 2015-16	3/17/2016	25.00	300	W	R
331297	HILL, KENNETH	GBK officials	3/17/2016	35.00	300	W	R
331298	BRASS, LEE	GBK officials	3/17/2016	40.00	300	W	R
331299	GORDON, WINSTON	GBK officials	3/17/2016	40.00	300	W	R
331299	GORDON, WINSTON	GBK officials	3/17/2016	40.00	300	W	R
331300	Evans, Tonia	GBK officials	3/17/2016	75.00	300	W	R
331301	BOWMAN, ROBBIE	Girls Basketball	3/17/2016	40.00	300	W	R
331302	CENTRAL DISTRICT ATHLETIC BD	FALL OHSAA FEES	3/17/2016	1,143.00	022	W	R
331302	CENTRAL DISTRICT ATHLETIC BD	FALL OHSAA FEES	3/17/2016	487.00	022	W	R
331303	VAN HOOSE, LEWIS	FALL OHSAA GATE HELP	3/17/2016	65.00	022	W	R
331304	ORTH, LAUREN	FALL OHSAA GATE HELP	3/17/2016	60.00	022	W	R
331304	ORTH, LAUREN	FALL OHSAA GATE HELP	3/17/2016	60.00	022	W	R
331305	MEEKER, DARIN	FALL OHSAA GATE HELP	3/17/2016	50.00	022	W	R
331305	MEEKER, DARIN	FALL OHSAA GATE HELP	3/17/2016	50.00	022	W	R
331306	BURKHART, THERESA	FALL OHSAA GATE HELP	3/17/2016	10.00	022	W	W
331306	BURKHART, THERESA	FALL OHSAA GATE HELP	3/17/2016	10.00	022	W	W
331307	CALDWELL, JOSHUA	FALL OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331307	CALDWELL, JOSHUA	FALL OHSAA GATE HELP	3/17/2016	15.00	022	W	W
331308	BODE, PAUL	FALL OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331308	BODE, PAUL	FALL OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331309	SHEALY, THOMAS	FALL OHSAA GATE HELP	3/17/2016	15.00	022	W	R
331309	SHEALY, THOMAS	FALL OHSAA GATE HELP	3/17/2016	15.00	022	W	R
331310	SHUMAN, MOLLY	FALL OHSAA GATE HELP	3/17/2016	20.00	022	W	W
331311	SMITH, SPENCER	FALL OHSAA GATE HELP	3/17/2016	65.00	022	W	R
331312	DINGUS, JAMES	FALL OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331313	GALCZAK, ELLEN	FALL OHSAA GATE HELP	3/17/2016	20.00	022	W	R
331314	OLENTANGY LIBERTY HIGH SCHOOL	FALL OHSAA FEES	3/17/2016	55.00	022	W	R
331314	OLENTANGY LIBERTY HIGH SCHOOL	FALL OHSAA FEES	3/17/2016	40.00	022	W	R
331315	AMERICAN IMPRESSIONS	T-SHIRTS FOR BATTLE OF THE	3/17/2016	184.00	018	W	R
331316	HILLIARD DAVIDSON	OTHER ENTRY FEES	3/17/2016	125.00	300	W	W
331317	COWLOA	Girls Lacrosse	3/17/2016	55.00	300	W	W
331317	COWLOA	Lacrosse Assignor	3/17/2016	50.00	300	W	W
331318	BETZ, JOHN	OHSAA GATE HELP	3/17/2016	60.00	022	W	R
331319	MARTIN, ROBERT H.	OHSAA GATE HELP	3/17/2016	108.00	022	W	R
331320	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/17/2016	50.00	022	W	R
331321	VANDEWATER, DEAN	OHSAA GATE HELP	3/17/2016	30.00	022	W	R
331322	WRIGHT, JUSTEN	OHSAA GATE HELP	3/17/2016	40.00	022	W	W
331323	HARMON, ARNIE D.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331324	HARMON, JON P.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331325	OLENTANGY ORANGE HIGH SCHOOL	OHSAA FEES	3/17/2016	240.00	022	W	R
331326	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/17/2016	3,912.00	022	W	R
331327	SEAMAN, DAVID	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331328	TROMBETTI, MELANIE	OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331329	FERRELL, KAREN	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331330	LEWIS, AMANDA	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331331	OLENTANGY ORANGE HIGH SCHOOL	OHSAA FEES	3/17/2016	240.00	022	W	R
331332	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/17/2016	3,078.00	022	W	R

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331333	MARTIN, ROBERT H.	OHSAA GATE HELP	3/17/2016	108.00	022	W	R
331334	BETZ, JOHN	OHSAA GATE HELP	3/17/2016	60.00	022	W	R
331335	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/17/2016	50.00	022	W	R
331336	HARMON, ARNIE D.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331337	HARMON, JON P.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331338	VANDEWATER, DEAN	OHSAA GATE HELP	3/17/2016	30.00	022	W	R
331339	WRIGHT, JUSTEN	OHSAA GATE HELP	3/17/2016	40.00	022	W	W
331340	FERRELL, KAREN	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331341	SEAMAN, DAVID	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331342	TROMBETTI, JOE	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331343	LEWIS, AMANDA	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331344	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/17/2016	5,190.00	022	W	R
331345	OLENTANGY ORANGE HIGH SCHOOL	OHSAA FEES	3/17/2016	240.00	022	W	R
331346	MARTIN, ROBERT H.	OHSAA GATE HELP	3/17/2016	108.00	022	W	R
331347	BETZ, JOHN	OHSAA GATE HELP	3/17/2016	60.00	022	W	R
331348	TOMLINSON, JONATHAN	OHSAA GATE HELP	3/17/2016	50.00	022	W	R
331349	HARMON, JON P.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331350	HARMON, ARNIE D.	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331351	RICHARDSON, KATE	OHSAA GATE HELP	3/17/2016	40.00	022	W	R
331352	VANDEWATER, DEAN	OHSAA GATE HELP	3/17/2016	30.00	022	W	R
331353	HAUGH, SUSAN KAY	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331354	TROMBETTI, JOE	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331355	TROMBETTI, MELANIE	OHSAA GATE HELP	3/17/2016	25.00	022	W	W
331356	KUFRIN, KEITH	OHSAA GATE HELP	3/17/2016	25.00	022	W	R
331357	COMDOC, INC.	Technology	3/17/2016	18.00	001	W	R
331358	REPUBLIC SERVICES #046	Maintenance	3/18/2016	292.57	001	W	R
331359	POSTAGE BY PHONE RESERVE ACCT.	Reserve Account #34548354	3/18/2016	200.00	018	W	R
331360	MUSIC & ARTS	Quarter 3 Open for Instrument	3/23/2016	204.50	001	W	W
331361	CORNETT, JAMES	CERTIFIED MILEAGE (TRAVELING	3/23/2016	119.07	001	W	W
331362	LAUTERBACH & EILBER, INC	LIABILITY INSURANCE	3/23/2016	150.00	001	W	R
331362	LAUTERBACH & EILBER, INC	LIABILITY INSURANCE	3/23/2016	20,101.50	001	W	R
331362	LAUTERBACH & EILBER, INC	LIABILITY INSURANCE	3/23/2016	5,606.25	001	W	R
331362	LAUTERBACH & EILBER, INC	PROPERTY INSURANCE	3/23/2016	37,997.50	001	W	R
331362	LAUTERBACH & EILBER, INC	AUTO INSURANCE	3/23/2016	19,968.25	001	W	R
331363	ARGANBRIGHT, MARTY	DIRECTOR/SUPERVISOR MILEAGE	3/23/2016	123.39	001	W	R
331364	MCCALLA, KELLY	CERTIFIED MILEAGE (TRAVELING	3/23/2016	108.00	001	W	W
331365	RICHARDSON, KRISTYN	Reimbursement for expenses for	3/23/2016	105.00	001	W	R
331366	MILEY, EDWARD	Reimbursement for expenses for	3/23/2016	61.74	001	W	R
331367	Lozier, Jodi	Reimbursement for registration	3/23/2016	99.00	001	W	R
331368	MIDWEST LACROSSE	Lacrosse supplies	3/23/2016	188.00	300	W	R
331368	MIDWEST LACROSSE	Lacrosse supplies	3/23/2016	639.96	300	W	R
331369	MANN, SHANNA	Stipend paid for a Lucy	3/23/2016	50.00	001	W	W
331370	MAGNUM PRESS	Courier Printing for March	3/23/2016	1,152.92	200	W	R
331371	OLENTANGY FOOD SERVICE	STUDENT RECOGNITION BREAKFAST	3/23/2016	179.00	018	W	R
331371	OLENTANGY FOOD SERVICE	Breakfast preparation for	3/23/2016	20.00	001	W	R
331371	OLENTANGY FOOD SERVICE	Forks and plate	3/23/2016	47.00	007	W	R
331371	OLENTANGY FOOD SERVICE	Student of the Month	3/23/2016	31.55	018	W	R
331371	OLENTANGY FOOD SERVICE	To buy coffee for staff	3/23/2016	30.00	007	W	R
331372	OHIO CAPITAL CONFERENCE	March 2016 OCC Executive	3/23/2016	161.00	300	W	W
331373	OSBA CENTRAL REGION	OSBA SPRING CONFERENCE MARCH	3/23/2016	160.00	001	W	W
331374	OMEA	OMEA STATE CONTEST FEE	3/23/2016	220.00	001	W	W
331375	PHOENIX CONSULTING COMPANY LLC	Liaison Training from Toni	3/23/2016	2,150.00	001	W	W
331376	PICKAWAY COUNTY ED.SERV.CENTER	Testing for transportation bus	3/23/2016	170.00	001	W	R
331377	R. B. POWERS	Open PO for the purchase of	3/23/2016	138.93	009	W	W
331378	RETTIG MUSIC INC.	Band Repairs and Maintenance	3/23/2016	663.40	001	W	R
331379	RIVERSIDE PUBLISHING CO	see attached order	3/23/2016	818.73	001	W	R
331379	RIVERSIDE PUBLISHING CO	see attached order	3/23/2016	90.97	001	W	R
331380	SELISKAR, DON	Mileage to Advanced Turf	3/23/2016	15.55	001	W	R
331381	SCHOOL PRIDE	3'X5' Nylon Banners - Double	3/23/2016	1,260.00	018	W	R
331381	SCHOOL PRIDE	OCC CHAMPIONSHIP SIGNS	3/23/2016	60.00	300	W	R
331382	SPHERO, INC.	Sphero SPRK Educator Pack	3/23/2016	500.00	019	W	W
331382	SPHERO, INC.	-Sphero SPRK Educator Pack	3/23/2016	359.99	200	W	W
331382	SPHERO, INC.	-Sphero SPRK Educator Pack	3/23/2016	340.00	018	W	W
331382	SPHERO, INC.	shipping	3/23/2016	-	200	W	W
331383	SCHOOL HEALTH SUPPLY	Cotton Tipped Applicators	3/23/2016	4.14	001	W	R
331383	SCHOOL HEALTH SUPPLY	Temp Probe Covers AP21393	3/23/2016	107.78	001	W	R
331383	SCHOOL HEALTH SUPPLY	Sting Relief AP49073	3/23/2016	33.70	001	W	R
331383	SCHOOL HEALTH SUPPLY	Callergy Clear Lotion AP34384	3/23/2016	4.02	001	W	R
331383	SCHOOL HEALTH SUPPLY	Washcloths AP48030	3/23/2016	35.87	001	W	R
331383	SCHOOL HEALTH SUPPLY	15% discount	3/23/2016	-	001	W	R
331383	SCHOOL HEALTH SUPPLY	Tums AP44203	3/23/2016	7.07	001	W	R
331383	SCHOOL HEALTH SUPPLY	See attached list of clinic	3/23/2016	243.02	001	W	R
331384	SCOTT ELECTRIC	GEL ENX-5 82V 360W (MEC	3/23/2016	154.50	001	W	R
331384	SCOTT ELECTRIC	SHIPPING	3/23/2016	6.00	001	W	R
331385	SHANAHAN MIDDLE SCHOOL	GIFT TO THE SMS DIVERSITY CLUB	3/23/2016	350.00	200	W	W
331386	OHIO EXPO CENTER	Graduation Venue	3/23/2016	1,200.00	009	W	R
331386	OHIO EXPO CENTER	for the Class of 2016	3/23/2016	1,200.00	009	W	R
331386	OHIO EXPO CENTER	(Facility, amenities and	3/23/2016	1,200.00	009	W	R
331387	TWEEDY, RACHEL	Reimbursement for registration	3/23/2016	50.00	001	W	R

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331388	OHIO HISTORICAL SOCIETY	Entrance to Ohio Village and	3/23/2016	840.00	018	W	W
331389	READYREFRESH	Water dispenser for Central	3/23/2016	95.25	007	W	R
331390	SUPREME SCHOOL SUPPLY	SSCA-39 Cum Files	3/23/2016	136.37	001	W	R
331390	SUPREME SCHOOL SUPPLY	SSCA-39 Cum Files	3/23/2016	103.86	001	W	R
331391	Sterling Paper Co.	055235 School Paper 8.5x11	3/23/2016	4,626.00	001	W	R
331392	STANTON'S SHEET MUSIC	CHOIR SHEET MUSIC	3/23/2016	94.50	001	W	R
331392	STANTON'S SHEET MUSIC	CHOIR SHEET MUSIC	3/23/2016	54.41	001	W	R
331392	STANTON'S SHEET MUSIC	CHOIR SHEET MUSIC	3/23/2016	60.00	001	W	R
331392	STANTON'S SHEET MUSIC	CHOIR SHEET MUSIC	3/23/2016	111.38	001	W	R
331392	STANTON'S SHEET MUSIC	Student Fees Choir	3/23/2016	494.55	009	W	R
331392	STANTON'S SHEET MUSIC	Student Fees Choir	3/23/2016	80.05	009	W	R
331392	STANTON'S SHEET MUSIC	Student Fees Choir	3/23/2016	787.21	009	W	R
331393	MENTEL, JOAN	plaque for Veteran's Day 2015	3/23/2016	80.00	007	W	R
331394	TEACHER DIRECT	Guided Reading level D variety	3/23/2016	32.49	001	W	R
331394	TEACHER DIRECT	Guided Reading Pack Level E-F	3/23/2016	32.49	001	W	R
331394	TEACHER DIRECT	Guided Reading Pack D-E	3/23/2016	32.49	001	W	R
331394	TEACHER DIRECT	Time & Money mats 334-530	3/23/2016	11.88	001	W	R
331394	TEACHER DIRECT	K math learning games	3/23/2016	19.88	001	W	R
331394	TEACHER DIRECT	1st math learning games	3/23/2016	19.88	001	W	R
331395	T & L GRAPHICS	200 t-shirts for misc. student	3/23/2016	1,100.00	018	W	W
331395	T & L GRAPHICS	PROM T SHIRTS (FAVORS FOR 2016	3/23/2016	2,850.00	200	W	W
331395	T & L GRAPHICS	PROM WATER BOTTLES	3/23/2016	2,000.00	200	W	W
331395	T & L GRAPHICS	Fashion Club	3/23/2016	156.00	200	W	W
331395	T & L GRAPHICS	Screen/Art Charge	3/23/2016	15.00	200	W	W
331396	WILSON LANGUAGE TRAINING	Letter Strips F2ALWSTR	3/23/2016	40.00	001	W	R
331396	WILSON LANGUAGE TRAINING	Letter Tiles MAFTLK2E	3/23/2016	11.00	001	W	R
331396	WILSON LANGUAGE TRAINING	Name Plates F2DESTPK12	3/23/2016	120.00	001	W	R
331396	WILSON LANGUAGE TRAINING	Shipping	3/23/2016	13.68	001	W	R
331397	Columbus American Association	Bowling For Rhinos Penny Wars	3/23/2016	500.00	018	W	W
331397	Columbus American Association	INCREASE PO TO REFLECT AMOUNT	3/23/2016	140.73	018	W	W
331398	LIBERTY MUTUAL INSURANCE CO	Deductible for Maximus	3/23/2016	10,000.00	001	W	W
331399	POSTAGE BY PHONE RESERVE ACCT.	POSTAGE	3/23/2016	465.73	001	W	R
331400	STAPLES ADVANTAGE	Mounting Tape needed for	3/23/2016	42.38	001	W	R
331400	STAPLES ADVANTAGE	Office Supplies	3/23/2016	21.99	001	W	R
331400	STAPLES ADVANTAGE	Office Supplies	3/23/2016	85.36	001	W	R
331400	STAPLES ADVANTAGE	INTERVENTION TEACHING	3/23/2016	695.76	001	W	R
331400	STAPLES ADVANTAGE	Second grade classroom supply	3/23/2016	247.98	001	W	R
331400	STAPLES ADVANTAGE	Second grade classroom supply	3/23/2016	7.44	001	W	R
331400	STAPLES ADVANTAGE	SUPPLIES JAN-MAR	3/23/2016	100.61	001	W	R
331400	STAPLES ADVANTAGE	Teaching aides for math	3/23/2016	291.37	001	W	R
331400	STAPLES ADVANTAGE		3/23/2016	206.58	001	W	R
331400	STAPLES ADVANTAGE	See attached Shopping Cart	3/23/2016	11.89	001	W	R
331401	SCHOOL SPECIALTY, INC.	Papermate dryline correction	3/23/2016	9.15	001	W	R
331401	SCHOOL SPECIALTY, INC.	Stamp inked received red/blue	3/23/2016	10.59	001	W	R
331401	SCHOOL SPECIALTY, INC.	Tape write on 1071857	3/23/2016	3.09	001	W	R
331401	SCHOOL SPECIALTY, INC.	Organizer vertical steel mesh	3/23/2016	44.13	001	W	R
331401	SCHOOL SPECIALTY, INC.	3pk, school smart legal pads	3/23/2016	6.48	001	W	R
331401	SCHOOL SPECIALTY, INC.	Acco std paper clips 084472	3/23/2016	0.78	001	W	R
331401	SCHOOL SPECIALTY, INC.	Classroom supplies, see	3/23/2016	48.68	001	W	R
331401	SCHOOL SPECIALTY, INC.	Classroom supplies, see	3/23/2016	100.99	001	W	R
331401	SCHOOL SPECIALTY, INC.	Kraft paper for classrooms	3/23/2016	643.69	001	W	R
331402	PITNEY BOWES INC.	FY16- POSTAGE MACHINES FOR	3/23/2016	1,158.00	001	W	R
331403	MEYER, TODD	Mileage; January - March 2016	3/23/2016	204.31	001	W	R
331404	META	DISTRICT FIBER CONNECTION	3/23/2016	20,693.28	001	W	R
331405	CENTURY LINK	TELEPHONE SERVICE	3/23/2016	261.16	001	W	R
331406	FRONTIER NORTH INC.	District phone services	3/23/2016	234.88	001	W	W
331406	FRONTIER NORTH INC.	District phone services	3/23/2016	251.18	001	W	W
331406	FRONTIER NORTH INC.	District phone services	3/23/2016	201.32	001	W	W
331407	DEL-CO WATER CO	Jan to June 2016 Water	3/23/2016	11.70	001	W	R
331407	DEL-CO WATER CO	West Bus Garage	3/23/2016	190.55	001	W	R
331407	DEL-CO WATER CO	Wyandot Run	3/23/2016	375.52	001	W	R
331407	DEL-CO WATER CO	Scioto Ridge	3/23/2016	257.49	001	W	R
331407	DEL-CO WATER CO	Tyler Run	3/23/2016	309.56	001	W	R
331407	DEL-CO WATER CO	Indian Springs	3/23/2016	493.57	001	W	R
331407	DEL-CO WATER CO	Liberty Tree	3/23/2016	408.37	001	W	R
331407	DEL-CO WATER CO	Liberty Middle	3/23/2016	597.96	001	W	R
331407	DEL-CO WATER CO	Hyatts Middle	3/23/2016	597.96	001	W	R
331407	DEL-CO WATER CO	Liberty High School	3/23/2016	1,895.78	001	W	R
331407	DEL-CO WATER CO	Food Services D/W	3/23/2016	80.47	006	W	R
331408	MINNECI, KATHERINE	CERTIFIED MILEAGE (TRAVELING	3/23/2016	83.11	001	W	R
331409	SAVEAROUND, INC.	CHECK REQUEST	3/23/2016	8,190.00	200	W	R
331410	AT & T	SRES.TRES.OMES	3/23/2016	163.47	001	W	R
331411	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	3/23/2016	13.51	001	W	R
331411	AMERICAN ELECTRIC POWER	Tyler Run	3/23/2016	13.40	001	W	R
331411	AMERICAN ELECTRIC POWER	Cheshire	3/23/2016	4,201.14	001	W	R
331411	AMERICAN ELECTRIC POWER	Food Service D/W	3/23/2016	129.93	006	W	R
331411	AMERICAN ELECTRIC POWER	Liberty Tree	3/23/2016	4,225.48	001	W	R
331411	AMERICAN ELECTRIC POWER	Hyatts Middle	3/23/2016	8,755.89	001	W	R
331411	AMERICAN ELECTRIC POWER	Food Service D/W	3/23/2016	219.13	006	W	R

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331411	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	3/23/2016	92.53	001	W	R
331411	AMERICAN ELECTRIC POWER	Alum Creek	3/23/2016	5,310.66	001	W	R
331411	AMERICAN ELECTRIC POWER	Arrowhead	3/23/2016	4,427.50	001	W	R
331411	AMERICAN ELECTRIC POWER	Olentangy High School	3/23/2016	16,265.05	001	W	R
331411	AMERICAN ELECTRIC POWER	Liberty High School	3/23/2016	34,839.81	001	W	R
331411	AMERICAN ELECTRIC POWER	Food Service D/W	3/23/2016	927.46	006	W	R
331411	AMERICAN ELECTRIC POWER	Wyandot Run	3/23/2016	5,634.85	001	W	R
331411	AMERICAN ELECTRIC POWER	Scioto Ridge	3/23/2016	4,059.74	001	W	R
331411	AMERICAN ELECTRIC POWER	Oak Creek	3/23/2016	4,878.51	001	W	R
331411	AMERICAN ELECTRIC POWER	Tyler Run	3/23/2016	5,154.45	001	W	R
331411	AMERICAN ELECTRIC POWER	Walnut Creek	3/23/2016	5,036.46	001	W	R
331411	AMERICAN ELECTRIC POWER	Glen Oak	3/23/2016	4,384.92	001	W	R
331411	AMERICAN ELECTRIC POWER	Olentangy Meadows	3/23/2016	3,990.32	001	W	R
331411	AMERICAN ELECTRIC POWER	Shanahan Middle	3/23/2016	16,420.49	001	W	R
331411	AMERICAN ELECTRIC POWER	Liberty Middle	3/23/2016	10,445.89	001	W	R
331411	AMERICAN ELECTRIC POWER	Orange Middle	3/23/2016	10,331.09	001	W	R
331411	AMERICAN ELECTRIC POWER	Food Service D/W	3/23/2016	1,452.98	006	W	R
331412	MOUNT CARMEL HEALTH SYSTEM	Wellness program-Bio	3/23/2016	11,067.90	001	W	W
331413	MACMILLAN/MCGRAW HILL	1st Grade Smart Start Activity	3/23/2016	58.50	401	W	R
331413	MACMILLAN/MCGRAW HILL	2nd Grade Spelling	3/23/2016	112.05	401	W	R
331413	MACMILLAN/MCGRAW HILL	2nd Grade Practice Book	3/23/2016	106.65	401	W	R
331413	MACMILLAN/MCGRAW HILL	3rd Grade Grammar Workbook	3/23/2016	66.15	401	W	R
331413	MACMILLAN/MCGRAW HILL	Shipping	3/23/2016	41.58	401	W	R
331414	AASA	Mark Raiff	3/23/2016	447.00	001	W	R
331415	OASBO	JEFF GORDON	3/23/2016	475.00	001	W	R
331416	NAME	NAME Membership Renewal (for	3/23/2016	100.00	001	W	W
331417	JACKSON, ROY K. TRUSTEE	MONTHLY LEASE ON GRAPHICS WAY	3/23/2016	16,756.67	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	3,799.50	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	3,978.00	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	826.00	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	2,014.50	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	737.00	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	1,342.50	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	86.25	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	15,851.54	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	67.50	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	2,551.00	001	W	R
331418	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 16	3/23/2016	3,641.23	001	W	R
331419	META	Leadership Institute of Ohio	3/23/2016	11,250.00	590	W	R
331420	HABITAT FOR HUMANITY INTL.	COLLEGIATE CHALLENGE AFFILIATE	3/23/2016	1,585.00	200	W	R
331420	HABITAT FOR HUMANITY INTL.	-COLLEGIATE CHALLENGE AFFILIAT	3/23/2016	1,390.00	200	W	R
331421	Beining, Eric	BBK officials	3/24/2016	75.00	300	W	W
331422	DELAWARE MOTIVE PARTS	Parts D/W	3/24/2016	135.66	001	W	R
331423	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/24/2016	329.18	001	W	R
331424	AMERICAN WALL SYSTEMS, LLC	Repairs & Maintenance D/W	3/24/2016	810.00	001	W	R
331425	BATTERIES PLUS	Parts D/W	3/24/2016	125.93	001	W	R
331425	BATTERIES PLUS	Parts D/W	3/24/2016	143.91	001	W	R
331425	BATTERIES PLUS	Parts D/W	3/24/2016	28.95	001	W	R
331426	CITY ELECTRIC SUPPLY CO.	Parts D/W	3/24/2016	330.26	001	W	R
331426	CITY ELECTRIC SUPPLY CO.	Parts D/W	3/24/2016	30.70	001	W	R
331427	COLUMBUS CLIMATE CONTROLS CO	Parts D/W	3/24/2016	473.80	001	W	W
331428	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/24/2016	71.76	001	W	R
331429	EQUIPARTS CORP	Parts D/W	3/24/2016	275.00	001	W	R
331430	FIRE PROTECTION SPECIALISTS, I	Professional & Technical	3/24/2016	416.00	001	W	R
331430	FIRE PROTECTION SPECIALISTS, I	Professional & Technical	3/24/2016	1,328.00	001	W	R
331431	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/24/2016	125.98	001	W	R
331431	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/24/2016	180.00	001	W	R
331432	GRAINGER, INC.	Parts D/W	3/24/2016	47.30	001	W	R
331432	GRAINGER, INC.	Parts D/W	3/24/2016	109.72	001	W	R
331432	GRAINGER, INC.	Parts D/W	3/24/2016	391.59	001	W	R
331433	GRAYBAR	Parts D/W	3/24/2016	1,093.64	001	W	R
331433	GRAYBAR	Parts D/W	3/24/2016	126.82	001	W	R
331433	GRAYBAR	Parts D/W	3/24/2016	771.80	001	W	R
331434	HABITEC SECURITY	Professional & Technical	3/24/2016	1,790.43	001	W	R
331435	HILTI, INC	Parts D/W	3/24/2016	477.98	001	W	R
331436	MENARDS INC	Parts D/W	3/24/2016	66.66	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	131.99	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	45.00	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	50.37	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	26.60	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	9.39	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	57.94	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	39.94	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	50.97	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	4.26	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	23.85	001	W	W
331436	MENARDS INC	Parts D/W	3/24/2016	112.21	001	W	W
331437	OHIO DEPT OF COMMERCE	State Inspections D/W	3/24/2016	50.00	001	W	R
331438	PIONEER MANUFACTURING	Grounds Supplies D/W	3/24/2016	524.00	001	W	R

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331439	ROJEN COMPANY INC.	Parts D/W	3/24/2016	126.35	001	W	R
331440	SAFETY SERVICE PRODUCTS, INC.	Parts D/W	3/24/2016	355.40	001	W	R
331441	TRANE PARTS & SUPPLY	Parts D/W	3/24/2016	452.44	001	W	R
331442	SIMPLEX/GRINNEL	Parts D/W	3/24/2016	4,023.78	001	W	R
331443	SOUTHARD SUPPLY INC.	Parts D/W	3/24/2016	100.88	001	W	R
331444	UNITED REFRIGERATION	Parts D/W	3/24/2016	157.67	001	W	R
331444	UNITED REFRIGERATION	Parts D/W	3/24/2016	40.18	001	W	R
331445	WATERWORKS	Repairs & Maintenance D/W	3/24/2016	4,982.10	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	184.71	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	187.51	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	446.44	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	477.02	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	415.69	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	452.71	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	191.01	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	841.88	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	191.13	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	355.19	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	412.58	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	963.04	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	1,428.09	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	917.15	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	561.36	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	205.26	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	207.50	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	218.83	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	206.93	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	206.39	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	194.85	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	404.80	001	W	R
331446	AMERICAN AIR FILTER	Parts D/W	3/24/2016	187.51	001	W	R
331447	JEFFREY, TROY	Reimbursement for expenses for	3/24/2016	50.00	001	W	R
331448	HP PRODUCTS	CUSTODIAL SUPPLIES	3/24/2016	441.22	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	495.35	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	385.35	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	1,489.59	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	300.79	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	760.15	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	131.95	001	W	R
331449	CARMEN'S DISTRIBUTION SYSTEMS	CUSTODIAL SUPPLIES	3/24/2016	252.15	001	W	R
331450	UNISAN, LLC.	CUSTODIAL SUPPLIES	3/24/2016	95.15	001	W	R
331451	SCHILLING PROPANE SERVICE	CUSTODIAL SUPPLIES	3/24/2016	105.60	001	W	R
331452	DELAWARE COUNTY SHERIFF'S OFF.	DISTRICT PAYMENT FOR 5 SCHOOL	3/24/2016	20,516.00	001	W	R
331453	DEMCO	WS12227980 DEMCO PREMIUM BOOK	3/24/2016	13.38	001	W	R
331453	DEMCO	SUBJECT CLASSIFICATION LABEL	3/24/2016	38.28	001	W	R
331453	DEMCO	ALPHA LABELS	3/24/2016	5.49	001	W	R
331453	DEMCO	SHIPPING	3/24/2016	7.95	001	W	R
331454	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/24/2016	1,811.42	009	W	R
331454	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/24/2016	26.44	009	W	R
331454	DICK BLICK ART MATERIALS	ART SUPPLIES--PLEASE SEE	3/24/2016	61.50	009	W	R
331455	DUMBAUGH, TESS	Reimbursement for registration	3/24/2016	99.00	001	W	W
331456	EDUCATIONAL SERVICE CENTER	CENTRAL OHIO SUPERINTENDENTS'	3/24/2016	100.00	001	W	R
331457	FLOURISH INTEGRATED THERAPY	EDUCATIONAL SERVICES FOR IEP	3/24/2016	110.50	516	W	W
331457	FLOURISH INTEGRATED THERAPY	EDUCATIONAL SERVICES FOR IEP	3/24/2016	127.50	516	W	W
331458	FOLLETT SCHOOL SOLUTIONS, INC	Books, see attached	3/24/2016	665.27	001	W	R
331458	FOLLETT SCHOOL SOLUTIONS, INC	Books, see attached	3/24/2016	98.07	001	W	R
331458	FOLLETT SCHOOL SOLUTIONS, INC	Library book order	3/24/2016	167.64	001	W	R
331459	FRANK MILLER LUMBER	INDUSTRIAL TECH	3/24/2016	1,157.40	009	W	R
331460	FUN AND FUNCTION	SEE ATTACHED ORDER	3/24/2016	559.29	516	W	R
331461	FUNDAMENTALS	Dovey Coe Book	3/24/2016	626.22	009	W	R
331461	FUNDAMENTALS	Dovey Coe by	3/24/2016	670.95	009	W	R
331461	FUNDAMENTALS	Books, please see attached	3/24/2016	110.00	018	W	R
331461	FUNDAMENTALS	GIRLS OF SUMMER	3/24/2016	180.00	009	W	R
331461	FUNDAMENTALS	NO SUMMIT OUT OF SIGHT	3/24/2016	299.20	009	W	R
331461	FUNDAMENTALS	GET REAL	3/24/2016	795.20	009	W	R
331462	GUUITAR CENTER	See Attached Order	3/24/2016	789.68	001	W	W
331463	HAUGLAND LEARNING CENTER	EDUCATIONAL COSTS FOR W.	3/24/2016	5,000.00	516	W	R
331464	HENRY, BRAD	MILEAGE REIMBURSEMENT JAN-MAR	3/24/2016	152.82	001	W	R
331465	HOUGHTON MIFFLIN HARCOURT	ISBN 9780030405082 - HOLT KOMM	3/24/2016	120.00	001	W	R
331465	HOUGHTON MIFFLIN HARCOURT	ISBN 9780030797347- HOLT BIEN	3/24/2016	120.00	001	W	R
331465	HOUGHTON MIFFLIN HARCOURT	ISBN 9780030942815 - HOLT	3/24/2016	120.00	001	W	R
331466	LAKELAND HOLDINGS, LLC	FIELD TRIP EXPENSES	3/24/2016	583.00	200	W	R
331467	COLUMBUS CLAY AND	ART SUPPLIES	3/24/2016	2,670.94	009	W	R
331467	COLUMBUS CLAY AND	6 EACH T/B ELEMENTS FOR SKUTT	3/24/2016	859.00	001	W	R
331467	COLUMBUS CLAY AND		3/24/2016	860.00	001	W	R
331467	COLUMBUS CLAY AND	VELOCITY VL-WHISPER POTTER'S	3/24/2016	1,195.00	018	W	R
331467	COLUMBUS CLAY AND	SHIMPO POTTER'S WHEEL STOOL	3/24/2016	59.95	018	W	R
331467	COLUMBUS CLAY AND	SHIPPING	3/24/2016	35.00	018	W	R
331468	M-F ATHLETIC COMPANY	Replacement Net for Discus	3/24/2016	305.00	001	W	R

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331468	M-F ATHLETIC COMPANY	Replacement Net for Discus	3/24/2016	305.00	300	W	R
331469	MIDWEST LACROSSE	Girls Lacrosse Supplies	3/24/2016	28.00	300	W	R
331469	MIDWEST LACROSSE	Boys Lacrosse Supplies	3/24/2016	29.98	300	W	R
331470	CDW-G INC.	1192712 - EPSON PROJECTOR LAMP	3/24/2016	237.00	001	W	W
331470	CDW-G INC.	Foreign Language Teaching Aids	3/24/2016	79.00	001	W	W
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	88.50	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	166.50	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	186.00	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	186.00	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	157.00	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	99.00	300	W	R
331471	CAPITAL AWARDS, INC.	Winter Banquets 2015-16	3/24/2016	147.00	300	W	R
331471	CAPITAL AWARDS, INC.	ICE HOCKEY AWARDS	3/24/2016	100.00	300	W	R
331472	CENTURY BUSINESS PRODUCTS	Profinish dual side laminate	3/24/2016	772.65	001	W	R
331472	CENTURY BUSINESS PRODUCTS	Shipping & Handling	3/24/2016	65.00	001	W	R
331472	CENTURY BUSINESS PRODUCTS	6 rolls of B&W TTP poster	3/24/2016	755.30	001	W	R
331473	CHILDREN'S PLUS, INC.	Media Services New Books.	3/24/2016	957.81	001	W	R
331474	COLUMBUS COUNCIL ON WORLD AFF	Sponsorship for Awards	3/24/2016	250.00	001	W	W
331475	COLUMBUS CURLING CLUB, INC.	MD/CD COMMUNITY TRIP	3/24/2016	140.00	516	W	W
331476	CONNECTIVE PRODUCTS, LLC	materials for fabrication lab	3/24/2016	625.00	001	W	R
331477	BSN SPORTS	Hyatts and Liberty Middle	3/24/2016	392.00	300	W	R
331478	BACKGROUND BUREAU, INC	Background Checks; January -	3/24/2016	613.00	001	W	W
331479	BAKER & TAYLOR	Open PO for Baker and Taylor	3/24/2016	206.04	001	W	R
331480	Bindel, Amanda	Reimbursement for stools	3/24/2016	29.96	018	W	W
331481	BUCKLEY, TIFANIE	Reimbursement for registration	3/24/2016	165.00	001	W	R
331482	ATS SPORTS	Replacement Tennis Nets	3/24/2016	359.90	300	W	R
331482	ATS SPORTS	SHIPPING	3/24/2016	23.42	300	W	R
331483	AMAZON.COM	SHARPIE PERMANENT MARKERS FINE	3/24/2016	38.04	009	W	R
331483	AMAZON.COM	REPLACEMENT INK EPSON 277XL	3/24/2016	105.00	009	W	R
331483	AMAZON.COM	PRISMACOLOR PREMIER SOFT CORE	3/24/2016	79.58	009	W	R
331483	AMAZON.COM	EPSON PREMIUM PHOTO PAPER	3/24/2016	184.40	009	W	R
331483	AMAZON.COM	GILFORD GALERIE PRESTIGE	3/24/2016	64.95	009	W	R
331483	AMAZON.COM	SCANTRON ITEM 882-E 100	3/24/2016	130.47	001	W	R
331483	AMAZON.COM	100 QUESTION ITEM ANALYSIS	3/24/2016	18.00	001	W	R
331483	AMAZON.COM	DIAGNOSTIC AND STATISTICAL	3/24/2016	118.67	001	W	R
331483	AMAZON.COM	60" BLACK COTTON POLYESTER	3/24/2016	12.10	009	W	R
331483	AMAZON.COM	ACTIVA SCENIC SAND, DEEP BLACK	3/24/2016	72.90	009	W	R
331484	ANDERSON'S	APCE0053 ADELE (TIARA)	3/24/2016	19.99	200	W	R
331484	ANDERSON'S	APB35GGLG GOLD METALLIC CROWN	3/24/2016	35.99	200	W	R
331484	ANDERSON'S	GOLD SATIN SASHES: PROM COURT	3/24/2016	99.90	200	W	R
331484	ANDERSON'S	GOLD SATIN SASH: PROM QUEEN	3/24/2016	9.99	200	W	R
331484	ANDERSON'S	GOLD SATIN SASH: PROM KING	3/24/2016	9.99	200	W	R
331484	ANDERSON'S	SHIPPING	3/24/2016	29.99	200	W	R
331485	ASIST TRANSLATION SERVICES INC	Translation Services	3/24/2016	40.00	001	W	R
331485	ASIST TRANSLATION SERVICES INC	2/8/2016 @ 2:40 for David Park	3/24/2016	75.00	001	W	R
331486	AWARDSMITH	Plaques for athletic banquets	3/24/2016	1,017.50	300	W	R
331487	OHIO TESOL	REGISTRATION COSTS FOR DIANE	3/24/2016	610.00	516	W	W
331488	THIS WEEK NEWSPAPER	Winter 2016 newsletter	3/24/2016	2,180.80	001	W	R
331489	BUCKEYE FACILITATION INC.	Large Sterilized Owl Pellets	3/24/2016	82.50	009	W	W
331490	FERRIER, NORM	Reimbursement for finger	3/24/2016	50.00	001	W	W
331491	INDIAN SPRINGS PTO	DONATION FORM FLPP ACTIVITY	3/24/2016	285.00	300	W	W
331492	SLAVINSKI, JOHN	Consultant Fee (Pay \$625/month	3/24/2016	500.00	300	W	R
331493	MOUNT CARMEL HEALTH SYSTEM	Pool rental for Nov. 2015 -	3/24/2016	3,270.00	300	W	W
331493	MOUNT CARMEL HEALTH SYSTEM	Pool rental for Nov. 2015 -	3/24/2016	2,280.00	300	W	W
331494	OMEA	HS Large Group State - Out of	3/24/2016	460.00	001	W	W
331495	COLUMBIA GAS OF OHIO	Columbia Gas January to June	3/24/2016	363.27	001	W	R
331495	COLUMBIA GAS OF OHIO	East Bus Garage	3/24/2016	334.08	001	W	R
331495	COLUMBIA GAS OF OHIO	WRES	3/24/2016	598.02	001	W	R
331495	COLUMBIA GAS OF OHIO	SRES	3/24/2016	464.47	001	W	R
331495	COLUMBIA GAS OF OHIO	TRES	3/24/2016	393.67	001	W	R
331495	COLUMBIA GAS OF OHIO	ISES	3/24/2016	430.26	001	W	R
331495	COLUMBIA GAS OF OHIO	LTES	3/24/2016	485.73	001	W	R
331495	COLUMBIA GAS OF OHIO	JCES	3/24/2016	470.37	001	W	R
331495	COLUMBIA GAS OF OHIO	SMS	3/24/2016	1,666.77	001	W	R
331495	COLUMBIA GAS OF OHIO	OLMS	3/24/2016	878.73	001	W	R
331495	COLUMBIA GAS OF OHIO	OHMS	3/24/2016	1,047.35	001	W	R
331495	COLUMBIA GAS OF OHIO	OBMS	3/24/2016	988.35	001	W	R
331495	COLUMBIA GAS OF OHIO	OLHS	3/24/2016	1,468.91	001	W	R
331495	COLUMBIA GAS OF OHIO	Maintenance	3/24/2016	41.53	001	W	R
331495	COLUMBIA GAS OF OHIO	Food Service for above schools	3/24/2016	159.91	006	W	R
331496	SUBURBAN NATURAL GAS	Natural Gas Jan to June 2016	3/24/2016	268.07	001	W	R
331496	SUBURBAN NATURAL GAS	Alum Creek	3/24/2016	2,257.92	001	W	R
331496	SUBURBAN NATURAL GAS	Arrowhead Elementary	3/24/2016	2,858.10	001	W	R
331496	SUBURBAN NATURAL GAS	Oak Creek	3/24/2016	2,067.23	001	W	R
331496	SUBURBAN NATURAL GAS	Walnut Creek	3/24/2016	1,782.40	001	W	R
331496	SUBURBAN NATURAL GAS	Glen Oak Elementary	3/24/2016	1,716.56	001	W	R
331496	SUBURBAN NATURAL GAS	Olentangy Meadows	3/24/2016	2,235.66	001	W	R
331496	SUBURBAN NATURAL GAS	Heritage	3/24/2016	2,102.45	001	W	R
331496	SUBURBAN NATURAL GAS	Orange Middle	3/24/2016	4,910.69	001	W	R

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331496	SUBURBAN NATURAL GAS	Olentangy High School	3/24/2016	9,084.12	001	W	R
331496	SUBURBAN NATURAL GAS	Orange High School	3/24/2016	7,813.27	001	W	R
331496	SUBURBAN NATURAL GAS	Food Service Above Buildings	3/24/2016	856.98	006	W	R
331497	Baldwin Wallace University	Registration for contest	3/24/2016	80.00	001	W	R
331498	CC Education, LLC	Registrations for conference	3/24/2016	799.96	001	W	W
331501	ALL-LINES LEASING	SCRUBBERS	3/29/2016	2,972.83	001	W	W
331502	DELAWARE GAZETTE	Classified Advertising	3/29/2016	141.78	001	W	W
331502	DELAWARE GAZETTE	Classified Advertising	3/29/2016	146.55	001	W	W
331503	KERN, BRIAN	TREASURER'S OFFICE MILEAGE	3/29/2016	279.72	001	W	W
331504	DISCOUNT SCHOOL SUPPLY	TEACHING AIDS PER ATTACHED	3/29/2016	187.73	401	W	W
331505	WILLOWTREE EDUC. SERVICES	student services- tutoring	3/29/2016	1,887.77	401	W	W
331506	COLUMBUS SPEECH AND HEARING	Speech Services	3/29/2016	1,075.00	401	W	W
331507	MACMILLAN/MCGRAW HILL	1st Grade Smart Start Activity	3/29/2016	11.70	401	W	W
331507	MACMILLAN/MCGRAW HILL	2nd Grade Spelling	3/29/2016	22.05	401	W	W
331507	MACMILLAN/MCGRAW HILL	2nd Grade Practice Book	3/29/2016	35.55	401	W	W
331507	MACMILLAN/MCGRAW HILL	2nd Grade Grammar Workbook	3/29/2016	22.05	401	W	W
331507	MACMILLAN/MCGRAW HILL	3rd Grade Grammar Workbook	3/29/2016	92.79	401	W	W
331507	MACMILLAN/MCGRAW HILL	Shipping	3/29/2016	30.62	401	W	W
331508	AMERICAN CANCER SOCIETY	Charity Jeans Donation	3/29/2016	800.00	007	W	W
331509	RONALD MCDONALD HOUSE	Charity Jeans Donation	3/29/2016	800.00	007	W	W
331510	AUTISM SPEAKS, INC.	Charity Jeans Donation	3/29/2016	800.00	007	W	W
331511	ELK PROMOTIONS, INC	Retirement clocks and name	3/29/2016	420.00	001	W	W
331512	MCKNIGHT, SELENA	MILEAGE REIMBURSEMENT JAN-MAR	3/29/2016	39.42	001	W	W
331513	ROBERTS, MEGHAN	MILEAGE REIMBURSEMENT JAN-MAR	3/29/2016	22.95	001	W	W
331514	SLOCUM, JESSICA	MILEAGE REIMBURSEMENT JAN-MAR	3/29/2016	426.17	001	W	W
331515	WATERWASH, RON	OPEN MILEAGE FOR FEB-MAY	3/29/2016	55.36	001	W	W
331516	BUCKLEY, TIFANIE	CERTIFIED MILEAGE (TRAVELING	3/29/2016	47.74	001	W	W
331517	SNYDER, BETHANY	CERTIFIED MILEAGE (TRAVELING	3/29/2016	32.69	001	W	W
331518	WEAKLEY, SUNDAY	CERTIFIED MILEAGE (TRAVELING	3/29/2016	50.22	001	W	W
331519	ANDREWS, SUSAN	CERTIFIED MILEAGE (TRAVELING	3/29/2016	146.77	001	W	W
331520	PRESTON, LAURIE	CERTIFIED MILEAGE (TRAVELING	3/29/2016	82.08	001	W	W
331521	NAVEAU, MIKE	MILEAGE REIMBURSEMENT JAN-MAR	3/29/2016	3.24	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Natural Gas Jan to June 2016	3/29/2016	621.22	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	East Bus Garage	3/29/2016	546.62	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Wyandot Run	3/29/2016	1,226.79	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Scioto Ridge	3/29/2016	888.96	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Tyler Run	3/29/2016	708.07	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Indian Springs	3/29/2016	801.41	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Liberty Tree	3/29/2016	942.81	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Johnnycake Corners	3/29/2016	903.87	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Shanahan Middle	3/29/2016	3,795.87	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Liberty Middle	3/29/2016	1,940.27	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Hyatts Middle	3/29/2016	2,370.95	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Berkshire Middle	3/29/2016	2,220.44	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Liberty High School	3/29/2016	3,447.35	001	W	W
331522	DIRECT ENERGY MARKETING, INC.	Food Services above buildings	3/29/2016	334.59	006	W	W
331522	DIRECT ENERGY MARKETING, INC.	Maintenance	3/29/2016	117.88	001	W	W
331523	DEL-CO WATER CO	West Bus Garage	3/29/2016	11.70	001	W	W
331523	DEL-CO WATER CO	Alum Creek	3/29/2016	331.28	001	W	W
331523	DEL-CO WATER CO	Arrowhead Elementary	3/29/2016	326.12	001	W	W
331523	DEL-CO WATER CO	Oak Creek	3/29/2016	417.25	001	W	W
331523	DEL-CO WATER CO	Walnut Creek	3/29/2016	524.93	001	W	W
331523	DEL-CO WATER CO	Glen Oak	3/29/2016	534.99	001	W	W
331523	DEL-CO WATER CO	Johnnycake Corners	3/29/2016	488.84	001	W	W
331523	DEL-CO WATER CO	Freedom Trail	3/29/2016	423.16	001	W	W
331523	DEL-CO WATER CO	Cheshire Elementary	3/29/2016	536.77	001	W	W
331523	DEL-CO WATER CO	Heritage Elementary	3/29/2016	413.10	001	W	W
331523	DEL-CO WATER CO	Shanahan Middle	3/29/2016	908.75	001	W	W
331523	DEL-CO WATER CO	Orange Middle	3/29/2016	772.27	001	W	W
331523	DEL-CO WATER CO	Berkshire Middle	3/29/2016	881.79	001	W	W
331523	DEL-CO WATER CO	Olentangy High School	3/29/2016	1,718.01	001	W	W
331523	DEL-CO WATER CO	Orange High School	3/29/2016	1,585.88	001	W	W
331523	DEL-CO WATER CO	Olentangy Academy	3/29/2016	51.10	001	W	W
331523	DEL-CO WATER CO	Food Services D/W	3/29/2016	205.51	006	W	W
331524	AMERICAN ELECTRIC POWER	Heritage	3/29/2016	3,970.61	001	W	W
331524	AMERICAN ELECTRIC POWER	Olentangy Academy	3/29/2016	4,579.55	001	W	W
331524	AMERICAN ELECTRIC POWER	Food Service D/W	3/29/2016	122.80	006	W	W
331525	SUBURBAN NATURAL GAS	Freedom Trail	3/29/2016	1,759.44	001	W	W
331525	SUBURBAN NATURAL GAS	Cheshire	3/29/2016	1,844.42	001	W	W
331525	SUBURBAN NATURAL GAS	Food Service Above Buildings	3/29/2016	111.46	006	W	W
331526	XO Communications Services	DISTRICT WIDE PHONE SERVICES	3/29/2016	1,344.97	001	W	W
331526	XO Communications Services	DISTRICT WIDE PHONE SERVICES	3/29/2016	1,450.52	001	W	W
331527	LEARNING A-Z	Reading A-Z.com Subscription -	3/29/2016	109.95	001	W	W
331528	LIFE SERVERS INC.	#11101-00016 replacement	3/29/2016	110.00	001	W	W
331529	LOFT VIOLIN SHOP	End Pin Screw	3/29/2016	10.00	001	W	W
331529	LOFT VIOLIN SHOP	Reset Neck	3/29/2016	100.00	001	W	W
331529	LOFT VIOLIN SHOP	Add Bridge Adjusters to	3/29/2016	65.00	001	W	W
331529	LOFT VIOLIN SHOP	Repairs on a broken bass.Quote	3/29/2016	-	001	W	W
331529	LOFT VIOLIN SHOP	MUSIC - Repairs	3/29/2016	1,000.00	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT
CHECK REGISTER DETAIL
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Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
331529	LOFT VIOLIN SHOP	Cello and Bass Bow Repair	3/29/2016	800.00	001	W	W
331529	LOFT VIOLIN SHOP	MUSIC-TEACHING AIDS	3/29/2016	100.00	001	W	W
331529	LOFT VIOLIN SHOP	Cello and Bass Strings	3/29/2016	1,000.00	001	W	W
331530	MT BUSINESS TECHNOLOGIES, INC.	STAPLE REFILL TYPE K	3/29/2016	136.00	001	W	W
331530	MT BUSINESS TECHNOLOGIES, INC.	TYPE M STAPLES-CARTRIDGES	3/29/2016	367.71	001	W	W
331530	MT BUSINESS TECHNOLOGIES, INC.	SHIPPING	3/29/2016	-	001	W	W
331531	MAREDY CANDY COMPANY	CAT. # 1203 LARGE SOUR LIPS	3/29/2016	342.00	200	W	W
331531	MAREDY CANDY COMPANY	CAT. # 1110 - LARGE SWEET	3/29/2016	342.00	200	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	39.50	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	127.00	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	46.70	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	255.15	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	101.00	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	123.00	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	112.50	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	12.00	001	W	W
331532	MUSIC & ARTS	Band Instrument Repairs and	3/29/2016	97.90	001	W	W
331533	White, Jennifer	State Swimming	3/29/2016	145.13	300	W	W
331534	M-F ATHLETIC COMPANY	Item #4453 First Place Cast	3/29/2016	19.00	300	W	W
331534	M-F ATHLETIC COMPANY	Item #9406 First Place steel	3/29/2016	144.00	300	W	W
331534	M-F ATHLETIC COMPANY	Shipping & handling	3/29/2016	16.95	300	W	W
331535	MINUTEMAN PRESS	NEWSPAPER PRINTING THROUGH MAY	3/29/2016	556.59	200	W	W
331536	NASCO	ECONO-BLUE NITRILE GLOVES	3/29/2016	104.64	009	W	W
331536	NASCO	ECONO-BLUE NITRIL OLVES -- MED	3/29/2016	104.64	009	W	W
331536	NASCO	ECONO-BLUE NITRILE GOLVES--XL	3/29/2016	87.20	009	W	W
331536	NASCO	DISCOUNT	3/29/2016	-	009	W	W
331537	NAVIANCE, INC.	Naviance web-based training,	3/29/2016	800.00	590	W	W
331538	NEFF COMPANY	Banners for main gym	3/29/2016	312.84	300	W	W
331538	NEFF COMPANY	2015-16 OCC Championship	3/29/2016	71.12	300	W	W
331539	OLENTANGY FOOD SERVICE	CO Workroom paper products,	3/29/2016	30.49	007	W	W
331539	OLENTANGY FOOD SERVICE	BREAKFAST FOR BOARD OD	3/29/2016	91.00	001	W	W
331540	ONDRUS, MELANY	Expenses reimbursement for the	3/29/2016	32.82	590	W	W
331541	Popular Subscription Service	Periodical Renewals	3/29/2016	275.00	001	W	W
331542	PORTA KLEEN	Portable toilet rental @	3/29/2016	80.00	300	W	W
331542	PORTA KLEEN	Portable toilet rental @	3/29/2016	80.00	300	W	W
331542	PORTA KLEEN	Portable toilet rental @	3/29/2016	120.00	300	W	W
331543	PRODIGY STUDENT TRAVEL	TRIP SCHOLARSHIP	3/29/2016	599.00	018	W	W
331543	PRODIGY STUDENT TRAVEL	ADDITIONAL FOOD MONEY FOR	3/29/2016	6,600.00	200	W	W
331544	Proforma Graphic Services	PSEPRZ-G (CHECKS)	3/29/2016	309.90	001	W	W
331544	Proforma Graphic Services	PSEMPZ (PURCHASE ORDERS)	3/29/2016	197.80	001	W	W
331544	Proforma Graphic Services	SHIPPING	3/29/2016	85.35	001	W	W
331545	REALLY GOOD STUFF	Title I Family / Community	3/29/2016	13.98	572	W	W
331545	REALLY GOOD STUFF	Title I Family / Community	3/29/2016	326.14	572	W	W
331546	REID, MARY	Expenses reimbursement for the	3/29/2016	31.14	590	W	W
331547	SCHOOL HEALTH SUPPLY	Clinic Supplies	3/29/2016	36.66	001	W	W
331548	SCHOOL MART	TI-30X-115-BK SCIENTIFIC	3/29/2016	332.30	001	W	W
331549	SCHOOL PRIDE	Banner, Backdrop & Table Throw	3/29/2016	1,707.40	001	W	W
331550	STANTON'S SHEET MUSIC	6th Band Student Books - WW	3/29/2016	840.00	009	W	W
331550	STANTON'S SHEET MUSIC	6th Band Student Books -	3/29/2016	225.00	009	W	W
331550	STANTON'S SHEET MUSIC	7th Band Student Books - WW	3/29/2016	536.00	009	W	W
331550	STANTON'S SHEET MUSIC	7th Band Student Books -	3/29/2016	165.00	009	W	W
331550	STANTON'S SHEET MUSIC	8th Band Student Books - WW	3/29/2016	424.00	009	W	W
331550	STANTON'S SHEET MUSIC	8th Band Student Books -	3/29/2016	164.40	009	W	W
331551	Sterling Paper Co.	Copy paper for Central Office	3/29/2016	686.00	001	W	W
331551	Sterling Paper Co.	Copy paper for Central Office	3/29/2016	84.38	001	W	W
331551	Sterling Paper Co.	SCHOOL055235 8 1/2 X 11 WHITE	3/29/2016	1,126.60	001	W	W
331551	Sterling Paper Co.	PROCESSING FEE	3/29/2016	6.00	001	W	W
331551	Sterling Paper Co.	BOTTLE ROCKET BLUE PAPER	3/29/2016	23.94	001	W	W
331551	Sterling Paper Co.	CRACKLING CANARY	3/29/2016	11.97	001	W	W
331551	Sterling Paper Co.	LIGHTING GREEN	3/29/2016	13.18	001	W	W
331551	Sterling Paper Co.	SHIPPING	3/29/2016	6.00	001	W	W
331551	Sterling Paper Co.	8.5x11 white paper	3/29/2016	923.00	018	W	W
331552	TRISTAR TRANSPORTATION	Transportation services for	3/29/2016	10,107.00	001	W	W
331553	W.T. COX SUBSCRIPTIONS	Please see the attached	3/29/2016	126.94	001	W	W
331554	WARD'S SCIENCE	2015-16 SCIENCE OLYMPIAD	3/29/2016	361.95	200	W	W
331554	WARD'S SCIENCE	2015-16 SCIENCE OLYMPIAD	3/29/2016	102.25	200	W	W
331554	WARD'S SCIENCE	READING GLASS MAGNIFIERS	3/29/2016	7.20	200	W	W
331554	WARD'S SCIENCE	READING GLASS MAGNIFIERS	3/29/2016	21.60	200	W	W
331555	STANDERWICK, TARN	PIANO ACCOMPANIMENT SERVICES	3/29/2016	200.00	001	W	W
331556	SCHOOL SPECIALTY, INC.	Classroom supplies, see	3/29/2016	126.28	001	W	W
331556	SCHOOL SPECIALTY, INC.	Classroom supplies, see	3/29/2016	18.42	001	W	W
331556	SCHOOL SPECIALTY, INC.	LIBRARY supplies - see	3/29/2016	60.69	001	W	W
331556	SCHOOL SPECIALTY, INC.	059178 Vis-a-vis fine tip, 8	3/29/2016	10.91	001	W	W
331556	SCHOOL SPECIALTY, INC.	418801 Flip Chart Marker, 8 pk	3/29/2016	8.18	001	W	W
331556	SCHOOL SPECIALTY, INC.	1375273 tape, packing 2/refill	3/29/2016	9.54	001	W	W
331556	SCHOOL SPECIALTY, INC.	Play money for 2nd grade -	3/29/2016	21.11	001	W	W
331556	SCHOOL SPECIALTY, INC.	CC Lang Arts, 4 Today workbook	3/29/2016	8.70	018	W	W
331556	SCHOOL SPECIALTY, INC.	Spectrum Science Test Practice	3/29/2016	9.09	018	W	W
331556	SCHOOL SPECIALTY, INC.	Book Rainbow Brights White	3/29/2016	50.49	018	W	W

OLENTANGY LOCAL SCHOOL DISTRICT
CHECK REGISTER DETAIL
MARCH 2016

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
331556	SCHOOL SPECIALTY, INC.	Bookmark Happy Birthday 387253	3/29/2016	10.71	018	W	W
331556	SCHOOL SPECIALTY, INC.	Postcards school year pack	3/29/2016	20.27	018	W	W
331556	SCHOOL SPECIALTY, INC.	Battery Industrial Alkaline D	3/29/2016	15.59	018	W	W
331556	SCHOOL SPECIALTY, INC.	Markers Dry Erase new style	3/29/2016	17.80	018	W	W
331556	SCHOOL SPECIALTY, INC.	Book Singapore math challenge	3/29/2016	12.93	018	W	W
331556	SCHOOL SPECIALTY, INC.	Book Gr 4 Standards-based	3/29/2016	12.34	018	W	W
331556	SCHOOL SPECIALTY, INC.	Book weekly phonics and word	3/29/2016	16.50	018	W	W
331556	SCHOOL SPECIALTY, INC.	Bk W/CD LVLD Texts for classic	3/29/2016	34.70	018	W	W
331557	STAPLES ADVANTAGE	ART SUPPLIES--PLEASE SEE	3/29/2016	179.99	009	W	W
331557	STAPLES ADVANTAGE	ART SUPPLIES--PLEASE SEE	3/29/2016	941.94	009	W	W
331557	STAPLES ADVANTAGE	Office Supplies for Central	3/29/2016	280.59	001	W	W
331557	STAPLES ADVANTAGE	Supplies per attached sheet	3/29/2016	61.38	001	W	W
331557	STAPLES ADVANTAGE	SEE ATTACHED FOR SCIENCE	3/29/2016	165.11	001	W	W
331557	STAPLES ADVANTAGE	SEE ATTACHED FOR SCIENCE	3/29/2016	9.30	001	W	W
331557	STAPLES ADVANTAGE	STUDENT SUPPLIES	3/29/2016	576.81	009	W	W
331557	STAPLES ADVANTAGE	Office and related supplies	3/29/2016	148.79	001	W	W
331557	STAPLES ADVANTAGE	Office and related supplies	3/29/2016	165.63	001	W	W
331557	STAPLES ADVANTAGE	Office and related supplies	3/29/2016	8.38	001	W	W
331557	STAPLES ADVANTAGE	Office and related supplies	3/29/2016	8.89	001	W	W
331557	STAPLES ADVANTAGE	General Office Supplies	3/29/2016	430.86	001	W	W
331557	STAPLES ADVANTAGE	General Office Supplies	3/29/2016	367.91	001	W	W
331557	STAPLES ADVANTAGE	Teaching Aids and Supplies	3/29/2016	15.58	001	W	W
331557	STAPLES ADVANTAGE	Teaching Aids and Supplies	3/29/2016	783.03	001	W	W
331557	STAPLES ADVANTAGE	Title I Supplies - AES	3/29/2016	179.24	572	W	W
331557	STAPLES ADVANTAGE	Title I Supplies - AES	3/29/2016	122.59	572	W	W
331557	STAPLES ADVANTAGE	Please see attached order	3/29/2016	96.12	001	W	W
331557	STAPLES ADVANTAGE	GBC Nap 1, 1" core film roll	3/29/2016	425.94	001	W	W
331558	OMEA	STATE CHOIR	3/29/2016	220.00	001	W	W
331559	WORK HEALTH	Drug testing and physicals for	3/29/2016	1,328.00	001	W	W
331559	WORK HEALTH	Drug testing and physicals for	3/29/2016	426.00	001	W	W
331560	DOBNEY, RACHEL	CERTIFIED MILEAGE (TRAVELING	3/29/2016	34.26	001	W	W
331561	BRICKER & ECKLER LLP	ADDL. AMOUNT	3/30/2016	3,802.50	001	W	W
331562	ABILITY MATTERS	EDUCATIONAL COSTS FOR 15-16	3/30/2016	10,223.21	516	W	W
331563	DICK BLICK ART MATERIALS	Student Fees - Art	3/30/2016	585.38	009	W	W
331563	DICK BLICK ART MATERIALS	Student Fees - Art	3/30/2016	21.00	009	W	W
331563	DICK BLICK ART MATERIALS	Student Fees - Art	3/30/2016	101.59	009	W	W
331563	DICK BLICK ART MATERIALS	Student Fees - Art	3/30/2016	73.62	009	W	W
331563	DICK BLICK ART MATERIALS	Student Fees - Art	3/30/2016	716.83	009	W	W
331564	POSTAGE BY PHONE RESERVE ACCT.	To refill postage.	3/30/2016	188.00	001	W	W
331565	Baldwin Wallace University	Northeast Ohio Teacher	3/31/2016	225.00	001	W	W
331566	LIFETIME HOME HEALTH CARE, INC	EDUCATIONAL COSTS FOR 2 IEP	3/31/2016	1,230.00	516	W	W
331566	LIFETIME HOME HEALTH CARE, INC	EDUCATIONAL COSTS FOR 2 IEP	3/31/2016	982.50	516	W	W
331566	LIFETIME HOME HEALTH CARE, INC	EDUCATIONAL COSTS FOR 2 IEP	3/31/2016	1,185.00	516	W	W
				<u>2,110,644.98</u>	Total		

Memo Checks:

Purchase Card (PNC)	186,007.77
Foundation	444,583.22
Insurance	150,535.28
Workers' Comp	5,720.61
Moneris/AMEX (Online Pmnt Fees)	10,887.38
Payroll	2,689,349.15
Bonds Payable	-
HSA Funding	600.00
Sales Tax (School Stores)	-
STRS	1,079,342.00
Self-Insurance	2,795,463.81
Payroll	9,960,030.32
Reduction of Expenditures	(9,317.10)
Fund to Fund Transfers	-
Checks voided from prior month	(3,846.62)

19,420,000.80 Total
19,420,000.80 Per Financial Detail
- Variance

OLENTANGY LOCAL SCHOOL DISTRICT
APPROPRIATION ACCOUNT SUMMARY
MARCH 2016

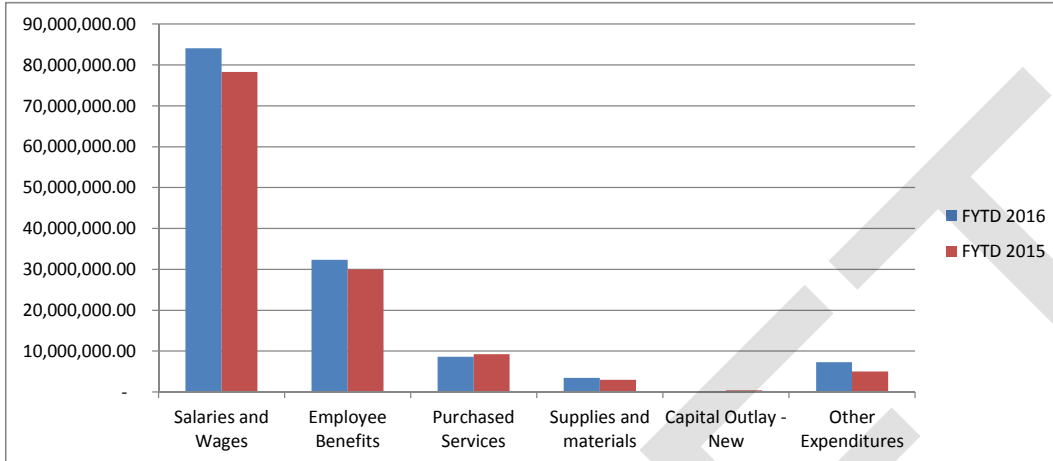
Object	Object Description Encumbrances	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
GENERAL FUND 001									
1100 REGULAR INSTRUCTION									
100	Salaries and Wages	67,196,907.00	-	67,196,907.00	50,301,529.78	5,628,926.05	-	16,895,377.22	74.86%
200	Employee Benefits	24,360,125.68	9,615.00	24,369,740.68	18,177,581.71	2,094,870.22	11,460.00	6,180,698.97	74.64%
400	Purchased Services	5,752,052.21	28,815.40	5,780,867.61	3,269,541.89	555,111.57	1,927,640.61	583,685.11	89.90%
500	Supplies and materials	1,906,534.00	34,343.08	1,940,877.08	901,715.57	63,146.82	225,549.11	813,612.40	58.08%
600	Capital Outlay - New	350.00	-	350.00	341.97	-	-	8.03	97.71%
800	Other Expenditures	81,755.00	-	81,755.00	39,711.36	9,275.81	69,562.74	(27,519.10)	133.66%
1200 SPECIAL INSTRUCTION									
100	Salaries and Wages	14,942,101.00	-	14,942,101.00	10,817,434.74	1,220,722.26	-	4,124,666.26	72.40%
200	Employee Benefits	5,976,531.00	-	5,976,531.00	4,131,870.20	477,187.17	-	1,844,660.80	69.13%
400	Purchased Services	428,352.00	18,581.42	446,933.42	215,481.55	120.00	28,995.83	202,456.04	54.70%
500	Supplies and materials	57,982.67	2,043.69	60,026.36	31,572.21	3,540.36	13,527.47	14,926.68	75.13%
800	Other Expenditures	5,709,201.00	563,627.97	6,272,828.97	4,500,254.27	594,288.58	1,768,696.14	3,878.56	99.94%
1300 VOCATIONAL INSTRUCTION									
100	Salaries and Wages	776,135.00	-	776,135.00	640,727.22	71,905.02	-	135,407.78	82.55%
200	Employee Benefits	293,505.00	-	293,505.00	226,799.14	26,299.85	-	66,705.86	77.27%
400	Purchased Services	2,600.00	-	2,600.00	606.04	-	183.60	1,810.36	30.37%
500	Supplies and materials	3,937.50	-	3,937.50	2,040.93	72.30	1,220.00	676.57	82.82%
2100 SUPPORT SERVICES									
100	Salaries and Wages	4,243,372.00	-	4,243,372.00	3,241,859.16	354,170.57	-	1,001,512.84	76.40%
200	Employee Benefits	1,507,569.00	-	1,507,569.00	1,144,431.58	125,775.45	-	363,137.42	75.91%
400	Purchased Services	404,250.00	66,380.74	470,630.74	263,342.28	22,291.56	128,873.84	78,414.62	83.34%
500	Supplies and materials	36,139.14	2,198.38	38,337.52	24,645.79	1,992.87	7,249.91	6,441.82	83.20%
600	Capital Outlay - New	13,766.61	-	13,766.61	2,748.73	354.58	1,482.00	9,535.88	30.73%
800	Other Expenditures	123,320.00	-	123,320.00	79,117.18	10,290.48	385.00	43,817.82	64.47%
2200 EDUCATIONAL MEDIA SERVICES									
100	Salaries and Wages	2,909,333.00	-	2,909,333.00	2,152,971.16	217,111.38	-	756,361.84	74.00%
200	Employee Benefits	1,080,242.00	-	1,080,242.00	795,012.62	86,635.85	-	285,229.38	73.60%
400	Purchased Services	420,979.20	41,815.34	462,794.54	107,854.99	15,600.44	157,325.62	197,613.93	57.30%
500	Supplies and materials	190,633.53	25,144.57	215,778.10	125,961.34	8,700.88	43,334.32	46,482.44	78.46%
600	Capital Outlay - New	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
800	Other Expenditures	2,325.00	-	2,325.00	1,717.00	275.00	450.00	158.00	93.20%
2300 SUPPORT SERVICES - BOARD OF EDUCATION									
100	Salaries and Wages	15,000.00	-	15,000.00	11,120.00	1,125.00	-	3,880.00	74.13%
200	Employee Benefits	5,656.00	-	5,656.00	2,695.54	437.07	-	2,960.46	47.66%
400	Purchased Services	959,500.00	116,383.47	1,075,883.47	648,549.06	89,379.48	266,187.85	161,146.56	85.02%
800	Other Expenditures	182,139.00	305.00	182,444.00	143,754.88	25,917.75	13,203.86	25,485.26	86.03%
2400 SUPPORT SERVICES - ADMINISTRATION									
100	Salaries and Wages	5,916,554.00	-	5,916,554.00	4,784,817.77	502,656.96	52,769.27	1,078,966.96	81.76%
200	Employee Benefits	3,027,971.00	-	3,027,971.00	2,286,255.21	248,804.48	-	741,715.79	75.50%
400	Purchased Services	103,032.00	7,937.95	110,969.95	64,854.31	2,099.78	19,306.66	26,808.98	75.84%
500	Supplies and materials	35,723.80	2,557.50	38,281.30	20,850.72	1,216.81	7,403.18	10,027.40	73.81%
800	Other Expenditures	4,300.00	-	4,300.00	-	-	4,300.00	-	100.00%
		28,100.00	3,307.50	31,407.50	22,707.18	447.00	428.30	8,272.02	73.66%
2500 FISCAL SERVICES									
100	Salaries and Wages	635,671.00	-	635,671.00	493,016.87	55,276.24	-	142,654.13	77.56%
200	Employee Benefits	261,998.00	-	261,998.00	206,840.57	23,634.88	-	55,157.43	78.95%
400	Purchased Services	105,050.00	63,381.83	168,431.83	73,402.14	2,278.62	59,506.25	35,523.44	78.91%
500	Supplies and materials	7,550.00	152.75	7,702.75	4,367.92	724.82	2,147.50	1,187.33	84.59%
800	Other Expenditures	2,384,000.00	195.00	2,384,195.00	2,250,820.68	9,122.52	65,507.20	67,867.12	97.15%

OLENTANGY LOCAL SCHOOL DISTRICT
APPROPRIATION ACCOUNT SUMMARY
MARCH 2016

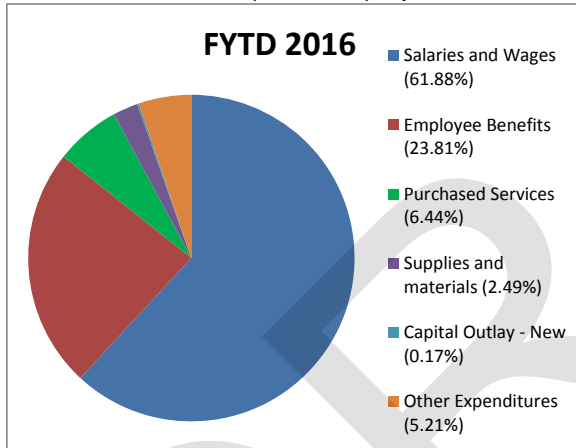
Object	Object Description	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
2600 SUPPORT SERVICES - BUSINESS									
100	Salaries and Wages	392,051.00	-	392,051.00	254,190.40	29,171.46	-	137,860.60	64.84%
200	Employee Benefits	186,020.00	-	186,020.00	121,366.71	14,326.03	-	64,653.29	65.24%
400	Purchased Services	55,000.00	311.02	55,311.02	27,673.54	605.55	24,189.76	3,447.72	93.77%
500	Supplies and materials	6,700.00	55.00	6,755.00	3,110.40	207.86	-	3,644.60	46.05%
800	Other Expenditures	1,385.00	-	1,385.00	1,363.00	95.00	-	22.00	98.41%
2700 OPERATION AND MAINTENANCE OF PLANT SERVICES									
100	Salaries and Wages	6,029,437.00	-	6,029,437.00	4,475,068.25	523,841.29	-	1,554,368.75	74.22%
200	Employee Benefits	2,847,554.00	-	2,847,554.00	2,082,320.42	229,500.63	-	765,233.58	73.13%
400	Purchased Services	4,680,800.00	323,102.22	5,003,902.22	3,257,985.92	426,912.32	1,702,265.66	43,650.64	99.13%
500	Supplies and materials	1,384,000.00	85,850.95	1,469,850.95	961,557.53	89,024.06	107,659.54	400,633.88	72.74%
600	Capital Outlay - New	250,000.00	1,096.22	251,096.22	210,200.70	59.00	16,390.89	24,504.63	90.24%
800	Other Expenditures	17,300.00	1,455.50	18,755.50	10,174.50	1,536.25	1,251.50	7,329.50	60.92%
2800 SUPPORT SERVICES - PUPIL TRANSPORTATION									
100	Salaries and Wages	4,855,280.00	-	4,855,280.00	3,678,400.54	427,423.87	-	1,176,879.46	75.76%
200	Employee Benefits	2,882,506.00	(657.72)	2,881,848.28	2,085,705.50	235,630.36	(657.72)	796,800.50	72.35%
400	Purchased Services	493,161.00	95,558.60	588,719.60	344,398.45	51,229.01	82,730.93	161,590.22	72.55%
500	Supplies and materials	1,596,650.00	108,679.52	1,705,329.52	709,754.55	87,316.39	192,990.46	802,584.51	52.94%
600	Capital Outlay - New	24,000.00	2,119.43	26,119.43	12,732.82	338.00	6,864.68	6,521.93	75.03%
800	Other Expenditures	100.00	-	100.00	100.00	-	-	-	100.00%
2900 SUPPORT SERVICES - CENTRAL									
100	Salaries and Wages	1,773,351.00	-	1,773,351.00	1,407,657.45	152,365.05	-	365,693.55	79.38%
200	Employee Benefits	828,748.00	-	828,748.00	619,573.16	68,600.45	-	209,174.84	74.76%
400	Purchased Services	679,792.36	7,029.16	686,821.52	387,790.47	34,636.61	105,272.04	193,759.01	71.79%
500	Supplies and materials	723,972.30	9,387.71	733,360.01	602,830.80	5,590.12	30,646.24	99,882.97	86.38%
600	Support Services Central	-	3,000.00	3,000.00	1,449.99	-	-	1,550.01	48.33%
800	Other Expenditures	2,410.00	-	2,410.00	1,800.00	-	450.00	160.00	93.36%
4100 ACADEMIC ORIENTED ACTIVITIES									
100	Salaries and Wages	612,202.00	-	612,202.00	321,843.96	67,281.58	-	290,358.04	52.57%
200	Employee Benefits	101,256.00	-	101,256.00	58,627.70	2,448.66	-	42,628.30	57.90%
400	Forensics - Purchased Services	-	-	-	-	-	-	-	0.00%
4500 SPORT ORIENTED ACTIVITIES									
100	Salaries and Wages	2,196,124.00	-	2,196,124.00	1,519,402.91	464,942.33	-	676,721.09	69.19%
200	Employee Benefits	525,740.00	-	525,740.00	412,490.08	31,353.12	-	113,249.92	78.46%
400	Purchased Services	124,000.00	32,412.00	156,412.00	84,210.55	6,060.00	47,570.02	24,631.43	84.25%
800	Other Expenditures	15,000.00	-	15,000.00	10,907.00	-	8,621.00	(4,528.00)	130.19%
5100 SITE ACQUISITION SERVICES									
800	Other Expenditures	30,000.00	-	30,000.00	21,836.00	-	-	8,164.00	72.79%
5900 OTHER FACILITIES ACQUISITION AND CONSTRUCTION SERVICES									
100	Salaries and Wages	-	-	-	-	-	-	-	0.00%
200	Employee Benefits	-	-	-	-	-	-	-	0.00%
400	Purchased Services	-	-	-	-	-	-	-	0.00%
500	Supplies and materials	-	-	-	-	-	-	-	0.00%
600	Capital Outlay - New	-	-	-	-	-	-	-	0.00%
800	Other Expenditures	-	-	-	-	-	-	-	0.00%
7100 CONTINGENCIES									
900	Other Uses	-	-	-	-	-	-	-	0.00%
TOTAL FUND 001		\$ 185,407,783.00	\$ 1,656,186.20	\$ 187,063,969.20	\$ 135,897,446.56	\$ 15,502,281.48	\$ 7,202,941.26	\$ 43,963,581.38	
Per APPSUm		185,407,783.00	1,656,186.20	187,063,969.20	135,897,446.56	15,502,281.48	7,202,941.26	43,963,581.38	
		-	-	-	-	-	-	-	

OLENTANGY LOCAL SCHOOL DISTRICT
COMPARATIVE CHARTS
MARCH 2016

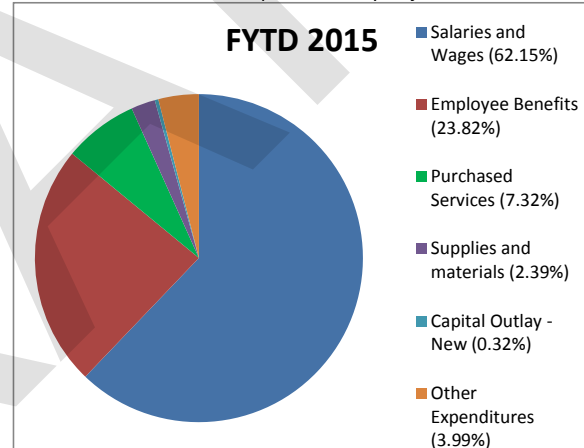
General Fund Actual Expenditures by Object (FYTD 2016/FYTD 2015)



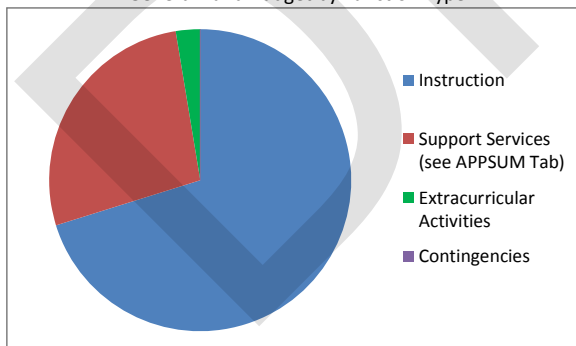
General Fund Actual Expenditures by Object - FYTD 2016



General Fund Actual Expenditures by Object - FYTD 2015



General Fund Budget by Function Type



Appropriations Adjustments

Fund	4/28/2016 Adjustments	Explanation:
018 - Public School Support	\$ 27,700.00	Fundraisers/Donations
200 - Student Activity	\$ 17,049.55	New Activities/Fundraisers
300 - Athletics	\$ 6,000.00	Athletic Events/Equipment
466 - Straight A	\$ 29,250.00	Grant allocation
551 - Limited Eng Prof	\$ 5,831.20	Additional ODE allocation
572 - Title I	\$ 193.43	Additional ODE allocation
590 - Title II-A	<u>\$ (4,508.57)</u>	Reduced ODE allocation
	\$ 81,515.61	

Donations for April 28, 2016 Meeting

- 1) **Landscaping at Heritage Elementary Entrance valued at \$896.00**
From: Heritage Elementary PTO
To: Heritage Elementary School
- 2) **\$923 for the purchase of paper**
From: Indian Springs Elementary PTO
To: Indian Springs Elementary School
- 3) **Memorial Picnic Table valued at \$3,000**
From: WCES Teachers and Staff
To: Walnut Creek Elementary School
- 4) **Approx. \$19,000 for InField Expansion, Fencing and Dugouts**
From: OYAA and STIX Travel Baseball
To: Shanahan Middle School Site

CERTIFIED CONTRACTS
2016-17 School Year

Recommended for Board of Education Approval on April 28, 2016

Employee Name			Position	Location	Contract		
Last Name	First Name	Middle			Effective Date	Term	Salary
Hoffer	Renee	A.	World Language - German / Spanish	OHS	08/15/16	1-Year	\$ 44,540.00

CERTIFIED NEW TEACHER ACADEMY STIPEND PAID THROUGH MEMORANDUM BILLING
2016-17 School Year

Recommended for Board of Education Approval on April 28, 2016

Last Name	First Name	Middle
Hoffer	Renee	A.

**BOARD OF EDUCATION RESOLUTION
ACKNOWLEDGE NON-RENEWAL OF TEACHERS
(Articles 25 and 55 / Negotiated Agreement)**

Recommended for Board of Education Approval on April 28, 2016

BE IT RESOLVED by the Olentangy Local School District Board of Education that the automatic non-renewal of the following teachers pursuant to Articles 25 and 55 of the Negotiated Agreement between the Olentangy Teachers Association and the Board of Education, and all non-renewals are acknowledged and confirmed:

Article 25 (August Hires / Non-Renewals)

Ellis, Laura A.
Fink, Melissa J.
Fischer, Whitney L.
Foster, Meaghan M.
Hartenstein, Stuart J.
Hendrickson, Krista D.
Hickman, Taylor K.
Hilkert, Addison R.
Howard, Robin L.
Mullinax, Cari A.
Nemergut, Kelly A.
Petercsak, Emily B.
Rager, Sarah A.
Vu, Peter D.

Article 55 (Previously Retired Teachers)

Adams, Zana G.
Andrews, Susan B.
D'Amato, Dora E.
Fritch, Bruce A.
Krammes, Stephen L.
Rathje, David A.
Starr, Sharon G.

CERTIFIED CONTRACT RECOMMENDATIONS
2016-17 School Year

Recommended for Board of Education Approval on April 28, 2016

1-Year Contracts

Alexander, Dominique C.
Almanson, Joshua D.
Arie, Diana C.
Arnold, Wandah J.
Axelrod, Samantha M.
Bachmann, Andrew B.
Birri, Samantha R.
Blakeley, Alison R.
Brenning, Jennifer L.
Buckingham, Linda E.
Buckley, Tifanie L.
Burga, Brittany M.
Button, Michele E.
Chambers, Marci E.
Chase, Erin J.
Coen, Cris J.
Cornett, James J.
Cunningham, Maryann R.
Depinet, Justin E.
Dobney, Rachel M.
Doyle Jr, Michael P.
Dutrow, Christine B.
Dyer, Karey I.
Ensign, Daniel P.
Evans, Stephanie R.
Flory, Joshua A.
Ford, Ryan M.
Goddard, Jill A.
Gray, Shawn A.
Griffin, Shannon M.
Haege, Katrin Y.
Harvey, Annaliese G.
Hayes, Alannah C.
Haynes, Sarah S.
Hickey, Keeley A.
Holly, Kelly R.
Hosste, Kelly K.
Hoyt, Kimberly M.
Jarrett, Stephanie A.
Jehnzen, Jennifer A.
Johansen, Danielle C.
Jones, Kaylee A.
Karam, Melissa
Kirk, Casie R.
Kurtek, Katrina D.
Lampp, Sarah S.
Langel, Laura A.
Lee, Susan E.
Lewis, Makenna R.

Lewis Sr, Stephen M.
Little, Tyler D.
Losh, David H.
Lozier, Jodi L.
Luchene, Megan J.
Maloney, Kathleen E.
Marlow, Kelsey A.
McCord, Gavin J.
McKay, Margaret J.
McKendrick, Jason M.
McKnight, Selena N.
Mellen, Justin M.
Menary, Kelly R.
Meyers, Katherine C.
Moder, Angela J.
Neishloss, Amy M.
Nickolai, Morgan M.
Ohmer, Erica C.
Oldaker, Kelly J.
Otten, Erin L.
Palmer, Christine E.
Podnar, Jenna L.
Pomeroy, Christi L.
Reeder, Kristin M.
Reeder, Taita M.
Regoli, Angela E.
Reid, Hannah C.
Risaliti, Laura K.
Sachs, Erica N.
Sanusi, Adetola O.
Sauder, Theodore A.
Sauer, Lauren N.
Scheid, Melissa A.
Schuler, Abbey L.
Schupp, Lori A.
Selway, Jessica B.
Serra, Elisa P.
Shoaf, Shane A.
Shuman, Molly M.
Sieve, Taylor M.
Sigley, Kelliea S.
Sparks, Ryan D.
Sribanditmongkol, Verathai
Strong, Grant L.
Stuller, Kathleen A.
Stumpf, Renae L.
Swetnam, Laura J.
Thompson, Paul J.
Tressler, Scott C.
Tuttle, William G.

Ulrich, Angela E.
Walker, Megan J.
Walters, Adam R.
Webb, Timothy M.
White, Jessica T.
White, Nicole M.
Woolard, Christina A.

2-Year Contracts

Adams, Jason N.
Bassitt, Christine L.
Baumgartner, Matthew J.
Berndt, Matthew A.
Biddle, Emily N.
Biggam, Valerie N.
Bigley, Katherine R.
Boyle, Jessica L.
Brant, Brooke A.
Bucco, Katie E.
Burtch, Derek T.
Caminati, Lauren R.
Campbell, Amanda M.
Crandall, Linda S.
Dando, Tressi L.
Daugherty, James R.
Dills, Scott R.
Dodson, Jennifer N.
Echelberry, Kelly A.
Fannon, Haley L.
Farmer, Samantha M.
Fisher, Alison M.
Fisher, Susan G.
Fraley, Andrew J.
Gallmeyer, Kelly N.
Gibson, Kathryn A.
Gilbert, Jamie M.
Gordon, Elizabeth E.
Green, Burton M.
Heironimus, Stephanie M.
Henderson, Heather L.
Henkle, Emma J.
Hockstok, Rebecca L.
Holmberg, Joseph A.
Honigford, Amy M.
Howell, Chad E.
Huber, Abby E.
Janusz, Bethany L.
Jessup, Kelly R.
Johnson, Laura A.
Jones, Brieanne N.

Juday, Daniel W.
Kendall, Jill D.
Koski, Katelyn R.
Linder, Jessica M.
Loparich, Brittany L.
Magill, Jacqueline E.
Malone, Krista M.
Mauk, Whitney E.
McDowell, Heidi L.
McGill, Timothy M.
McKibben, Amy R.
Merkowitz, Lynne A.
Miley, Edward L.
Milligan, Heather
Minneci, Katherine M.
Morycz, Sarah A.
Muntean, Nicole V.
Mylander, Zachary C.
Noone, Megan J.
Rapp, Jennifer L.
Rohrig, Brandon M.
Rush, Kevin D.
Russell, Olivia K.
Rust, Hannah C.
Sansbury, Christopher M.
Schroeder, Stephen Z.
Schwartz, Sarah M.
Shannon, Catherine L.
Siebert, Terri L.
Sloan, Rebecca E.
Smith, Timothy E.
Srivastava, Jenna M.
Stratmoen, Leah C.
Swan, Stacy A.
Sweeney, Amanda M.
Swiatek, Laura P.
Thompson, Britany R.
Todd, Stefanie R.
Ubry, Catherine E.
Uhle, Katherine M.
Vasila, Brittni E.
Vitale, Gina A.
Waters, William E.
Waterwash, Thomas A.
Weaver, Michael M.
Westhoven, Elizabeth M.
Wiedemann, Taylor N.
Williamson, William E.
Wood, Danielle M.
Young, Anthony J.

CERTIFIED CONTRACT RECOMMENDATIONS
2016-17 School Year

Recommended for Board of Education Approval on April 28, 2016

2-Year Contracts continued

Zenker, Max R.
Ziraldo, Danielle L.

3-Year Contracts

Ailiff, Connie J.
Arend, Lindsay
Bachman, Nathan S.
Barnes, Megan A.
Bash, Jason J.
Beabout, Bree L.
Bergamesca, Robert D.
Berrigan, Andrea C.
Bolton, Kiley J.
Bova, Amy J.
Bracken, Lisa S.
Brinkman, Lindsey A.
Brown, Amanda J.
Brun, Ian J.
Burkart, Richard E.
Calland, Laura C.
Campbell, Danielle R.
Carmichael, John C.
Castorena, Leslie A.
Chirpas, Jeremy J.
Colotto, Camilo J.
Cooper, Susan L.
Corbett, Kathleen A.
Crew, Jennifer L.
Daniel, Brandy D.
Diehl, Brett D.
Diehl, Joshua S.
Dimond, Meagan E.
Dingus, James R.
Doane, Rachel D.
Drake, Jean W.
Dunn, Craig A.
Dyckman, Brad L.
EauClaire, Kelly L.
Erdy, Brooke M.
Foth, Paula S.
Fragale, Regina M.
Fratianne, Laura K.
Fry, Cassandra S.
Gavlak, Kathleen M.
Gellenbeck, Teresa C.
Goody, Kaitlin R.
Greenwell, Mallory J.
Haines, Jeana H.
Halls, Allyson L.

Halsey, Amy J.
Hamm, Lisa A.
Hanson, Sharon C.
Harman, David M.
Harrington, Jill R.
Harrison, Kaelin E.
Helline, Allison M.
Henderly, Suzanne M.
Henry, Amanda K.
Hilsher, Aimee M.
Hoehn, Amanda N.
Hogan, Lee Ann
Huesman, Lisa R.
Imbrogno, Dawn P.
Jeffrey, Troy A.
Jones, Kathleen E.
Jones, Kathryn A.
Joseph, Kelly S.
Karr, Sarah R.
Kent, Anissa M.
Kirk, Ezra P.
Knapp, Theresa R.
League, Lauren E.
Lecklider, Lauren E.
Lekan, Briana M.
Lucas, Kara N.
Lucas, Ryan G.
Luttrell, Thomas J.
Lynch, Karrina M.
Marquis, Emily D.
Match, Jamie A.
Mathena, Julie A.
Maurer, Whitney D.
Maxey, Elizabeth A.
McDermott, Terence E.
McMahon, Kristen L.
Mearhoff, Martin L.
Metzger, Shannon M.
Mickens, Shannon M.
Mimna, Michelle L.
Moore, Angela J.
Moss, Jacob A.
Oehler, Tina M.
Ortega, Joseph V.
Palmer, Beth A.
Palmer, Sarah Kendall
Parker, Elizabeth A.
Parker, Matthew E.
Pederson, Ashley E.
Petrelle, Sondra A.

Poindexter, Leeann M.
Polhemus, Eric J.
Reep, Shannon J.
Rodriguez, Tammy E.
Rose, Mark S.
Rutherford, Matthew C.
Rywalski, Amy C.
Salazar, Elizabeth L.
Sansbury, John P.
Schroeder, Courtney M.
Scott, Adrien M.
Shape, Allison E.
Shaw, S, Tyler.
Shepfer, Lee A.
Shingledecker, Carole B.
Shondell, Bethany A.
Shumate, Tara A.
Simpson, Laura G.
Skillington, Carol S.
Smith, Abigail M.
Snoke, Elizabeth A.
Sosa, Jennifer D.
Spoltman, Janelle M.
Spragg, JoAnn B.
Stoll, Philip A.
Streib, Kevin, T.
Swain-Abrams, Cathy D.
Swords, Julie K.
Thompson, Ramona L.
Tilden, Jaclyn A.
Travis, Sarah M.
Vedder, Kimberlee A.
Weakley, Sunday M.
Weber, Rachel L.
Wehr, Neeley L.
Wells, Eric B.
Whatley, Jennifer L.
Whiteside, Jeffrey L.
Wieland, Kathleen M.
Wilcox, Frank E.
Wilker, Mary E.
Wilson, Lauren E.
Wilson, Tina L.
Wise, Lindsey M.
Witherow, Ann M.
Wolf, Christine M.
Wolfe, Kevin F.
Young, Jeffrey M.

Continuing Contracts

Applebaum, Michelle
Boeckman, Shannon M.
Brown, Andrew E.
Buckner, Amber S.
Centa, Erin C.
Chaney, Lindsay M.
Dahman, Amalee C.
Dennis, Dianna L.
Dible, Justin T.
Dieckmann, Kristen P.
Doak, Amy M.
D'Onofrio, Danielle G.
Forney, Stephanie J.
Grate, Danielle S.
Green, David L.
Gutierrez, Jamie M.
Hamilton, Whitney C.
Honaker, Elisabeth L.
Jochum, Elizabeth M.
Johnston, Ann
Kelley, Jessica G.
Lewis, Amy M.
Malinowski, Maureen R.
Marinelli, Mark A.
Mathes, William M.
McKendrick, Sarah D.
McNaughton, Hallie M.
Miracle, Aileen N.
Morgan, Kathy A.
Nichols, Kimberly K.
Pauff, Franklin P.
Picetti, Michael A.
Pohlmann, Lisa K.
Porterfield, David A.
Rohrer, Brent R.
Ross, Alysse M.
Sherman, Molly M.
Sherman, Nicole M.
Shulack, Kathleen N.
Smullen, Melissa A.
Spahr, Brecka M.
Strayer, Kathleen C.

CLASSIFIED CONTRACT RECOMMENDATIONS

2016-17 School Year

Recommended for Board of Education Approval on April 28, 2016

1-Year Contracts

AIDES

Cawley, Cheryl
Henry, Gilbert
Hosack, Megan
Miller, Wendi
Richards, Darrell

FOOD SERVICE

Dray, Anne
Swisher, Jennifer
Zimmer, Michelle

SECRETARIES

Flemming, Samantha

TECHNOLOGY

Zaye, Patrick

TRANSPORTATION

Postle, Andrew

TREASURER

Bober, Vicki

2-Year Contracts

AIDES

Beekman, Erica
Belinger, Jennifer
Billy, Melissa
Brennan, Lori
Bruening, Marianne
Buck, Sandra
Carrothers, Heather
Coniglio, Heidi
Corbin, Robert
Crawford, Beverly
Cropper, Brittney
Curtis, Darin
Dasbach, Cynthia
Dennis, Scott
Dewese, Dwight
Fraser, Becky
Greenwald, Stefanie
Harrison, Tiffany
Kilrain, Holly
Koon, Lindley
Kufirin, Jane
Lyberger, Dennis
Messmer, Rachel
Montgomery, Jaimee
Nice, Lindsay
Nobile, Constance
Ramey, Brent
Real, Sherry
Reed, Lisa

Rogers, Nicole
Scanlon, Lisa
Schapker, Elizabeth
Sendelbach, Elisa
Shopbell-Petroschek, Aprill
Silvestri, Magdolna
Slaughter, Paula
Transue, Kelly
Umland, Joan
Willis, Kristy

BUSINESS/FACILITIES

Mitchell, Jeremy

CLERKS

Fleshman, Natalina
Royer, Deborah

FOOD SERVICE

Abbott, Emily
Baker, Eileen
Brown, Melissa
DeLoss, Nikki
Edgar, Diana
Ensign, Tamara
Harianja, Ester
Heis, Jennifer
Hitzemann, Mary
Hughes, Candace
Irelan, Lori
Jenkins, Julie
Kraner, Annamarie
Langhirt, Shannon
Martin, Angela
Modiselle, Maureen
Pavlovich, Judith
Runyon, Elise
Sturkie-Johns, Cassandra
Swenson, Christine
Tippie, Ellen

SECRETARIES

Ahmed, Carrie
Alasti, Jennifer
Cox, Michele
Davis, Charlotte
Margolies, Laura

TECHNOLOGY

Shaver, Jordan
Wheeler, John

TRANSPORTATION

Schaefer, Mark R.

TREASURER

Gay, Candace

Continuing Contracts

AIDES

Caruso, George
Collier, Leah
Cousar, Lisa
Dunnick, Sonya
ElMurr, Michele
Falk, Charity
Gilsdorf, Thomas
Hairston, Devan
Hegg, Debra
Hite, Kimberly
Hittinger, Cheryl
Ibsen, Denise
Kipp, Jennifer
Lauer, Kyle
Lucas, Brenda
Matusky, Joshua
Maurer, Daniel
Musgrove, Shannan
Scott, Renee
Shriver, Christa
Staten, Evagail
Suoizzi, Jennifer
Vande Water, Cynthia
Webb, Kevin
Wortman, Clay

FOOD SERVICE

Chirico, Jacqueline
DeSantis, Lisa
Fletcher, Wendy
Foster, Lynne
Kiener, Jennifer
Luxeder, Cheryl
Rankin, Diana
Ross, Karyn
Turner, Pamela
Wilke, Kandice
Wimer, Cheryl

SECRETARIES

Burke, Julie
Higley, Andrea

TECHNOLOGY

Kelly, Matthew

TREASURER

Coleson, Susan

CLASSIFIED SUBSTITUTES

2015-16 School Year

Recommended for Board of Education Approval on April 28 2016

Gilpin, James E.
Hancock, Justin L.
Hoover, Jerry G.
Kelly, Joseph R.

Link, William D.
Miner, Justin L.
Odenwald, David
Titus, James R.

DRAFT

Olentangy High School ~ Graduating Seniors Class of 2016

Abdullah , Kiran
Abramowitz , Haley Mae
Adolph , Meagan Rose
Alahmad , Aseel Suleiman
Issa
Alkhayri , Ghiath
Allen , Claire Elizabeth
Anunike , Obiora David
Armentrout , Katlyn Nicole
Austin , Ryan Philip Michael
Bachman , Rachael Ann
Barre , Idil Abdikarim
Baumann , Christina Lynn
Baumker , Sadie Rose
Beckman , Thomas
Carrington
Bell , Alison Shane
Bell , Jacob Paul Erman
Bell , Sierra Katherine
Benoit , Dominic Stone
Benton II, Rahim Jameel
Best , Griffin Taggart
Bhatt , Anisha Anup
Bigham , Hollis Reed
Billman , Emily Kay
Bishop-Rios , Luke Joseph
Blackham , Mark Chesley
Boggess , Nicholas Jonathon
Boles , Nicole Elizabeth
Boyd , Alyssa Kristine
Brennan , Lindsay Carol
Brennan , Sydney Olivia
Brewster , Calvin Emerson
Brogdon , Calise
Brothers , Casey Robert
Brown , Brian David
Brown , Taylor Nicole
Buanno , Madeline Louise
Bull , Madeleine Diane
Burgos , Skylor Xavier
Burk , Kayla Jordan
Burns Jr, Daniel William
Burzynski , Stephanie Lynn
Butler , Jonathan William

Campbell , David Michael-
Stephen
Campbell , Gregory Douglas
Campbell , Luke Cameron
Campbell , Taylor Ranae
Cappone , Haley Erin
Carifa , Nina Mikela
Carter , Peyton Dee
Elizabeth
Casale , Katherine Michelle
Cecil , Meredith Reiley
Cevasco , Natalie Ann
Cheng , Shou-Hung
Clark , Celeste Nicole
Claus , Adam Henry
Clinchot , Nathaniel Edward
Cline , Saylor Lea
Clotz , Bethany Grace
Cluff , Lexi Macall
Coffey , Kendall Elizabeth
Coogle , Isaac Celson
Cook , Emma Nicole
Cook , Maradith Louise
Copas , Tara Nicole
Crabtree , Devan Emily
Craig , Shannon Elizabeth
Crow , Julia Margarita
Crow , Wesley Scott
D'Amico , Christen Pauline
Davis , Katherine Elizabeth
Dawson , Olivia Memorie
Delgado , Anthony Christian
Demidovich , Alex William
Demidovich , Nicholas Jay
DeNero , Taylor Marie
Deogharia , Ankit
Desai , Megh Pritesh
Deskins , Holly Nicole
Deskins , Rachel Lynn
DeVore , Tyger Simone
Diamond , Samantha Nicole
Dickinson , Kyle Thornton
Didion , Alivia Clair
Diedrich , Landon Ryan

Doneyhue , Jordan
Theodore
Douglas , Lauren Adele
Draime , Alex Michael
Drees , Seth Avery
Dubil , Theresa Ellen
Dulay , Desiree Clarisse
Eau Claire , Marissa Ann
Edwards , Madeline Claire
Elmurr , Jimmy Elias
Emmons , Katherine Ellen
Evans , Cameron Rece
Ferrall , Joel Alexander
Russell
Ferri , Jordan Ezio
Fields , Nicholas Avery
Fink , Caroline Elise
Finnearty , Ashley Ceara
Fleck , Jacob Michael
Fleischer , Andrew David
Forget , Andie Gladys
Foust , Andrew Thomas
Foy , Amanda Marie
Francis , Austin Michael
Fraser , Megan Catherine
Fratianne , Evan Mark
Freeman , Evan Robert
Fritz , Sophia Rose
Fryman , Olivia Lynn
Gadkar , Oshra Elieazer
Gerard , Jacob William
Geyer , Jacob Keith
Goldstein , Alexa Mary
Gollmar , Isabel Delphine
Gornichec , Olivia Sue
Gossett , Austin Robert
Green , Austin David
Grega , Joshua William
Griffin , Madison Ann
Grischow , Lauren Danielle
Gutentag , Olivia Lynn
Haber , Deeb Edward
Haberman , Shayna Marie
Halter , Elizabeth Thompson

Olentangy High School ~ Graduating Seniors Class of 2016

Hansel , Sarah Ellen
Hansra , Inderjot Kaur
Hardman , Emily Claire
Harman , David James
Harner , Megan Elizabeth
Harris , Christian Philip
Hatch , Sydney Ellen
Haver , Kelsey Marie
Haverkos , Kaersten
Alexandria
Hayward, Lucille
Heffelfinger , Macala Leigh
Heidl , Jacob Blaine
Hennebert , Caroline
Danielle
Herman , Brandon Justice
Herman , Paul Joseph
Hicks , Morgan Breanna
Higginbotham , Clayton
James
Hill , Dalton James
Hill , Kelsey Taylor
Hoffman , Carter Joseph
Hoffmann , Collin James
Holcomb , Bailey Malone
Hollifield , Jason Phillip
Holtom , Joseph Harrington
Huang , Donglin
Hummer , Alexis Kendall
Hupp , Joel Edward
Hurlburt , Charles Lucas
Hyburg , Samuel Paul
Hyland , Brittany Marie
Immel , Mackenzie Rose
Inbody , Hannah Marie
Invernizzi , Lucas Mateo
Irwin , Thomas Christopher
Islam , Farzana
Jaeckel , Gillian Marie
Jankowski , Kaylin Anne
Jenkusky , Jacob Thomas
Jesus , Nicacio Marques
Johnston , Andrew James
Jones , Paul Kenneth

Judge , Lauren Ashley
Kade , Gavin Michael
Kauth , Amanda Jane
Kezele , Alycia Christine
Kinnaird , Carter Dean
Kodali , Surya Tej
Kokaska , Emma LeAnne
Kopparam , Suraj
Korzenko , Matthew George
Kratofil , Hannah Frances
Kress , Madison Elise
Kuriger , Winston Spencer
Kyle , Emily Elizabeth
Laffey , Emily Nicole
Lamar , Travis Joseph
Latshaw , Kaylee Elizabeth
Laubacher , Morgan Joseph
Lautenslager , Shayne
Michael
Lawrence , Nathan Ross
Lawrence , Nicholas Steven
Lebron , Joshua Caleb Nikel
Leidheiser , Nicholas Loren
Lloyd , Joshua Allen
Logan , Boston Victoria
Loomis , Benjamin Michael
Loving , Cameron Michael-
Joseph
Lucas , Cara Nicole
Luxeder , Andrew Richard
Luxeder , Austin Robert
Madaris , Kendra Lee
Mahajan , Salil
Mahajan , Shrey Divesh
Maher , Eric Thomas
Maher , Kelly Lynn
Maher , Mark Russell
Mall , Christina Marie
Manz III, Peter John
Manz , Tara Marie
Margolies , Brendan Tyler
Marshall , Allison Marie
Mast , Carl William
Mathis , Elizabeth Arianna

Matias , Abigail Elizabeth
May , Hannah Elizabeth
Mazzeo , Brandon Michael
Mazzeo , Christian Matthew
McAdoo , Collin Michael
McCabe , Jared Michael
McCalla , Andrew Clark
McCann , Hannah Elizabeth
McCloskey , Nathaniel
Christian
McDaniel , Jesse Douglas
McFarland , Christian John
McGuire , Savannah
MacKenzie
McKee , Aaron Jarrod
McLeod , Michael Aidan
Meade , Kelly Christine
Mechling , Ashley Anne
Medovich , Madalen Lee
Miller , Abigail Lee
Miller , Vere David
Miller , Zairia Nicole
Miller , Zoe Ann
Miner , Justin Lucas
Minner , Zachary Robert
Mitchell , Inikki Eunique
Molle , Garrett Matthew
Monastra , Natale' Joseph
Mooney , Gillian Lee
Moore , Chelsea Renee
Moore , Jason Thomas
Moore , Sullivan Wilcox
Morabeto , Devon Tyler
Morgan , Emma Elizabeth
Morlan , Luke Stephen
Morris , Ridge Austin
Morsink , Samantha Caitlin
Motter , Wesley William
Myers , Brianna Marie
Nagel , Bradley James
Nagel , Christopher Daniel
Nagel , Joshua Scott
Nandakumar , Vignesh
Nebraska , Anna Elise

Olentangy High School ~ Graduating Seniors Class of 2016

Newman , Abbigale Rose
Nguyen , Alexander An
Noe , Joshua James
Norris , Caroline Kay
Norton , Madalyn Michele
O'Barr , Emma Kate
O'Donnell , Jacob Patrick
Offenbacher , Caitlyn Nicole
Ogarek , Jordan Taylor
Okafor , Chidubem
Emmanuel
Olivieri , Laura Elizabeth
O'Neal , Seth Jackson
Ouyang , Andrea L
Pack , Jared Matthew
Palmby , Ruslan Doody
Patel , Asha Sunir
Patel , Meena Diane
Patton , Jennifer Nicole
Penrod , Alixander Jacob
Peterson , Nia E'stelle
Pinkston , Olivia Leigh
Post , Ashley Marie
Powers , John Patrick
Prisbrey , Catarina da Silva
Puchakatla , Prashanth B
Rabah , Khalil Mazan
Raheem , Kianosh
Ranney , Kelsey Elizabeth
Razo Jr, Javier
Reese , Matthew James
Rehal , Ranjit Kaur
Reiff , Sylvia Nicole
Reynolds , Lauren Audrey
Rice , Jacob Gregory
Richardson , Rachel Marie
Rinehart , Evan Gregory
Rinehart , Madison Ann
Roach , Brooke Janelle
Roahrig II, Danny Alan
Robb , Collin Holton
Rodriguez , Alexander
Christian
Rogers , Nicholas Duane

Rottkamp , Katelyn Alberts
Russo , Cerina Amber
Sanders , Lydia Kathleen
Sandhu , Sunny Singh
Sansone , Nicholas Cain
Sapp , Reilly Katherine
Saunders , Allison Lee
Saunders , Emma Elizabeth
Savoldi , Michael Richard
Scherger , Maddyson Marie
Schneider , Marissa Rose
Schnuerer , Kathryn Ann
Scott , Nicholas Ryan
Sepion , Emma Grace
Shrivastava , Divyaditya
Sigler , Madison Lyn
Silvestri , Emily Janet
Simms , Daniel David
Sklar , Madison Denise
Slavnik , Kelly Lillian
Smith , Alexis Taylor
Smith , Devyn Hope
Smith , Jennifer Lee Ann
Smyth , Riley Shea
Snopik , Madison Elaine
Spain , Dominic William
Speck , Sarah Elizabeth
Spinosa , Evan Angelo
Sriram , Adithya
St. John , Sarah Elizabeth
Starr , AmberLeigh Rose
Stephens , Emily Ann
Stobart , Carsyn Larae
Strawser , Ryan Maxson
Stuiber , Kody Ryan
Supinger , Kendall Rebecca
Sutton , Logan Ashlie
Sweeney , Madison Brie
Swisher , Colin Edward
Taylor , Anthony In Ho
Tharps-Travis , Asantae
Emere
Theado , Julianna Lynn
Theado , Justina Elizabeth

Thiebout , Rick Alan-Warren
Thomas , Michael Alexander
Thomas , Olivia Lauren
Thomas , Rachael Elizabeth
Tolle , Brandon Allen
Trinh , Andy Le
Truman , Rachael Marie
Trussell , Alexander David
Turen , Diyonni Kournig
Turen , Giavonni
Keodourngjai
Turner , Kelsey Nicole
Vouis , Joseph Gregory
Vue , Mystique Jewel
Wackerman , Kaitlyn Marie
Walker , Jacob Michael
Ward , Nicholas James
Ward , Zachary Sutton
Warner , Benjamin James
Weaver , Christine Nicole
Weber , Nicholas Aaron
Welch , Erik James
White , Elisabeth Rose
Whitehead , Taylor William
Whitenack , Zachary Taylor
Wilhelm , Lauren Ashley
Williamson , Kelly Birgit
Wilson , Connor David
Wirt , Cameron Richard
Wolfe , Carly Elizabeth
Woogerd , Christian Ely
Workman , Elizabeth
Michelle
Wright , Ryan Christopher
Wu , Shirley Lin
Wyche , Derrick Alexander
Yeluguri , Tara Ganesh
Reddy
Yeomans , William Anthony
Yorke , Edward Peter
Young , Tyler James
Zamilski , Connor John
Zuelke , Meghan Catherine

Olentangy Liberty High School ~ Graduating Seniors Class of 2016

Adewole, Joshua Orinayo	Bull, Andrew James	Daga, Mohit C
Alkhayri, Celine Hasan Raafat	Burke, Lauren O'Neal	Dalby, Aiden Francis
Allen, Margaret Elizabeth	Campbell, Samantha Michele	Darbha, Sneha
Allmaras, Annalei Grace	Cannell, Kyra Lise	Dargay, Kayla Ambrose
Anand, Nikhil	Cantrell, Cameron James	Davis, Melvin Harrison
Anantha, Tharun Sai	Carey, Sydney Jane	Davison, Grant Michael
Anderson, Alexandra Marie	Carlino, Jacob Christopher	Deep, Austin Thomas Singla
Anderson, Austin Clark	Carnahan, Eric Patrick	Deering, Nathan Michael James
Andres, Momiji Forrissa	Carney, Sean Dennis	Delaney, Anna Mary
Appaya, Ravi Merritt	Carvalho, Lucas Redigolo	Dempsey, Keely Erin
Arcuri, Anthony Jack	Casale, Benjamin Paul	Dertinger, Ryan James
Arnold, Zackery Michael	Casey, Megan Elizabeth	Dever, Blair Elizabeth
Asmo, Zachary Dominic	Catley, Dana Michelle	Dewhirst, Madeleine Marie
Babcock, Bryan Neal	Chaffins, Natalie-Marie Michele	Dillemuth, Joshua William
Ball, Garrett Gallagher	Chambers, Ellery Ivan	DiRosario, Luciano Pietro
Bardeen, Taylor Nicole	Chaurasia, Sameer	Do, Dean Vinh
Barton, John Thomas	Chen, Vivian Yu-Qing	Dollenmayer, Simone Elise
Bay, Jackson Dicarlo	Churukova, Kamila Azamatovna	Donahue, Matthew Lee
Beale, Eric Ryan	Clark, Ali Alexa	Donelson, Hanna Nicole
Bean, Lukas Frederick	Cleveland, Alexander Reid	Dougherty, Sarah Jane
Beard, Ryan Matthew	Coane, Cameron James	Drerup, Maxwell Charles
Beck, Kyle Andrew	Cobb, Lauren Elizabeth	Dunn, Sydney Rae
Bercaw, Ashley Lynn	Collier, Matthew Ellis	Earman, Nicholas Allyn
Bergamesca, Joseph Dominic	Collier, Morgan Lauren	Edwards, Alexander Lawrence
Bernstein, Rachel Alyson	Collignon, Olivia Mae	Es, James Vincent
Beshuk, Michael Richard	Collins, Trevor Michael	Eschleman, Sarah Anne
Blaine, Daniel Matthew	Conrad, Kristian Kevin	Evans, Jada Anne
Bollinger, Taylor Marie	Cook, Canaan Gregory	Fee, Austin Michael
Boothman, Jason Jeffrey	Cook, Samuel Alton	Fee, Tyler Scott
Bower, Torre Jon	Counts, Rachel Anne	Fike, Jordan Elizabeth
Braunstein, Joshua Evan	Cousins, Tyler Stephen	Finley, Cameron David
Brock, Nathan Jeffrey	Covert, Alexander Leo Robert	Fischer, Caleb Robert Padet
Brock, Rebecca Chyenne	Cox, Claire Elizabeth	Fisher, Alexa Lee
Brown, Bailey Thomas	Coyne, Aiden James	Fisher, Jacob Devin
Brucker, Colton Lawrence	Cundy, Melina Brianne	Fisher, Jacob Eugene
Bryer, Halie Jo	Cwynar, Jack Edward	Fitzgerald, Sean Robert

Olentangy Liberty High School ~ Graduating Seniors Class of 2016

Flack, Ashton Eugene
Flanagan, Macale Lee
Flaughner, Austin Ryan
Flemming, Ethan Mark
Forsman, Joseph Robert
Foth, Claire Sophia
Foth, Gracie Marie
Funderburg, Lexa Dielle
Galbraith, Charles Keith
Gammon, Micayla Eve
Garg, Eshita
Garland, Ethan Daniel
Garner, Lauren Eileen
Garverick, Charles Thomas
Gemereth, Abigail Rachel
Gemienhardt, Seth Connor
Gerlach, Anthony Ray
Giangardella, Michael Paul
Giardina, Anthony Michael
Gibby, Rebekah
Giglio, Marija Anna
Gilkerson, Lauren Trina
Gingrich, Emily Renee
Gouhin, Madison Adele
Green, Edward Mark Wesley
Green, Kyle Robert
Groves, Mason Abraham
Gu, Melissa Dawn
Guy, Taylor Nicole
Haas, Reilly Marie
Haddox, Seth Michael
Haggarty, Sean Patrick
Hale, Jordan Christine
Hall, Matthew Thomas
Hall, Timothy Daniel

Hall, Trevor Thomas
Ham, Madison Rae
Hamilton, Avery Joseph
Happensack, James Edward
Harper, Madison Ashley
Harris, Morgan Ashlee
Hart, Griffin Michael
Hart, Tiffany Michelle
Heil, Michael Anton
Heydorn, Evan George
Hiltner, Emma Claire
Hiltz, Adam Ross
Hiltz, Hannah Marie
Himmelstein, Morgan Elise
Himo, Marisa Raquel
Hlinka, Tomas Cintora
Hodak, Taylor Ann
Holecek, Abigail Elizabeth
Hollinger, Branden Robert
Honscheid, Phoebe Cecilia
Humenay, Allie Christine
Hunter, Brendan Matthew
Hurd, Eric Gunnar
Inks, Mason Allen
Isovitsch, Paige Marguerite
Ivany, Ashton Page
Jackson, Cameron Lee
Jain, Shray
Jayaraman, Savitha Alannah
Johnson, Lyndsay Marie
Jones, Megan Nicole
Jones, Ryan Hugh
Kanaiya, Allan Kenneth Munga
Karlo, Brenden Scott
Karr, Jeremy Tyler

Kashmiry, Rylee Ailene
Katwala, Ved Prakash
Kaufmann IV, Anton John
Kaufmann, Trevor Henry
Keller, Stewart Edward
Kelley, Kaitlyn Elizabeth
Kelly, Hayley Erin
Kendzerski, Jacob March
Kenny, Justine Morgan
Kenny, Nicole Alexis
Kerns, Kaitlin Ashleigh
Kessler, Nicole Alexandra
Kile, Angela Olivia
King, Madison Delaney
Kinkopf, Mackenzie Ann
Kirkham, Ethan Tyler
Kleinknecht, Emma Grace
Knight, Heather
Koehler, Jennifer Marie
Koivisto, Elijah Patrick
Kotary, Kara Ann
Krafty, Samantha Grace
Kroker, Oliver Joerg
Kucharek, Danielle Maria
Kunesh, Kaela Marie
Kurpita, Andriy Bogdanovych
Kuryla, Marissa Ann
Kwak, William
Lamartz, Brianna Nicole
Lambert, Sierra Nicole
Lancaster, Jacob Thompson
Lando, Alexander Ryan
Lee, Chase Christian
Lee, Kaylin Casey
Lengade, Riya R

Olentangy Liberty High School ~ Graduating Seniors Class of 2016

Leonetti, Jenna Marie	McKee, Noah Edward	Nockowitz, Margot Rebecca
Lewis, Samuel Deselm	McMaster, Brenden Callum	Noday, Miranda Gail
Lind, Nicklas Donald	Meixner, Connor Hayden	Oliver, Anna Victoria
Linn, Claire Marie	Melick, Nicholas Alexander	Osborne, Chase Emory
Linse, Kristin Marie	Mellen, Lauren Marie	Owens, Samuel Josephson
Little, Anthony Jackson	Menges, Kristen Ashley	Paat, Jacqueline Rose
Lorence, Andrew Joseph	Merola, Emily Lauren	Palo, Andrew Thomas
Lucas, Samuel Andre	Meyer, Alexia Juliette	Pandya, Kesha H
Ludwig, David Carl	Meyer, Avery Marie	Paolo, Joseph Anthony
Lundquist, Emily Christine	Migliori, Anthony Michael	Parasa, Shashank Teja
Lyall, Julia Justine	Milheim, Alexandra Elizabeth	Paris, Sydney Lauren
Lyons, Delaney Lynn	Millard, Megan Elizabeth	Parker, Ian Gentry
Ma, Hanley Xieang	Mitchell, Spencer Thomas	Patel, Aditi Jatin
MacDonald, Grace Margaret	Mockler, Meghan Colleen	Patel, Anishi Arun
Magrini, Joseph Thomas	Mockler, Nicholas Edward	Patel, Parth H
Majidzadeh, Timothy Scott	Modiselle, Olebogeng Kutlwano	Patel, Parth Rileshkumar
Mallory, Taylor Rae	Moran, Daniel James Noel	Patel, Selena
Mantz, Allysa Tyler	Morris, Alexandra Leigh	Patrick, Marissa Kaitlyn
Mantz, Morgan Lindsay	Morris, Jamie Elizabeth	Patterson, Griffin Eoghan
Marcarello, Alyssa Marie	Mott, Christian Michael	Peck, Corey Chandler
Marger, Jonah Simon	Mullen, Micah Paige	Pentony, Nicholas Andrew
Marshall, Joshua Douglas	Murley, Matthew Alden	Perrine, Ann Alexis
Martinez, Erin Michelle	Murthy, Swathi Shantha	Perry, Cameron Reed
Mason, Jessica Lynn	Musilli, Michael Charles	Perry, Natalie Kay
Matheny, Joshua Allen	Naidu, Premananda Dandpani	Peters, Justin Joseph
Mayberry, Kailee Jo	Naples, Cara Teresa	Pettitt, Michael Blaine
McLaughlin, Ryan Joseph	Nappi, Collin Michael	Pfaff, Stephanie Louise
McCloskey, Cameron Patrick	Nash, Taylor Erin	Pham, Tyler Ngoc-thai
McConaghy, Caitlin Anne	NeCamp, Eric Michael	Pickelheimer, Hailey Kate
McCoy, Hayden Lee	Neff, John Robert	Piero, Meghan Jane
McDougall, Carson James	Nerone, Maxwell Mitchell	Pizutelli, Nicholas James
McDowell, Cameron Lee	Newberry, Grant Michael	Poff, Ashley Elizabeth
McDuffee, Madison Paige	Newcomb, Andrew Richard	Pokala, Nimeesha
McFarland, Kristen Marie	Nguyen, Easton Seune-Chau	Poole, Justin Richard
McGee, Kyle Andrew	Nichols, Lauren Elizabeth	Popham, Jonathon William

Olentangy Liberty High School ~ Graduating Seniors Class of 2016

Price, Blake Carlton	Russell, Zachariah Mark	Smith, Zachery Martin
Pride, Marcus Jeremiah	Rutan, Rachel Marie	Snider, Kyra Elaine
Prouteau, Jessica Renee	Rzepecki, Rachel Mae	Snider, Michael Craig
Psyhogios, Katherine Jane	Saani, Maliya Anise	Snyder, Richard Benjamin
Rader, McKenzie Marie	Saczawa IV, John Stanley	Snyder, Sarah Victoria
Radkiewicz, Elizabeth Anne	Salyers, Peyton Reece	Sparks, Cassandra Marie
Rakich, Lindsey Lee	Santiago, Alexander James	Spellman, Quinn Thomas
Raphael III, Anthony Thomas	Santiago, Nicholas Robert	Stadulis, Karri Nicole
Rapier, Corbin Scott	Sauer, Chelsea Anne	Stafford, Adam Robert
Rappleye, Christopher Chad	Sauer, Lauren Grace	Stauffer, Madeleine Marie
Rath, Braden Douglas	Sauer, Tyler Scott	Stefanik, Mikaela Marie
Rathburn, Kaitlin Christine	Schade, Turner North	Steitz, Mackenzie Ann
Ratti, Jason Gregory	Scherner, Megan Ann	Stewart, Kyle Joseph
Ray, Vienna Jordyn	Scherner, Natalie Jo	Stewart, Shelby Mae
Raymond, Zachary Keith	Schrader, Tara Nalini	Stockfish, Dean Michael
Reed, Kylie Elizabeth	Segarra, Diego Antonio	Stoof, Wyatt Mark
Reese, Jeremy Cole	Seich, Jordan Matthew	Sulewski, Alexa Zofia
Richard, Elora Jane	Seimet, Kolin Allen	Sullivan, Sara Elizabeth
Richardson, Emily Tyler	Sengos, William Peter	Susi, Olivia Maelle
Richardson, Joshua Michael	Shaffer, Ryan James	Sylvester, Naomi Ruth
Ringley, Megan Elizabeth	Shafran, Jacob Brett	Thankappan, Jayant Lingam
Rinsma, Richard Adam	Sheehan, Morgan Rose	Thatcher, Cameron Arthur
Ritchie, Nicholas Robert	Shook, Meridith Nicole	Thomas, Connor Robert
Rizzo, Michael Joshua	Sigillo, Tyrek Lorenzo	Thompson, Tess Elizabeth
Roach, Arionna Samone	Silva, Maya Lian	Thrasher, David Joseph
Robinson, Jack Tomas	Singh, Vinnie	Topelin, Parker Daniel
Rohde, Molly Kathleen	Singletary, Savana Leigh	Towne, Mitchell Joseph
Roiland, Kyle Dillon	Skiba, Nathaniel Wayne	Trazzi, Enzo Luchesi
Rolf, Katherine Price	Slavinski, Jacqueline Brianne	Trent, Collin Parker
Ropchock, John Thomas	Smeltzer, Morgan Ashley	Trevorrow, Julia Marie
Rosinski, Alexis Kassidy	Smith, Anthony Alexander	Turner, Leah Michelle
Rowe, Alexis Renee	Smith, Conner Joseph	Tuttle, Conor Edward
Ruess, Anna Mckean	Smith, Drew James	Uehlein, Grant Jacob
Ruffing, Mitchell Weiss	Smith, Jordan Leigh	Vaidya, Neil Sameer
Rush, Taylor Leigh	Smith, Michael Liam	van der Lans, Holland Maria

Olentangy Liberty High School ~ Graduating Seniors Class of 2016

Van Steyn, Alexandra Nicole Zevchik, Evan Michael
Vance, Jennifer Madison Ziliak, Diana Elizabeth Brittani
Vanderhulst, Alec Mitchell Zody, Jordyn Taylor
Vatti, Thanvi Venkat
Vazquez, Kyra Calista
Verdaguer, Steven Arthur
Vest, Eurella Georgianna
Volpe, Kristofer David
Wallace, Madison Nicole Haring
Wang, Avivah Jingyu
Wang, Lily Sarah
Ward, Brooke Madison
Waters, Emily Grace
Weaver, Jacob Douglas
Webb, Noah Rodan
Weber, Benjamin Nathaniel
Weber, Natalie Grace
Weilbacher, Justin Robert
Weis, Sydney Leigh
Wentworth, Lucy Rose
West, Payton Conner
Wheat, Carter Thomas
Whitaker, Meredith Francis
Whitfield, Gwendolyn Michelle
Wieland, Trevor Daniel
Wiemels, Andrew Thomas
Wilhelm, Ashley Elizabeth
Wissinger, Ty Benton
Wojciechowski, Luke Patrick
Wolf, Aubrey Elizabeth
Wolf, Phillip Jerome
Yankle, Spencer Thomas
Yax, Ellen Kay
Yeager, Alec Thomas
Zeller, Harrison Robert

Olentangy Orange High School ~ Graduating Seniors Class of 2016

Agriesti, Vincent Michael
Agyekum, Robert William
Kwabena
Ahmed, Abbas Nimer
Ahmed, Hannadi Jamil
Ahmed, Mohammad Jamil
Ali Al-bawab, Hani Haitham
Anderson, Victoria Abigail
Antoun, Sophie Taranto
Arcaro, Daniel Andrew
Arefi, Isaac Arash
Augustine, Samuel Foster
Aweis, Ayat Abdulkadir
Ba, Amanda
Baehr, Jackson Matthew
Baldwin, Robert Alexander
Balraj, Sarina Saira
Bardash, John Nicholas
Barnes, Rowan
Barnhart, Hallie Alexandra
Barr, Nicole Elizabeth
Black, Ethan Andrew
Bogdan, Madison Makenna
Bonner, Casey Lynn
Boyce, Megan Alexandra
Brake, Wyatt James
Brandt, Lindsey Kathleen
Brooks, Jacob Robert
Brooks, Madeline Rachel
Brown, Abigail Grace
Brown, Tyler William
Burnett, Jack Collin
Melbourne Clemente
Bussey, Jerell LaRoi
Byas, Gary Patrick
Byrum, Shawn Andrew
Caldwell, Zachary Nathaniel
Callaghan, Leah Mary
Calvert, Kathrine Denise
Carlton, Promise Chanelle
Carvajal, Oscar Santiago
Casselman, Grace Johanna

Chafin, Lexie Nastassia
Channel, Spencer Lee
Chen, Carolyn
Chen, Joyce K
Chigurupati, Sruti
Christofi, Jacob Elias F
Chugh, Jason Bradley
Chupp, Morgan Alexandria
Ciryak, Allison Jean
Citriglia, Emilio Armand
Clark, Corry Allan
Clark, Tyler David
Clarkson, Madison Marie
Clayton, Kendra Maureen
Cleveland, Jayla Nichole
Click, Victoria June
Clowes, Andrew James
Cochran, Madden Lynne
Cogan, Eily Karen
Coleman, Emma Caroline
Collett, Kailey Erin
Collins, Matthew John
Combs, Taylor Morgan
Coniglio, Tiffany Lauren
Constantino, Jack Palmer
Craig, Halle Renee
Creasap, Brennan Taylor
Credeur, Jasmine Pearl
Criado, Alexander Michael
Croghan, Matthew Robert
Cua, Daniella Marie
Cummings, Allyson Jean
Curia, Elena Nicole
Daggett, Dylan James
Dahs, Katherine Elizabeth
Davis, Benaiah Adam
Davis, Spencer Caleb
DeBolt, Maggie Matthews
Delgado, Gregory Adam
DePauw, Michael Stephen
Dhamija, Rhea Savithri
Diaz, Cody Dejesus

DiCenso, Madeline Anne
Dickman, Corinne Michelle
Dieker, Hannah Mae
Djan, Grace Sampomah Opare
Dolan, Adam Michael
Dorman, Kaylee Dae
Drummond, Joshua Scott
Dufie Karikari, Amma
Dunlap, Aubrey Lynn
Dzodzomenyo, Edem Jayne
Eckels, Joshua Gregory
Elliott, Rachel Suzanne
Ellis, Austin Neale
Emigh, Alexia Marie
English, Zachary Walter
Evanko, Ryan David
Evans, Parker Holden
Faber, Alexis Leigh
Farinazo, Giovanna
Fath, Michaela Marie
Fawole, Omobolaji
Fernandes, Michael Cameron
Pereira
Ferris Jr., David James
Figlik, Sarah Anne
Fischer, Carl William
Fischer, Joshua Richard
Fischer, Samuel Robert
Fisher, Jacob Charles
Florence, Hannah Elizabeth
Folds, Edward Robert
Ford, Hunter Douglas
Forrester, Joshua Daniel
Fraser, Daniel Franklin
Fraser, Maggie Alexis
Fuller, Amanda Ann
Gadawski, Kameron Mikaela
Gallegos, Matthew
Gamble, James Spencer
Garrett, Raezel Javod
Gels, Jordan Renae
Gillis, Jonathan Scott

Olentangy Orange High School ~ Graduating Seniors Class of 2016

Glass Jr., Lee Anthony
Gomer, Hannah Vail
Gossard, Grant Franklin
Grabinger III, Lawrence John
Grathwol, Tyler Joseph
Gray, Desi Anne
Graziano, Gina Marie
Green, Caleb John
Greywitt, Megan Noelle
Gutkoski, Matthew Philip
Hagan, Jakob Hans
Harmon, Pierce William
Harris, Marisa Ann
Hart, Blaize Robert
Haugh, Samuel Paul
Hawk, Rachel Ann
Haydock, Nicholas Anthony
He, Lily Yan
Heberling, Eric Logan
Hernandez Rosado, Veronica
Mayte
Hernandez Sanchez, Ana
Gabriella
Herning, Natalie Renee`
Hertenstein, Kyle Patrick
Hill, Connor Robert
Hill, Tyler Paul
Hinty, Destiny Alexis
Hipsher, Christian Brian
Hoban, Zachary Thomas
Holbrook, Hailey Danielle
Holt, Lauren Brittany
Hopeck, Lindsey Marie
Horwat, Chandler Stephen
Houston, Tyler David
Howser, Leah Cathleen
Hu, Matthew
Huang, Michael Changlin
Huck, Anthony Michael
Hudson, Morgan Bailey
Hunt, Lauren Christine
Hutchins, Hanna Michelle
Iyyuni, Sravya

Jackson, Clayton Thomas
Jalloh, Zainab Yakub
Jergens, Mitchell James
Jester, Julia Allison
Johnson, Braden Cole
Johnson, William Jay
Jones, Emilee Jo
Jones, William David
Junk, Allison Renee
Justice, Shannon Jacob Elias
Kaschak, Alayna Marie
Kaur, Balpreet
Keane, Riley McKenna
Keels, Andre Kirk
Kemerer, Sara Grace
Keown, Olivia Anne
Kim, Yoonsu
Kirk, Maicy Allyna
Kirkey, Justin Michael
Knapp, Cassidy Ryann
Kok, Khloe-Yi
Kolva, Kathryn Ruth
Korpieski, Christina Nicole
Kot, Samuel Hevner
Kowalski, Michael Allen
Kumar, Prabhat
Kyle, Steven Matthew
Larivee, Ryan Thomas
Laubert, Elizabeth Diana
Law, Jordan Cole
Le, Jasmine Mai
Lee, Jun Seok
Lerner, Michelle Joan
Lesko, Jasmine Lee
Lewis, Evan Michael
Leyland, Blake Alan
Li, Haozheng
Lilley, Spencer Ray
Link V, John William
Lipak, Rachel Elaine
Lisath, Noah Isaiah
Lizotte, Laura McKenzie
Lofreso, Elizabeth Ann

Lomeo, Daniel Robert
Louden, Mackenzie Danae
Low, Malcolm Jing-yi
Mackovine, Alexandria
Elizabeth
Mahon, Zachary Ray
Mancini, Lena Elizabeth
Mangen, Sarah Joan Eleanora
Mansukhani, Rahul Sanjay
Martin, Timothy Patrick
Mathena, Alyssa Ruth
Mattar, Jumana
Matthews, Nathaniel Isaac
Matyac, Maria Noel
McCague, Brianne Nicole
McCloskey, Meghan Patricia
McElmurray, Evan Russell
McGue, Brooklyn Paige
McHugh, Todd Michael
Medillin, Breanna
Meikle, Justin Roderick
Melsop, Nicolas Cole
Meredith, Alena Nichole
Messner, Benjamin Karl
Miller, Carlee Autumn
Miller, Hayden Nicole
Miller, Jared Isaac
Minardo, MaKayla Nicole
Minniear, Brianna Danae
Moghaddas, Monir Zahra
Mohr, Kelsey Elizabeth
Moon, Sae Hoon
Moreno, Logan Thomas
Morgan, Claire Elizabeth
Morris, Caitlin Noelle Helaina
Morrison, Samuel Theodore
Morrow, Brandon William
Mosher, Nicholas Dean
Mundy, Mia Shabre
Murrin, Natasha Ann
Nakayiza, Samantha Lubega
Nason Marcotte, Reagan
Riana

Olentangy Orange High School ~ Graduating Seniors Class of 2016

Nelson, Christopher Reed
Ness, Rachel Elizabeth
Ng, Marilyn Ling
Nguyen, Pauline Van
Nichols, Andersen Marie
Nur, Hanaan Abdul Qadir
Oluwamuyide, Ifeoluwa
Favour Dorcas
Ortiz, Paul Joseph
Overturf, Sabrina Rae
Owusu-Ansah, Lubin Kofi
Page, Preston Lee
Pahouja, Samay L.
Pallithanam, Edwin Scaria
Palmer, Alexandra Marie
Pannier, David Nathaniel
Parker, Haley Morgan
Parker, Matthew Luke
Pastore, Jenna Grace
Patel, Megh Chandresh
Patel, Naishil Viranbhai
Patria, Vaibhavi
Pauly, Edward Kenneth
Pennucci, Timothy Robert
Pequignot, John Joseph
Perumal, Karthic Drishna
Venkatesa
Peters, Brian Robert
Pfeiffer, Aleks
Phelps, Olivia Grace
Phillips, Nicholas Jordan
Pitzer, Madison Noelle
Plummer, Jacob Alan
Pride, Bryn Alexis Kate
Quach, Johny
Quesenberry, Ashleigh Joy
Rai, Anvesha
Rajendran, Rohit Murugan
Ramsey, Alexander Todd
Ramsey, Sarah Michelle
Randolph, Antoniea Cherelle
Ray, Nicholas Richard
Reidy, Jewel Lynn

Rice, Katherine Jane
Richards, Allie Michelle
Richardson, Madeline Diane
Richmond, Alexis Nicole
Rieger, Adam Nathaniel
Rieser, Emily Ann
Riley, Joseph Thomas
Robertson, Andrew Scott
Ryan, Connor Daniel
Ryan Jr., Joshua Lewis
Sanford, Alexandra Morgan
Sanmiguel, Daniel Andres
Sargent, Michael Douglas
Sawdey, Daniel Storm
Schmeling, Jack William
Schmersal, Alexander Mark
Schneider, Grant John
Schrader, David Michael
Schroeder, Jacob Edward
Selbe, Tyler James
Sensibaugh, Kristina Marie
Senthilvelan, Abirami
Shaffer, Mariah Roxanne
Shah, Eshan Hiten
Shahroozi, Megan Mitra
Shahzeb, Mahnoor
Sharif, Fatma Ali
Shepherd, Colin John
Shepherd, Hunter Jordan
Shively, Madelyn Rose
Shnider, Benjamin Abram
Sijan, Sydney Taylor
Siles, Rio Garrett
Silliman, Samantha Katherine
Simons, Carter Michael
Simpson, Sofia Cristina
Sincich, Alaina Nichole
Singh, Kulwinder
Skuratowicz, Blake John
Smith, Brendan David
Smith, Joshua Robert
Smith, Taylor Joanne
Sowers, Brooke Lauren

Spillman, Cody Lee
Steiner, Robert Alan
Steward, Halley Kathryn
Steyer, Kelly Anne
Stiles, Makenzie Allison
Stone, Justin Vernon
Swisher, Courtney Meredith
Swisher, Jeymi Margarita
Tadres, Kerlous
Taneff, Kathryn Elizabeth
Tarach, Audreyanna Marie
Tavens, Hannah Rose
Thomas, Miyani Abriel
Timms, John Lee
Tindell, Arriona Charmin
Nicole
Todd, Alex David Jivan
Todd, Laurleena Eleanor
Parbati
Toomajian, Natalie Louise
Torio, Ashlen Theresa
Trombetti, Michael Joseph
Tucker, Skylar Rae
Turrin, Sean David
Valiulis, Azelin
Van Fleet, Riley Elizabeth
Van Fossen, Albert Maxwell
Van Fossen, Thomas Edward
Vassiliev, Valerie Elleonora
Vaughan, Jacob Davis
Venkatachalam, Sruthi Priyal
Vinicky, Brynn Abigail
Vojacek, Gregory Joseph
Vore, Alexander Maxwell
Vroom, Carolyn Marie
Wade, Aja Kanzi
Wagner, Caitlyn D.
Wallace, Christopher Dorian
Ward, Lauren Marie
Watson, Emily Catherine
Watson, Jacob Scott
Wears, Elizabeth Lyn
Wehr, Jacob Andrew

**Olentangy Orange High School ~ Graduating Seniors
Class of 2016**

Wemple, Emily Renee
Wenzlaff, Zachary Theodore
Wharton, Keira Alexis
White, Mikala Richardson
Wicks, Robert Montgomery
Wilburn, Nathan Douglas
William, Monica Mamdouh
Wolf, Marilena Ioanna
Wolf, Olivia Marie
Wood, Jessica Nichole
Woogerd, Natalie Lynn
Wooldridge, Andrew Anthony
Yarris, Samantha Erin
Yu, Sean Corey
Yu, Gary Ning
Yu, Zhiquan
Zebar, Sarah Elizabeth
Ziejewski, Christopher James

OLENTANGY LOCAL SCHOOL DISTRICT

NEOLA of OHIO

First Reading April 14, 2016 Second Reading/Approval April 28, 2016

Special Policy Update: January 2016 (Vol34, N2)

POLICY NUMBER	POLICY NAME	AREA	TYPE
SPECIAL UPDATE: Vol 43, N2			
2460.03	Independent Educational Evaluations	Program	NEW
4162	Drug and Alcohol of CDL License Holders	Classified	Revised
5112	Entrance Requirements	Students	Revised
5200	Attendance	Students	Revised
5223	Released Time for Religious Instruction	Students	Revised
5320	Immunization	Students	Revised
7300	Disposition of Real Property/Personal Property	Property	Revised
9270	Equivalent Education Outside the Schools	Relations	Revised
DISTRICT BACKGROUND CHECK UPDATES			
1520	Employment Of Administrators	Administration	Revised
2430.01	Volunteers	Program	Revised
3120.09	Volunteers	Professional	Revised
4120.09	Volunteers	Classified	Revised
SPECIAL RELEASE: THE EDGAR COLLECTION			
1130	Conflict of Interest	Administration	Revised
3113	Conflict of Interest	Professional	Revised
4113	Conflict of Interest	Classified	Revised
6110	Grant Funds	Finances	Revised
6111	Internal Controls	Finances	NEW
6112	Cash Management Of Grants	Finances	NEW
6114	Cost Principals-Spending Federal Funds	Finances	NEW
6116	Time and Effort Reporting	Finances	NEW
6325	Procurement-Federal Grants/Funds	Finances	NEW
6550	Travel Payment & Reimbursement	Finances	Revised
7310	Disposition of Surplus Property	Finances	Revised
7450	Property Inventory	Finances	Revised
8500	Food Services	Operations	Revised

Note: Policy additions are written in red and underlined and deletions will have a ~~strike-through~~ it.

Recommend to adopt as indicated below.
M. Arganbright 3/3/16

NEW POLICY - VOL. 34 NO. 2

INDEPENDENT EDUCATIONAL EVALUATIONS

Parents of a student with a disability, as defined by the Individuals with Disabilities Education Improvement Act ("IDEIA"), have the right to obtain an independent educational evaluation ("IEE") subject to the criteria set forth in this Policy. Parents have the right to an IEE at public expense if they disagree with an evaluation completed by the District. Evaluation for this purpose refers to the complete evaluation from the District, not to individual components of an evaluation. A parent is only entitled to one (1) publicly-funded IEE per evaluation with which the parent has disagreed. The District may file a due process complaint if it believes that the disputed evaluation is appropriate. ~~(-) If the request for an IEE comes one (1) year or more from the date of completion of the District's evaluation, the District may seek to complete a reevaluation prior to granting the parents' request for an IEE.~~

An IEE is an evaluation conducted by a qualified person who is not a regular employee of the District. The law providing for IEEs does not impose requirements on the District to accept findings or to implement recommendations set forth in IEEs. The results of an IEE will be considered by the IEP team, along with other data, as long as the evaluation meets certain criteria.

If a parent requests an IEE at public expense, the parent may be asked for a reason why he/she objects to the District's evaluation. Unless the District chooses to initiate a due process hearing, the District will respond to the parents' request in a manner that allows the IEE to be provided at public expense in a timely manner.

Evaluations are designed to meet the individual needs of a child. As a result, each evaluation is different. The law allows the District to impose criteria that all IEEs must meet. These criteria are the same as the District uses when it initiates an evaluation. All IEEs, regardless of who funds them, must meet the following criteria:

- A. The evaluator must be qualified and able to perform an unbiased evaluation. Qualifications include both a college degree and the appropriate license, certificate, or other credential for his/her area of practice. ~~(-) See AG-2460.03.~~
- B. The evaluator must have experience or specialized training to work with children with disabilities.
- C. The evaluation must take place within a 50 mile radius of the district's boundaries ~~[insert geographic limitation].~~ This requirement may be waived or modified in special circumstances when unique diagnostic expertise is warranted, provided the parents demonstrate the necessity of using an evaluator outside the specified geographic area.

- D. If publicly-funded, the cost of the evaluation must be within the range of reasonable market prices for such an evaluation. The reasonable market price will vary based upon each child's unique needs. ~~[NOTE: SELECT EITHER OPTION A OR OPTION B]~~
~~[OPTION A] []~~ However, all evaluations that cost a total of \$_____ ~~[insert dollar amount]~~ or less will be deemed to be within the reasonable market range. An evaluation that will cost more than this threshold must be discussed with the District in advance for an individual determination of whether it is reasonable. ~~[END OF OPTION A]~~ **[OPTION B] [X]** The cost of the IEE will be based upon some of the following criteria: (a) the amount of testing to be done; (b) the time it takes to administer each test; and (c) the time it takes to interpret and write up a meaningful report. ~~(-X)~~ The cost of the IEE shall not exceed the maximum fees identified in AG 2460.03 without prior consent of the Superintendent or his/her designee. **[END OF OPTION B]** Unreasonable costs for travel, lodging, etc., will not be reimbursed. Costs above customary amounts will be approved only if the parent demonstrates that the costs reflect a reasonable and customary rate for such evaluative services, or if the parents demonstrate that there are other factors that make the extraordinary costs necessary. The District must be provided with a copy of a detailed bill itemizing all charges and costs of the IEE and related report, the amount of time in hours/minutes spent conducting and preparing the IEE and related report, the times spent on any other services billed to the District, and indicating specifically what person or persons performed each task or item billed to the District. A copy of the IEE report and the detailed bill must be submitted to the District within sixty (60) days of the date of completion of the IEE.

- E. The evaluator must make at least one (1) thirty (30) minute observation of the child in his/her educational setting. If the child receives any services at a District-operated school, one (1) observation must be conducted at the school.
- F. The observation requirement will be waived for any evaluation that is presented strictly for purposes of clinical diagnosis of a disability.
- G. The complete written evaluation results must be delivered directly from the evaluator to the District. Evaluation reports that have been redacted, altered from their original form, or contain incomplete or missing information are not accepted. The parent must sign a release of the parent's right to confidentiality of information and a release of any privilege regarding information related to the IEE to permit consultation and discussion between District staff and the independent examiner with regard to the IEE.
- | ~~+~~ X] The District may request that the evaluator attend the IEP team meeting to present the results of his/her evaluation.
- H. Test interpretations and conclusions stated in the written report must be directly and clearly supported by the data. Recommendations made as a result of the evaluation must be educationally relevant and realistic within an educational setting.

A parent who seeks a waiver from any of the criteria in this policy must present evidence to the IEP team that the child's unique disability requires the waiver. The Superintendent may waive application of one (1) or more of the criteria set forth above when the Superintendent determines that the individual needs of the child and unique circumstances justify such a waiver. Parents will be provided the opportunity to demonstrate these unique circumstances to the Superintendent.

The results of the IEE will be considered in making educational decisions as required by the IDEIA and/or Section 504 of the Rehabilitation Act of 1973.

In order for an IEE to be publicly-funded, the parent must disagree with an evaluation that has been conducted by the District.

Upon request, the District will provide a parent with information regarding where an IEE may be obtained. This information will differ based on the unique needs of each child and may not be an exhaustive list.

34 C.F.R. 300.502
A.C. 3301-51-05

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Recommend to make the changes as indicated below. T. Meyer 3/8/16

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Board-owned and/or operated ("Board-owned") vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of Board-owned vehicles.
- E. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in Board-owned vehicles or inspect, repair, and maintain Board-owned vehicles.
- F. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board Policy 4122.01 on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug and alcohol tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, b.) for reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Staff members who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program, and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Board's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while having an alcohol concentration of 0. ~~02~~04 or greater
- B. reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug
- C. refuses to submit to drug and/or alcohol testing
- D. alters or attempts to alter or unduly influence alcohol and/or drug testing results
- E. fails to remain readily available for post-accident testing (including notifying his/her supervisor of his/her location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care)

Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under the Americans With Disabilities Act (i.e. test results shall be provided on a right to know basis – the employee, the employer, and the substance abuse professional – and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will have access to any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide written authorization before his/her test result can be provided to any other person except a government agency specified in the applicable Federal regulations.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all bus drivers and other CDL license holders, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee
- F. the requirement that staff members must submit to testing as required by the regulations
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- I. the consequences for a test indicating an alcohol concentration greater than 0. ~~02~~04, and
- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management)

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

49 C.F.R. 382.101 et seq.

Adopted 8/22/11
Revised 12/14/11

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Recommend to revise as indicated
below. J. Fette 2-16-16

ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. The Board may admit to first grade a younger child who has successfully completed kindergarten if the child satisfies the Board's early entrance criteria.

Required Documents

The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birthdate;
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may be admitted under the Superintendent's guidelines. Appropriate law enforcement authorities shall be notified in the event that required documents are not provided in accordance with the provisions of R.C. 3313.672. However, a child who is placed in a foster home or residential facility (i.e., a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four (24) hour child care, county children's home, or district children's home) will not be denied admission solely because the child does not present a birth certificate, comparable certification, or other comparable document upon registration. Such protected child will be admitted under temporary enrollment for a period of up to

ninety (90) days to present the required documentation. The protected child and/or the child's parent, guardian, or custodian will be so informed at the time of the child's initial admission.

The Superintendent shall also ensure that each child entering the District's kindergarten or first grade program for the first time has been properly screened for any medical or health problems, including those related to hearing, vision, speech, and communications.

Any parent may provide the District with a written statement indicating that s/he does not wish to have his/her child screened.

Early Entrance Criteria

The District provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade will be available in each school building. Any student residing in the District may be referred by an educator employed by the District, a preschool educator who knows the child, the child's parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration
- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

A meeting will be conducted with the parent/guardian following the evaluation to inform him/her of the committee's decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten or first grade program.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the results of the evaluation. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision will be final.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

R.C. 3313.64, 3313.641, 3313.672, 3313.673, 3321.01 et seq., 3321.05, 3323.01
R.C. 3324.10

Adopted 5/25/11
Revised 12/13/12

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Recommend to revise as indicated below.
J. Fette 2-16-16

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 four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

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- 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.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically 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.

If a student is chronically 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.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to 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.)

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 ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, 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 absence 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 absence.

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.

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

Adopted 5/25/11

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Recommend to revise as indicated below.
J. Fette 2-16-16

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Transportation of students to and from Released Time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board of Education, its members, and employees are immune from liability for any injuries arising from transportation to and from Released Time instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in the provision of religious instruction.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction.

High school students may earn up to two (2) units of high school credit for coursework completed during Released Time instruction. Such credits may substitute for credits required pursuant to R.C. 3313.603(C)(8).

The Board will evaluate the course based on secular criteria including, but not limited to:

- A. the number of hours of instructional time;
- B. a review of the course syllabus that reflects course requirements and materials used;

- C. the assessment methods used in the course; and
- D. the instructor's qualifications, which shall be similar to the qualification of other teachers in the District.

The decision as to whether to provide credit for a specific Released Time religious instruction course will be neutral as to religious content and will not involve any test for religious content or denominational affiliation.

~~No solicitation for attendance at religious instruction shall be permitted on District premises. No staff members shall encourage or discourage participation in any religious instructional program.~~

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

Attorney General's Opinion 88-001

Adopted 12/11/14

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Recommend to update as indicated
below. M. Arganbright 3/3/16

IMMUNIZATION

The Board of Education recognizes that immunization prevents the occurrence and spread of certain communicable diseases and is a safeguard to the school community in preventing the spread of disease. Toward that end, the Board in accordance with the State statute requires all students to be immunized according to the Ohio Department of Health Immunization Requirements for preschool, kindergarten, and school age children. This policy pertains to both students who currently attend school in the District and those eligible to attend. New students to the District may be required to undergo a tuberculosis examination in accordance with law and the direction of the Ohio Department of Health, the local health department, or the District medical advisor.

The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320).

The Superintendent may exempt a student from being immunized against ~~either or both~~ measles ~~and~~, mumps, and / or varicella if the student presents a signed statement from a physician indicating s/he has had measles ~~or~~, mumps, and/or varicella and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction or philosophical reasons.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

The Board believes that immunization is the primary responsibility of the parent(s).

R.C. 3313.67, 3313.671, 3313.671(B)

Adopted 5/25/11

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Recommend to revise as indicated below.
B. Kern 3-8-16

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 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~~Policy 7310 and Donation of Real or Personal 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.

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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
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(E),

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 ~~that is suitable for use as classroom space~~, 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~~the community school governing authority and college preparatory boarding school board of trustees 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 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.
3. ~~[The Board may dispose of the property by public auction only if no start-up community school governing authority or college preparatory boarding school board of trustees accepts the Board's offer within sixty (60) days after such the subsequent offer].~~

D. 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 ~~offer~~ 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.

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.

3. 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.

3.4 Any subsequent lease or sale of the property shall proceed in accordance with law.

4.5 If no governing authority 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.

E. 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.

F. 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).

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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;

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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:

a. evidence that the organization is a nonprofit organization that is located in the State of Ohio and exempt from Federal income taxation;

b. a description of its primary purposes;

c. a description of the type or types of property the organization needs; and

d. 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.

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

Adopted 10/23/12

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Recommend to revise as indicated below.
J. Fette 2-16-16

EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)

The Board of Education encourages the enrollment of all school age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act in its behalf.

A parent electing to home educate a child shall provide the Superintendent with annual written notification. The notification must include certain specific information and assurances concerning the home education program as set forth in State law, the State Department of Education Regulations, and AG 9270.

The Superintendent will excuse the child from attendance for home education purposes upon satisfactory showing that the child is being home educated by a person qualified to teach the branches in which instruction is required as referenced in AG 9270, and such additional branches, as the advancement and needs of the child may, in the opinion of the Superintendent, require.

The Superintendent shall develop and implement administrative guidelines that ensure that, prior to a child being excused from attendance for home education purposes, all requirements specified in the State Department of Education regulations and the conditions established in Policy 5463 - Credits from State-Chartered, Special, and Nonchartered Schools have been met.

The Superintendent may allow a student who is being educated at home to participate in one or more of the District's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for an activity.

A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

[X] The Superintendent may allow a student who is educated at home and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if the district to which the student is entitled to attend does not offer that extracurricular activity.

[X] The Superintendent may allow a student who is enrolled in a nonpublic school and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if (a) the nonpublic school in which the student is enrolled does not offer the extracurricular activity, and (b) the extracurricular activity is not interscholastic athletics or interscholastic contests or competitions in music, drama or forensics.

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home schooling in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home schooling.
- B. If the student did not receive home schooling in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home schooling shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- D. Any student who commences home schooling after the beginning of a school year and who is, at the time home schooling commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuation of home schooling as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student as determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity.

Issuance of Diploma to Home Schooled Student by Parent, Guardian, or Custodian

A student who has completed the final year of home education, and has successfully fulfilled the high school curriculum (applicable to the student) may be granted a high school diploma by the student's parent, guardian, or custodian. Any diploma granted to a student after July 1, 2015, shall contain **the official letter of excuse issued by the Superintendent for the student's final year of home education or certification signed by the Superintendent that the student and the student's parent have complied with State law regarding home education.** The statement of certification shall read:

"I certify that the student named in this diploma and the student's parent have complied with R.C. 3321.04 (A)(2) regarding instruction at home and the related rules of the Ohio State Board of Education."

The Superintendent, when presented with such diploma for signature, shall sign the statement of certification included with the diploma if the student and the parent have complied with the home instruction requirements.

R.C. 3313.5311, 3313.5312, 3313.6110, 3321.03, 3321.04
A.C. 3301-34

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District Requested Revision.
T. Meyer 3-7-16

EMPLOYMENT OF ADMINISTRATORS

The Board of Education recognizes that it is vital to the successful operation of the District that administrative positions created by the Board be filled with highly qualified and competent personnel. The Board may contract with the governing board of the educational service center from which it otherwise receives services to conduct searches and recruitment of candidates for assistant superintendent, principal, assistant principal, and other administrator positions.

In accordance with the provisions of R.C. 3319.031, the Board may assign specified powers and duties to one or more administrators.

Any person employed as an assistant superintendent, principal, assistant principal, or other applicable administrators shall possess a valid certificate/license issued pursuant to Ohio law and shall file a copy of his/her certificate/license with the District.

To the extent permitted by law, the Board may request the State Board of Education to issue a two (2) year alternative administrative specialist license or a one (1) year alternative principal license to a candidate recommended by the Superintendent for an administrative position, provided the candidate is of good moral character and meets the requirements set forth by the State Board of Education.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment when such a conflict of interest is involved.

A supervisor may not date or have any form of sexual relationship with an employee who directly reports to him/her even when the relationship is voluntary and welcome. Any such activity should be reported to the appropriate personnel.

An individual who is related to (a) staff member(s) may be employed as an administrator by the Board provided the administrator is not placed in a position in which s/he will supervise directly the staff member to whom s/he is related.

The employment of administrative staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Prior to employment, the candidate selected must also pass a background check performed by the Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

R.C. 3319.01, 3319.02, 3319.031, 3319.07, 3319.16, 3319.17, 3319.171
R.C. 3319.27, 3319.36

Adopted 1/26/12
Revised 10/23/12
Revised 12/13/12
Revised 12/12/13

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District Requested Revision.
T. Meyer 3/8/16

SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, ~~the Board establishes the following guidelines for the approval of any activity involving community volunteers:~~

- A. ~~Any~~ any suggested activity must be presented to the Superintendent or designee, ~~in writing, at least thirty (30) days~~ prior to the planned starting date.
- B. ~~Each request must include:~~
 - 1. ~~the purpose of the activity;~~
 - 2. ~~the students for whom the activity is planned;~~
 - 3. ~~the intended learning outcomes;~~
 - 4. ~~an explanation of how the intended learning outcomes contribute to the accomplishment of District goals;~~
 - 5. ~~the names and qualifications of those community volunteers who will be participating in any aspect of the activity;~~
 - 6. ~~the number of hours and total duration of the activity;~~
 - 7. ~~an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost.~~

The Board delegates to the Superintendent or designee the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the Superintendent or designee will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.

Adopted 5/25/11

District Requested Revision.
T. Meyer 3/8/16

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent or designee is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. may not accept compensation from any third party or source, including, but not limited to booster, parent, or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board;
- E. may be required to obtain a Pupil Activity Supervisor Permit from the Ohio Department of Education. Failure to do so if requested by the District will forfeit the opportunity to volunteer.

Furthermore, the Superintendent or designee shall inform all volunteers who work or apply to work unsupervised with children ~~on a regular basis of the~~ need to display appropriate behavior at all times, and that they may be required to provide a ~~criminal background check set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be~~ at the volunteer's expense.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

The Superintendent or designee shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

Offenses

No person is to be accepted or maintained as a volunteer if s/he has been convicted of any of the following offenses:

- A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- B. felonious assault, aggravated assault, assault
- C. failing to provide for a functionally impaired person
- D. aggravated menacing
- E. patient abuse or neglect
- F. kidnapping, abduction, child stealing, criminal child enticement
- G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance

- H. aggravated robbery, robbery
- I. aggravated burglary, burglary
- J. abortion without informed consent
- K. endangering children
- L. contributing to the delinquency of children
- M. domestic violence
- N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
- O. corrupting another with drugs
- P. trafficking in drugs
- Q. illegal manufacture of drugs or cultivation of marijuana
- R. funding of drug or marijuana trafficking
- S. illegal administration or distribution of anabolic steroids
- T. drug possession offenses (that are not a minor drug possession offense)
- U. placing harmful objects in or adulterating food or confection
- V. a felony
- W. an offense of violence
- X. a theft offense (as defined in R.C. 2913.01)
- Y. a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

The Superintendent or designee shall develop administrative guidelines to further define the implementation and practice of this policy.

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
20 U.S.C. 1232g, 34 C.F.R. Part 99

Adopted 10/26/11

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District Requested Revision.
T. Meyer 3/8/16

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- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
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- G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance

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- O. corrupting another with drugs
- P. trafficking in drugs
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- R. funding of drug or marijuana trafficking
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The Superintendent or designee shall develop administrative guidelines to further define the implementation and practice of this policy.

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
20 U.S.C. 1232g, 34 C.F.R. Part 99

Adopted 8/22/11

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EDGAR: Recommend to revise as indicated below. J. Fette 2-16-16

CONFLICT OF INTEREST - PRIVATE PRACTICE

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.

1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's , officer's or agent's employment professional relationship with the District or through his/her access to School District records
- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal

referrals, sharing of fees, or other remuneration for such referrals

- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- 3. Employees, officers and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

- B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

- C. Employees may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds

- (X) , except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$__25__ or less.

Violation of this policy shall result in discipline, which may include termination from employment.

R.C. Chapter 102, R.C. 2921.42, R.C. 2921.43
Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03
2 C.F.R. 200.318

Adopted 1/26/12

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EDGAR: Recommend to revise as indicated
below. J. Fette 2-16-16

CONFLICT OF INTEREST

- A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.
1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
 2. Employees , officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.
- B. Exceptions to Part A of this policy shall be approved by the Superintendent or designee **before** entering into any private relationship.
- C. Employees , officers and agents ~~may not~~cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

~~No employee may~~ Employees, officers and agents cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. ~~involved with Federal grant funds~~ However, pursuant to Federal rules, the School District has set standards for when,

~~, except that~~ an employee, officer or agent may accept ~~the a~~ gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 25 or less.

~~Violation of this policy shall result in discipline, which may include termination from employment.~~

D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

Violation of this policy shall result in discipline, which may include termination from employment.

Applicable laws, regulations and guidance:

R.C. Chapter 102, R.C. 2921.42, R.C. 2921.43
Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03
2 C.F.R. 200.112, 200.113, 200.318

Adopted 10/26/11

© **NEOLA 2005**

EDGAR: Recommend to revise as indicated
below. J. Fette 2-16-16

CONFLICT OF INTEREST

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.

1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
2. Employees, officers and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's or agent's employment or professional relationship with the District through his/her access to School District records
- c. the referral of any student or client for lessons or services to any private business or professional

practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

- d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 3. Employees, officers and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to Part A of this policy shall be approved by the Superintendent or designee **before** entering into any private relationship.
- C. Employees, officers and agents ~~may not~~ cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
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R.C. Chapter 102, R.C. 2921.42, R.C. 2921.43

Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03

2 C.F.R. 200.112, 200.113, 200.318

Adopted 8/22/11

© NEOLA 2005

EDGAR: Recommend to revise as indicated below. B. Kern 3-8-16

GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent or designee shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in ~~accord~~-accordance with Federal ~~regulations and~~ guidelines ~~on discrimination~~.

No Federal funds received by the ~~Board~~-District shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention ~~education~~ in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.

- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the Superintendent or designee prior to submission to the funding source.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as Board-District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, program applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be ~~is~~ as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
- F. The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

- G. Employee positions established through the use of grant funding may terminate if and when the related grant funding ceases.
- H. Program reports including but not limited to audit, site visits and final reports shall be submitted to the Superintendent or designee for review and distribution to ~~the Board and other~~ appropriate parties.

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~~Fiscal~~ Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as ~~Board District~~ policies and administrative guidelines.

The ~~Superintendent District~~ or designee shall provide for the following:

- ~~A.~~ Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass through entity, as applicable.
- ~~A.B.~~ Accurate, current, and complete disclosure of the financial results of each Federal award or program ~~Federally sponsored project~~ in accordance with the reporting requirements of the grant.
- ~~B.C.~~ Effective control over and accountability for all funds, property, and other assets in their use solely for authorized purposes. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- ~~C.D.~~ Comparison of expenditures with budget amounts for each Federal award.
- ~~E.~~ Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to the following areas: such provisions as

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~~may be applicable as cost sharing and matching requirements, budget revisions, audit requirements, reasonableness, allocability, and allowability of costs, procurement, property management and disposition, and payment/repayment requirements.~~

E.D. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property by the District. ~~Insurance coverage for real property and equipment, if applicable, equivalent to the coverage obtained for Board-owned property of a similar nature.~~

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Applicable laws, regulations and guidance:

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

Revised 5/23/13

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EDGAR: Recommend to revise as indicated
below. B. Kern 3-8-16

NEW POLICY - VOL. 34, NO. 2

INTERNAL CONTROLS

The Superintendent shall establish and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with applicable statutes, regulations and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations
- B. reliability of reporting for internal and external use
- C. compliance with applicable laws and regulations

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

- D. take reasonable measures to safeguard protected “personally identifiable information” (PII) and other information the awarding agency or pass-through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality

PII is defined at 2 C.F.R. 200.79 as “information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.”

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

2 C.F.R. 200.61-61, 200.79, 200.303

- A. “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States;
- B. “Internal Control Integrated Framework” (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. “Compliance Supplement” issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

EDGAR: Recommend to revise as indicated below. B. Kern 3-8-16

NEW POLICY - VOL. 34, NO. 2

CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Ohio Department of Education (ODE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.

- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.305

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EDGAR: Recommend to revise as indicated
below. B. Kern 3-8-16

NEW POLICY - VOL. 34, NO. 2

COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. the cost is identified in the approved budget or application;
- c. there is an educational benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from a needs assessment;
- e. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education ("ODE") or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Public utility services - when the District receives the services.
- E. Travel - when the travel is taken.
- F. Rental of property - when the District uses the property.
- G. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is approved, unless an agreement exists with ODE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
C.F.R. 200.474(b)

EDGAR: Recommend to revise as indicated below. B. Kern 3-8-16

NEW POLICY - VOL. 34, NO. 2

TIME AND EFFORT REPORTING

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;

- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The ~~Payroll~~ Pupil Services Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.430, 200.431

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NEW POLICY - VOL. 34, NO. 2

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy ~~3110~~3113 and Policy ~~4110~~4113 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive contracts to consultants that are on retainer contracts
- D. organizational conflicts of interest
- E. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement
- F. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if ~~at all~~ possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

☐ Micro-purchases

~~Procurement by micro purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ _____ (not to exceed \$3,500). To the extent practicable, the District shall distribute micro purchases equitably among qualified suppliers. Micro purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.~~

☒ Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and

other property that does not exceed the competitive bid threshold of \$ 5,000. Small purchase procedures require that price or rate quotations shall be obtained from () (X) an adequate number of qualified sources.

~~(+)~~ ~~Sealed Bids~~

~~Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$25,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$25,000.~~

~~In order for sealed bidding to be feasible, the following conditions shall be present:~~

- ~~1. a complete, adequate, and realistic specification or purchase description is available;~~
- ~~2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and~~
- ~~3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.~~

~~When sealed bids are used, the following requirements apply:~~

- ~~1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from () (X) an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.~~
- ~~2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.~~
- ~~3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.~~

4. ~~A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.~~
5. The Board reserves the right to reject any or all bids for sound documented reason.

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(X) Competitive Proposals

Procurement by competitive proposal is, normally conducted with more than one source submitting an offer, ~~is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.~~ [Drafting Note: ~~Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Ohio law requires sealed bids for a purchase of \$25,000 or more (see Policy 6320).~~]

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an () (X) adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

| (X) Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) business days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:
2 C.F.R. 200.317 - .326

EDGAR: Recommend to revise as indicated below. B. Kern 3-8-16

TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be approved by the Board. The Board shall establish mileage rates in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

Applicable laws and regulations:
2 C.F.R. 200.474

Revised 5/23/13

EDGAR: Recommend to revise as indicated
below. B. Kern 3-8-16

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Business Manager or designee to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy (see Policy 7300).

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining

3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction, or
5. creates a safety or environmental hazard

C. Disposition

The Business Manager is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. ~~Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines. If the decision is made 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 personal property may be traded upon such terms as are agreed upon by the parties.~~

R.C. 3313.40, 3313.41

[2 C.F.R. 200.312, 200.313](#)

Adopted 10/23/12

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EDGAR: Recommend to revise as indicated
below. B. Kern 3-8-16

PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall ensure that a complete inventory of all district-owned equipment is conducted as necessary in accordance with generally accepted auditing standards.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$2,000.00 as a single unit and does not lose its identity when incorporated into a more complex unit. Any other item considered to be an asset for which additional accountability is desired may be included as well. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$150.00.

It shall be the duty of the Treasurer to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and disposal reports.

The Treasurer shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification by serial number and/or model number;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. depreciation;
- G. evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the

award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

- B. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, AG 7300 and AG 7310.

2 C.F.R. 200.313

Adopted 10/23/12

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EDGAR: Recommend to revise as indicated below. B. Kern 3-8-16

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current school meal pattern requirements [USDA Dietary Guidelines for Americans](#) and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons," but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

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Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- ~~C~~D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- ~~D~~F. the administration, accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- ~~E~~G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- ~~F~~H. the regular maintenance and replacement of equipment.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

~~No foods or beverages, other than those associated with the District's food service program, are to be sold during food service hours.~~ The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

R.C. 3313.81, 3313.811-815
A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective

July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Adopted 8/22/11
Revised 12/14/11
Revised 12/11/14



OLENTANGY | LOCAL SCHOOLS

2016-17 ELEMENTARY STUDENT HANDBOOK EXHIBIT

CHANGES ARE IN RED OR HAVE A STRIKE THROUGH THEM



Last adoption date: May 14, 2015

Revised 7/23/15/ja

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

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INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

LETTER FROM THE PRINCIPAL

Dear Parent/Guardian,

On behalf of the entire staff, we take great pride in welcoming you to your elementary school. It is essential that parents read the Student Handbook and that students are made aware of its contents. We are more than happy to answer any questions or concerns that you may have. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

It is a pleasure to have you as a member of the Olentangy family. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful school year!

Sincerely,

Olentangy Elementary Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

VISION STATEMENT

Our students will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring and safe environment
- Research-based, student-focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

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SCHOOL INFORMATION

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district's Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- **Email Notification System:** Receive news, announcements and updates from Olentangy straight to your email inbox. To subscribe or to manage your account, visit the homepage of the district website.
- **Social Media:** www.facebook.com/olentangylocalschools, @olentangySD and @SuperOlSD on twitter.

ONLINE ACCESS TO STUDENT INFORMATION

~~Students and parents are able to access information via a web-based system. Your myOlentangy account gives students and parent's access to report cards, lunch account balance, transportation information, standardized test results and additional individual student information, i.e. an Individualized Education Plan. You can access myOlentangy at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.~~

Students and parents are able to access information via a web-based system:

- Students use their **myOLSD** account to access report cards, lunch account balance, transportation information and additional individual student information. Students can access **myOLSD** from the Student Resources page of the district website.
- Parents can access this information via their **PowerSchool** account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their **Schoology** account. Parents can access **Schoology** and **PowerSchool** on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using ~~the district~~ an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550). There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

CALLING SYSTEM

To update your contact information for the calling system, please click on the "calling system information" link on the district's website, ~~www.olentangy.k12.oh.us/about-olentangy/calling-system-information~~
<http://www.olentangy.k12.oh.us/Page/1380>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by mail to the Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, OH 43035.

Speak UP! Student HELP! Line

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two "**Stay Safe**" or "**Bullied?**" **Speak UP!** icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) **1-866-listen2me**.

FEDERAL/STATE/LOCAL COMPLIANCE

The Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district sponsored trips.

Students using computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: ~~CHANGES ARE IN RED OR HAVE A STRIKE THROUGH THEM.~~

26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. OLSD 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 OLSD's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy or any other Board policies, guidelines or laws. Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

ELEMENTARY SCHOOL HOURS

- 8:50 a.m. - 3:30 p.m.: Alum Creek (ACES), Indian Springs (ISES), Oak Creek (OCES), and Scioto Ridge (SRES)
- 9:05 a.m. - 3:45 p.m.: Arrowhead (AES), Cheshire (CES), Freedom Trail (FTES), Glen Oak (GOES), Heritage (HES), Johnnycake Corners (JCES), Liberty Tree (LTES), Olentangy Meadows (OMES), Tyler Run (TRES), Walnut Creek (WCES) and Wyandot Run (WRES)

Children who are transported to school other than by bus must not arrive prior to ten minutes before the start of school: 8:40 a.m. for ACES, ISES, OCES, & SRES; 8:55 a.m. for AES, CES, FTES, GOES, HES, JCES, LTES, OMES, TRES, WCES, & WRES. Prior to these times, and after dismissal, we have no one assigned to supervisory duty and cannot be held responsible for your child.

The parent or guardian is to notify ACES, ISES, OCES, & SRES before 9:45 a.m. and AES, CES, FTES, GOES, HES, JCES, LTES, OMES, TRES, WCES, & WRES before 10:00 a.m. if his/her child is absent, unless the parent has given previous notification of the absence.

If a student is absent from school, a parent must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

- 1) Personal illness or injury (a medical verification note may be required by the school principal)
- 2) Family illness - an emergency situation requiring the student to be absent from school
- 3) Quarantine of the home by local health officials
- 4) Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
- 5) Observance of a religious holiday consistent with student's established creed or belief

Students returning to school after an absence may bring a written note from their parents or guardian stating:

- 1) The dates of absences;
- 2) The reason for the absences;
- 3) The parent or guardian signature; and,
- 4) The parent or guardian phone number.

UNEXCUSED ABSENCES

Upon returning to school following an absence or tardiness, students may give the homeroom teacher a note from the parent, guardian or medical professional stating the reason for the absence or tardiness. Parent notes must be submitted within five school days of the student's return to school or the absence will be considered unexcused. Notes will be accepted for up to 20 absences per year before additional documentation may be required. Ohio Revised Code 3321.19 makes it mandatory for a school district to examine all truancy cases, notify parents of the penalties if a child is truant and file a complaint with the appropriate court if the child does not cease being truant.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

ABSENCE GUIDELINES

- **Tardy-** Students who arrive within 90 minutes of the school starting time will be considered tardy:
- **Half-Day Absence-** Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.
- **Full-Day Absence-** Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.
- **Early Departure-** Students who leave within 90 minutes of the end of the day will be considered a PM tardy.

FIVE DAY RULE

Absences beyond the Five Days per Nine Weeks rule will be handled on an individual basis. This process is necessary due to the frequency of childhood illnesses that may not require a physician's excuse.

Exceptions to the Five Day Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

An absence with medical documentation will be an exception to the Five Day Rule. All absences will be documented with a note containing the reason for the absence and the signature of the parent or guardian of the absent student.

The principal shall consider the number of excused versus unexcused absences and begin intervention to improve attendance. However, parents may receive a letter of notification after five days (2 ½ days for kindergarten) of absence per nine weeks.

ILLNESS WHILE AT SCHOOL

If a student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused and will not count against the Five Class Period rule. Parents are requested to report all communicable diseases to the clinic.

EARLY DISMISSAL OF STUDENTS

When leaving for early dismissal, students are not allowed to wait in front of the building or to enter cars unless accompanied by a parent. These rules are necessary to ensure student safety. **You must come to the office to sign your child out.** You must send a note each time there will be a change in your child's dismissal time or procedure. We will ask to see identification of any person we do not know and will not release a child to a

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babysitter, step-parent or friend without prior authorization. We will follow the child's normal routine without a note from the parent.

CO-CURRICULAR PARTICIPATION

In order to participate in a school day practice or co-curricular activity, an elementary student must be in attendance a minimum of a half day and follow the guidance for Illness/Injury for a child. Field trips, Alternate Learning Experiences, medical/dental appointments and special family situations may be excused by an administrator.

SPECIAL ABSENCES: ALTERNATE LEARNING EXPERIENCE (ALE) AND STUDENT VACATIONS DURING THE SCHOOL YEAR

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. ~~Students are also permitted to take vacation with their family during the school year.~~ ALE and student vacation absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE or vacation will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the ALE-absence. Upon receiving an ALE or vacation request, the building administrator will do one of the following:

1. Approve the ALE request;
2. Give conditional approval to the ALE request; and-or
3. Deny the ALE request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee).

~~An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return.~~ ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

To be granted an ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the ~~experience proposed absence~~. This form is available on the district website as well as in the main office;
2. Document a valid learning content to the alternate experience, if applicable; and
3. Demonstrate satisfactory attendance history.

An ALE or vacation request will not be approved for applications submitted after the experience, if there are academic concerns, or for experiences that fall within district testing windows. An ALE or vacation request may be denied at the discretion of the building principal. ~~when multiple ALEs and vacation requests are discouraged from being submitted in the same academic year.~~

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WITHDRAWAL FROM SCHOOL

When withdrawing from Olentangy Local Schools, a parent or guardian must be present, sign the Withdrawal Sheet, and the following must be met:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and
3. Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or mutilated.

SCHOOL COUNSELOR

Elementary school counselors help students achieve success through academic, personal/social, and career development. A school counselor is on staff in every elementary building in the Olentangy Local School District. School counselors are professional educators with a mental health perspective who assist students in the development of their self-concept, decision making skills, communication skills and character. School counselors are part of the total educational program and collaborate with students, parents, teachers and administrators. They are advocates for students and work with other educators to create a caring school culture. School counselors hold a minimum of a master's degree and are required to complete ongoing professional development. Elementary school counselors often provide services including individual counseling, group counseling and classroom guidance activities. School counseling is a part of regular education services and is available to students without parent consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety of someone else. For students who also receive outside counseling services, parents and guardians may choose to sign a release of information to allow for collaboration between school counselors and outside professionals.

LIBRARY/MEDIA CENTER

Mission and collection-It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

- **Instructional support-**Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade leveled reading lists to guide student reading.

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- **Equipment**-Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.
- **Policies**-The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **Jon Peterson/Autism Scholarship program**

The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the Jon Peterson or Autism scholarship program. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.

RELEASE TIME FOR RELIGIOUS EDUCATION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- student's parent or guardian gives consent in writing;
- sponsoring entity maintains attendance records and makes them available to the District;
- sponsoring entity provides and assumes liability for the student; and
- student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.

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- E As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (OLSD Policy 2340). In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Olentangy Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure. Siblings are not permitted to attend field trips with chaperones.

GRADING

Olentangy Local Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to formal evaluation tools, classroom teachers use observations, project work, writing samples, checklists, and periodic paper and pencil tests to assess children's knowledge and skills. The data gathered from ongoing formal and informal assessments provide the evidence for marks on the elementary report card. To view the elementary report card, please go to www.olentangy.k12.oh.us.

The chart below describes report cards grades.

Exemplary (E)	Excellent or exemplary work at the standard.
Meets (M)	Meeting grade level expectations.
Progressing (P)	Moving toward grade level expectations with assistance.
Needs Improvement (N)	Experiencing difficulty requiring much assistance.

~~Students also earn marks in all areas on effort, work habits, and personal growth. The chart below indicates the marks.~~

4	Consistently	2	Sometimes
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3	Usually	1	Rarely
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4	Met end of year grade level standards and may be ready to work at greater depth
3	Expected progress toward meeting end of year grade level standards
2	Less than expected progress toward meeting end of year grade level standards with increased support
1	Little to no progress toward meeting end of year grade level standards with extensive support

Students also earn marks in all areas on effort, work habits, and personal growth. The chart below indicates the marks.

+	Consistently Demonstrates	-	Needs Improvement
=	Sometimes Demonstrates		

If you have questions about a mark your child receives, please contact the appropriate teacher.

GRADE CARDS

All student grade cards will be made available electronically to parents and students for interim and quarterly grade reporting. A paper copy will not be mailed home unless specifically requested.

INTERVENTION ASSISTANCE TEAM (IAT)

~~Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.~~

RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)

Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, and the child's classroom teacher. The team is flexible based on

the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

ELEMENTARY GIFTED SERVICES

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic areas, and/ or visual/ performing arts areas through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional needs of gifted learners. Students with one or more areas of gifted identification receive supports from the General Education teacher, which may include differentiated instruction, enrichment opportunities, and guidance support. Students who are identified as gifted in both cognitive ability AND specific academic areas of reading and/ or math, receive additional gifted services. The Gifted Intervention Specialist (GIS) and General Education teachers collaborate to provide direct services in the areas of Reading and Math with the instructional supports listed above and may also include, cluster grouping, co-teaching, small group resource room instruction, and subject/ whole grade acceleration.

Please visit <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/> for additional details regarding the gifted identification process, criteria, and services.

POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school. A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building and are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>.

HEALTH

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations.

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils, will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic and administered by the clinic staff.

Medication forms are available in the school office and on the district website, and expire at the end of each school year.

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email notification informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been

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diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

HEALTH SCREENINGS

In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, and vision. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience(d) a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply ~~while on school premises, school buses or any other school property during school activities at or away from school~~ to all activities in the district, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension (OSS)
- Emergency removal
- Court referral
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 -Prohibition from Extra-Curricular Activities).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

1. **Disruption of School-** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation-** Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. ~~This category also applies to~~

~~but not limited to remarks or actions of a sexual, racial, ethnic or religious nature or those referring to age, ancestry, or genetic information that are deemed offensive.~~ This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)

3. **Intimidation and/or Threats-** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. **Use of Obscene Language/Materials/Actions/Gestures-** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
5. **Attendance-** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery-** Students shall not misrepresent a signature on any document.
7. **Damage of Property-** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Assault-** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and hands on or threats to put hands on.
9. **Failure to Obey Instructions/Insubordination/Disrespect-** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
10. **Dangerous Weapons and Instruments-** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to O.R.C. 2923.122.) Specific violations include but are not limited to:

 - a. Use, possession, sale, distribution, or knowledge of a firearm
 - b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal

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Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

- c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
 - d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
 - e. Use, possession, sale, distribution or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
 - g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
 - h. Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
 - i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.
11. **Narcotics, Alcoholic Beverages and Drugs-** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:
- a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. **Tobacco-** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. **Theft-** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Academic Dishonesty-** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. **Driving (applicable to High School only)-** Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
16. **Dress Code-** Refer to the Dress Code, in the Code of Conduct section.

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17. **Inappropriate Display of Affection-** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. **Unauthorized or Unsupervised Areas-** Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. **Hazing (Initiations)-** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. **Technology Misuse/Abuse-** Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rules** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
22. **General Misconduct-** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
23. **Gross Misconduct-** Repeated violations of the Code of Conduct.
24. **Other violations-** Other conduct violations not covered in the above rules.

HAZING, HARASSMENT, INTIMIDATION, **AND BULLYING, AND SEXUAL HARASSMENT/VIOLENCE**

Hazing, harassment, intimidation, bullying, **and sexual harassment** toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. **Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.**

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, bullying, **or sexual harassment** does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, **or sexual harassment**

activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, bullying, **or sexual harassment**.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, bullying, **or sexual harassment**. If hazing, harassment, intimidation, bullying, **or sexual harassment** is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, **or sexual harassment** activities immediately. All hazing, harassment, intimidation, bullying, **or sexual harassment** incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, bullying/cyberbullying by an electronic act or otherwise **and/or sexual harassment**, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials. **A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.**

If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, **or sexual harassment** is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, **and/or sexual harassment** for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The superintendent/designee must provide the board president with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to board policy 5517, 5517.01. The district's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin. The District prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin may seek resolution of his/her complaint through the District's complaint procedures.

For more information about the District's Prohibition Against Discrimination and complaint procedures, please see Board Policy #5517.02.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

DISCIPLINE OPTIONS

- **DETENTION**

Detention is generally served after school for a duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent.

All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

- **LUNCHTIME DETENTION**

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period with the detention slip signed by the parent or guardian. Cafeteria privileges for that day are lost. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

- **SATURDAY OR WEDNESDAY SCHOOL**

Students ~~may can~~ be assigned to a Saturday or Wednesday School. Please refer to the Saturday or Wednesday School form for specific times and directions. Saturday and Wednesday School guidelines follow:

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork. ~~No other kinds of activity will be permitted.~~
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

- **IN-SCHOOL DETENTION (ISD)**

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.
4. In-School Detention days will *not* apply toward the Five Class Period Rule.
5. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

- **SUSPENSION ALTERNATIVE PROGRAM (SAP)**

Suspension Alternative Programs may be assigned for students in order to allow them to make up work missed during a suspension.

1. Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.
2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC and take the OLSD bus back to

their home high school. The bus will arrive at the student's home school prior to the student's normal dismissal time.

5. The program supervisor will transport the students to the work area.
6. Students will receive credit for participation based on their work performance and overall behavior.
7. Students may be required to repeat any segment of the program if they only earn partial credit.
8. The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.
9. Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.
10. Students must follow all school and juvenile court policies.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

- **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within one school day of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student and treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.

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

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

- **PERMANENT EXCLUSION**

In accordance with the law, the Board of Education may seek to permanently exclude a student, 16 years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this board
2. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board
3. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. rape, gross sexual imposition or felonious sexual penetration
2. murder, manslaughter, felonious or aggravated assault
3. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

- **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.

3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: ~~CHANGES ARE IN RED~~ OR HAVE A STRIKE THROUGH THEM.

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a) Definitions

- i. "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii. "Use of mood-altering chemical" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii. "Tobacco" includes any product containing tobacco or nicotine that is smoked, chewed, inhaled or placed against the gums.
- iv. "Mood-altering chemical" Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as *Wite Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.
- v. "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 - a. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - b. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
 - c. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b) Jurisdiction

This policy extends to use of the above:

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

- i. On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii. During normal school hours, including recess, lunch and class changes, and summer school.
- iii. At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

All students are responsible for understanding the Olentangy Alcohol, Tobacco, and Drug Prevention Guidelines and the counseling services available to them.

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials and the board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a) The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b) If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c) The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d) School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

- e) Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. 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.

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker Search:** Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal status.
- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified

actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. Similarly, the school official may at the hearing consider matters in mitigation of the routine disciplinary measures.

School officials will follow the process below when handling level II & III offenses:

- a) The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
- b) Parents will be notified immediately and the student may be removed from classes or the school event.
- c) Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d) Parents will consult with the principal or the principal's designee.

Following are the level of offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy.

Violations are cumulative within grades 7-12.

Tobacco

- o Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

Level I Drug & Alcohol Offense

- o Possession, use or application of any mood-altering chemical, as defined above

Level II Drug & Alcohol Offense

- o Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion
Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools may be reduced to one at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

² Ten day out of school suspension may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

³ Three days of In-School Detention may be reduced to two at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

⁴ Five days Out-of-School Suspension reduced to three days In-School Detention at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

10. SELF-REFERRAL

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee.

For a tobacco referral, the student must, within five days, provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the principal/principal's designee so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at Olentangy Local Schools.

Any subsequent violations will be enforced as a second or subsequent violation. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.
5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers if available. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
10. Elementary students are not permitted to carry book bags, backpacks, and/or other large bags during the school day. These bags are to be stored in the student's locker or an appropriate designated area.

Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such.

Following are the procedures for violations of the high school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.
2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director.

To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. (Ohio Law 3301.83.08 C4)
2. Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
3. Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area. (Ohio Law 3301.83.08 B6)
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus. (Ohio Law 3301.83.08 C.6)
6. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
7. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
14. Students must not use tobacco or related products on the bus. (Ohio Law 3301.83.08)
15. Students must not have alcohol or drugs in their possession on the bus except for prescription

medication required for student. (Ohio Law 3301.83.08)

16. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report: Drivers will confer with the student and/or change the student's seating assignment. Drivers are also strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.

Some examples are:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

Recommended Consequences for Level I & II Bus Rules Infractions:

Elementary	Level I	Level II
First Written Report	Principal action	Principal action
Second Written Report	Principal action	3 days off bus
Third Written Report	3 days off bus	5 days off bus
Fourth Written Report	5 days off bus	10 days off bus
Fifth Written Report	10 days off bus	Expelled
Sixth Written Report	Expelled	

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the assistant transportation supervisor of the disciplinary action taken. It is then the assistant transportation supervisor's responsibility to inform the driver of that action.

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

Students may use designated restrooms during lunches. Designated restrooms will be different in each building. Students will be permitted in the school store during lunch periods to purchase items. After visiting the store, students are to return to the commons.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

PLAYGROUND RULES

Common sense and safety are the general rule regarding student behavior on the playground.

1. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
2. Running is not permitted when entering or leaving the building.
3. All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, pagers and electronic games or devices are not allowed on the playground.
4. The throwing of stones, snowballs, dirt, etc. is never permitted.
5. There is to be no fighting or rough games that include tackling, pushing or shoving.
6. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
7. Students are not to retrieve balls or other items that go outside the playground.
8. Students are not to run through or otherwise disrupt someone else's game.

PARENTAL SUPERVISION AT EVENTS

The Olentangy Local Schools sponsors many events which families are encouraged to attend. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary and middle school students should be under the supervision of an adult at all times on these occasions. School rules for behavior apply whenever students are on school property.

GENERAL INFORMATION

ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member ~~due to a disability who has a seizure disorder~~, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. ~~All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.~~

The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events. For more information, please refer to board policy ~~8390-Animals on District Property~~.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via an email notification. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

- To create or update an email notification, please visit the communication department's page on the district website.
- To learn more about the calling system, please visit www.olentangy.k12.oh.us.

FEES

A list of ~~course and workbook~~ student fees is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees. ~~will be distributed to the students at the beginning of the school year. They are also available on the district's website. A fee statement listing all course and workbook fees for the year will be made available to the parents in early Fall.~~

Payments should be made in full by credit card online or by ~~cash~~/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent ~~Portal~~ account and select *Lunch and Fee Payments*. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to

the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

FEE COLLECTIONS AND FEE WAIVERS

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the Nexcheck service. The district is happy to accept checks as payment but every check must include your name, address and phone number. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes Nexcheck to collect a \$34.50 fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year.

Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

~~Information regarding the breakfast and lunch program, including menus and prices, is available on the district website under "Food Service Information and Menus".~~

Information regarding the breakfast and lunch program, including menus and prices, is available on the district website. Information can be found by selecting "Food Service" under the "Department" heading.

Students may pay with cash or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website, or checks may be sent to school with the student.

If your child has a medically documented food allergy, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school by the principal. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of

the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550, Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (OLSD Policy 5113.01). The specific criteria shall be consistent with state law and shall include:

- application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- establishing district capacity limits by grade level, school building, staffing levels and educational program;
- student safety in one building as opposed to another can be a basis for transfer;
- the process must ensure that proper racial balance is maintained;
- notification that parents must provide transportation for their students;
- students entering Grades 9 - 12 will forfeit athletic eligibility for one year.

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: www.olentangy.k12.oh.us.

LOCKER ASSIGNMENTS

Subject to availability, ~~the teacher may assign a locker to each student~~ a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, if applicable. The only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. *Students are advised not to share lockers or combination numbers!* Students must provide their own combination lock for gym lockers that are not equipped with built-in locks. Students violating the locker policy are subject to the Code of Conduct.

LOST AND FOUND

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents and students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

PARTIES

No parties are to be held during the school day unless permission is granted by the principal.

PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE

Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed.

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.).

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20° Fahrenheit or above, the wind chill is 15° Fahrenheit or above, and playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an adviser's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

A. Step No. 1 - Direct Conversation.

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

C. Step No. 3 - Formal Process.

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

D. Dispositions.

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. Relation to Other Procedures.

This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

The Olentangy Local School District believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website, YouTube, **Twitter** or Facebook. The district's Web Guidelines allow for the following student information to be used online at the elementary school level:

- Student's first name only;
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.); and,
- Student photographs, but names may not directly accompany any student photograph.

If you do not want your student's information used in a web-based environment, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA, AND INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and community postcard and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.

2015-16 ELEMENTARY SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RIDING BIKES/SCOOTERS TO SCHOOL

If a student chooses to ride a bike, ~~or~~ scooter, **skateboard, hoverboard, etc.** to school, they are required to dismount when they arrive on school property. We highly recommend helmets for students using this mode of transportation.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), ~~as further amended by the No Child Left Behind Act (NCLB)~~, parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- to inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- to know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA; ~~and NCLB; and,~~
- to receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy **2416 and** 8330).

SPECIAL DELIVERIES TO SCHOOL

Parents are asked to remember that sending balloons, flowers, gifts, and the like to children during the school day may create a disruption to learning. These items may be better enjoyed at home. If parents choose to send balloons, gifts, etc. to the school, they may be held in the office until the end of the day. Parents may need to pick up said items as they may not be allowed on the bus. This would be at the discretion of the building administrator.

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

TELEPHONE USE

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school. The staff of Olentangy Local Schools greatly values their instructional time. If you need to leave a message for your child's teacher, please use his/her voice mail.

Students will only be called from the classroom in case of an emergency.

UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide a set of fingerprints so that a criminal records check can be conducted prior to their service. For additional information, please refer to OLSD policy 3120.09 or contact your building secretary.



OLENTANGY | LOCAL SCHOOLS

2016-17 MIDDLE SCHOOL STUDENT HANDBOOK EXHIBIT

CHANGES ARE IN RED OR HAVE A STRIKE THROUGH THEM

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2015-16 MIDDLE SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

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INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

LETTER FROM THE PRINCIPAL

Dear Parent/Guardian and Student,

On behalf of the entire staff, we take great pride in welcoming you to the middle school. It is essential that parents and students read the Student Handbook. We are more than happy to answer any questions or concerns that you may have. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

It is a pleasure to have you as a member of the Olentangy family. We strive to foster a partnership between home and school; we look forward to working with you.

Best wishes for a successful school year!

Sincerely,

Olentangy Middle School Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

VISION STATEMENT

Our students will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring and safe environment
- Research-based, student-focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

SCHOOL INFORMATION

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- Website: The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- Email Notification System: Receive news, announcements and updates from Olentangy straight to your email inbox. To subscribe or to manage your account, visit the homepage of the district website.
- Social Media: www.facebook.com/olentangylocalschools, @olentangySD and @SuperOlsd on twitter.

ONLINE ACCESS TO STUDENT INFORMATION

~~Students and parents are able to access information via a web based system. Your myOlentangy account gives students and parent's access to report cards, lunch account balance, transportation information, standardized test results and additional individual student information, i.e. an Individualized Education Plan. You can access myOlentangy at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.~~

Students and parents are able to access information via a web-based system:

- Students use their myOLSD account to access report cards, lunch account balance, transportation information and additional individual student information. Students can access myOLSD from the Student Resources page of the district website.
- Parents can access this information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using ~~the district~~ an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550). There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

CALLING SYSTEM

To update your contact information for the calling system, please click on the "calling system information" link on the district's website, www.olentangy.k12.oh.us/about-olentangy/calling-system-information.
<http://www.olentangy.k12.oh.us/Page/1380>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by email to the Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, OH 43035.

SPEAK UP! STUDENT HELP! LINE

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two "Stay Safe" or "Bullied?" Speak UP! icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) 1-866-listen2me.

FEDERAL/STATE/LOCAL COMPLIANCE

The Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district-sponsored trips.

Students using computers are expected to abide by the following rules:

1. Students may only access the network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.

2015-16 MIDDLE SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.

2015-16 MIDDLE SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. OLSD 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 OLSD's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy or any other board policies, guidelines or laws. Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

MIDDLE SCHOOL HOURS

- Hyatts Middle School, Orange Middle School, and Shanahan Middle School are in session from 7:40 a.m. – 2:45 p.m.
- Berkshire Middle School and Liberty Middle School are in session from 8:05 a.m. – 3:10 p.m.

If a student is absent from school, a parent must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (a medical verification note may be required by the school principal)
2. Family illness - an emergency situation requiring the student to be absent from school
3. Quarantine of the home by local health officials
4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
5. Observance of a religious holiday consistent with student's established creed or belief

Students returning to school after an absence may bring a written note from their parents or guardian stating:

1. The dates of absences;
2. The reason for the absences;
3. The parent or guardian signature; and,
4. The parent or guardian phone number.

The student should report to the attendance office the day he/she returns to school. **All students must obtain an *Admit Slip* the day of return.** Absences documented with medical verification notes for each date absent will be excused.

UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second offense a student may be issued a Wednesday or Saturday School.
3. On the third offense a student may be issued In-School Detention.
4. On the fourth or subsequent offenses a student may be issued Out of School Suspension.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctors' notes may be accepted by fax or e-mail in the main office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

- Tardy – Up to ninety minutes late to school
- After school begins, students are required to report to the attendance office immediately upon arrival to obtain an *Admit Slip*.
- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued.
- On the fifth, sixth and seventh unexcused tardies in a quarter, a Wednesday or Saturday School may be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, an In-School Detention or similar consequence may be assigned, and a parent conference may be requested.

ABSENCE GUIDELINES

- Tardy- Students who arrive within 90 minutes of the school starting time will be considered tardy:
- Half-Day Absence- Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.
- Full-Day Absence- Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.
- Early Departure- Students who leave within 90 minutes of the end of the day will be considered a PM tardy.

FIVE CLASS PERIOD RULE

This policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Exceptions to the Five Class Period Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office. If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused and will not count against the Five Class Period rule. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with parent approval. Failure to follow this procedure may result in school discipline.

EXTRA-CURRICULAR/CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day, not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

ATTENDANCE CONSEQUENCES

The teacher should notify the main office in writing after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days s/he has missed in each class. Upon the sixth absence, the teacher will notify the main office that a student has missed six class periods and may fail for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

A student who has failed due to absences may serve one Saturday School to reduce one absence. Only one absence day per school year can be eliminated in this manner. The student must contact the principal or principal's designee within five school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the review panel.

REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

2015-16 MIDDLE SCHOOL HANDBOOK EXHIBIT: ~~CHANGES ARE IN RED OR HAVE A STRIKE THROUGH THEM.~~

SPECIAL ABSENCES: ALTERNATE LEARNING EXPERIENCE (ALE) ~~AND STUDENT VACATIONS DURING THE SCHOOL YEAR~~

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. ~~Students are also permitted to take vacation with their family during the school year.~~ ~~Alternate Learning Experience and student vacation~~ absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE ~~or vacation~~ will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the ALE-~~absence~~. Upon receiving an ALE ~~or vacation~~ request, the building administrator will do one of the following:

1. Approve the ~~ALE request~~;
2. Give conditional approval to the ~~ALE request~~; ~~and-or~~
3. Deny the ~~ALE request~~.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE ~~or vacation~~ could cause the student to fail the nine-week grading period ~~or be otherwise impacted (e.g. Third Grade Guarantee)~~.

~~An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return. ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.~~

To be granted an ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the ~~experience proposed absence~~. This form is available on the district website as well as in the main office;
2. Document a valid learning content to the alternate experience, ~~if applicable~~; and
3. Demonstrate satisfactory attendance history.

An ALE ~~or vacation request~~ will not be approved for applications submitted after the experience, if there are academic concerns, or ~~for~~ experiences that fall within district testing windows. An ALE ~~or vacation request~~ may be denied at the discretion of the building principal. ~~when-m~~ Multiple ALEs ~~and vacation requests~~ are ~~discouraged from being~~ submitted in the same academic year.

WITHDRAWAL FROM SCHOOL

When withdrawing from Olentangy Local Schools, a parent or guardian must be present, sign the Withdrawal Sheet, and the following must be met:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and
3. Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or mutilated.

SCHOOL COUNSELOR

School counselor services may include:

- Assistance in planning future education
- Interpretation of test scores
- Occupational information
- Career information
- Help in improving study skills
- Scheduling assistance
- Help with home, school or social concerns

A student desiring to speak with a school counselor should leave a note in the school office requesting that the counselor contact him or her as soon as possible.

SCHEDULE CHANGES

Students or parents may request schedule changes through the school counselor. Written permission from the parent is required for the change. Administration reserves the right to make the final decision. Band, choir and other electives may only be added or dropped at the beginning of the nine-week grading period, with the written permission of a parent/guardian and teacher. Ultimately, it is the administration's responsibility to create student schedules and to make decisions about the assignment of students to classes.

LIBRARY/MEDIA CENTER

Mission and collection- It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

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- **Instructional support**-Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade leveled reading lists to guide student reading.
- **Equipment**-Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.
- **Policies**-The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **Olentangy Academy: Supporting Individualized Success (OASIS)**: The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.
- **Jon Peterson/Autism Scholarship program**
The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the **Jon Peterson or Autism scholarship program**. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.
- **Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)**
The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

Olentangy Local Schools will award credit for all high school courses taken prior to the ninth grade. In most instances, a grade of "P" (passing) benefits a student's cumulative grade point average. Therefore, students will receive a grade of "P" on their high school transcript for each high school course taken. If, prior to the end of the first semester of the student's senior year, the student and parent wish to change the "P" grade into an academic letter grade, the student and parent must request this change in writing. Upon written request, the "P" grade will be replaced with the final grade issued on the student's 8th grade report card.

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

COLLEGE CREDIT PLUS (CCP)

Students ~~in grades 7-12 with freshman, sophomore, junior or senior status~~ may enroll full- or part-time in a post-secondary institution to take ~~nonsectarian~~ courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. ~~Detailed information is available at <https://www.ohiohighered.org/ccp>.~~

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- A. ~~Submit an intent form (found at <https://www.ohiohighered.org/ccp>) to the school counselor by April 1st~~
- B. Attend a mandatory meeting with high school officials explaining the program
- C. Apply to and attain acceptance from the college/university
- D. Meet a minimum grade point average required by the college

Students may choose option A or B as their post-secondary experience:

Option A: Students may enroll in ~~nonsectarian~~ college courses for college credit only. The student is responsible for paying tuition, fees, textbooks etc.

Option B: Students may enroll in ~~nonsectarian~~ college courses for both high school and college credit. Under this option, the student's enrollment will be financed by the local school district if the course is completed. However, the high school reserves the right to predetermine eligibility of a course for high school graduation requirements. For a college course to be counted as a required graduation credit, the student must get approval of the high school principal or designee before registering for the course. If the course is a three -semester hour course or greater, ~~then~~ one Carnegie unit of credit will be granted. Grades received in the courses elected for high school credit will be included in the GPA and these credits will appear on the student's record.

Student Code of Conduct in CCP Settings: Students enrolled in CCP courses ~~including Dual Enrollment~~ remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP ~~and Dual Enrollment~~ students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled.

RELEASE TIME FOR RELIGIOUS EDUCATION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;

- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (OLSD Policy 2340). In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Olentangy Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure. Siblings are not permitted to attend field trips with chaperones.

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STUDENT AVERAGE

The student average is computed by using the GRADING SCALE below. The point value for each letter grade earned as a quarter grade is averaged to determine the student quarter average. Only the current quarter grades are used in determining this average.

GRADING SCALE

MIDDLE SCHOOL GRADING SCALE						
Letter Grade	Percentage	Point Value		Letter Grade	Percentage	Point Value
A	93-100%	4.00		C	73-76%	2.00
A-	90-92%	3.67		C-	70-72%	1.67
B+	87-89%	3.33		D+	67-69%	1.33
B	83-86%	3.00		D	63-66%	1.00
B-	80-82%	2.67		D-	60-62%	0.67
C+	77-79%	2.33		F	0-59%	0.00

GRADING INFORMATION

An “incomplete” is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during absences may be made up (see attendance policy for details). Students should take the responsibility for contacting teachers for make-up work.

GRADE CARDS

All student grade cards will be made available electronically to parents and students for quarterly grade reporting. A paper copy will not be mailed home unless specifically requested. Grade progress is available through PowerSchool. Interim dates are posted on the school calendar.

ACADEMIC RECOGNITION ROLLS

The middle schools will honor students for the following standards of achievement (based on their cumulative GPA):

- Distinguished Roll 3.75-4.00
- Honor Roll 3.50-3.74
- Merit Roll 3.00-3.49

Academic rolls will be calculated after each quarter. Students earning a grade point average of 3.75 or higher without any D's, F's or I's, will achieve the Distinguished Roll. Students earning a grade point average of 3.5 - 3.74 without any D's, F's, or I's will achieve the Honor Roll. Students earning a grade point of 3.0 - 3.49 will achieve the Merit Roll.

RETENTION

Students who fail two or more year-long academic subjects will be retained unless, in the judgment of the teachers, counselors and the principal, circumstances would warrant assigning them to the next grade. Any student planning

to attend summer school for credit to make up failed courses must obtain prior approval of their program from the principal. Only programs held at a school and taught by a certified teacher will be approved.

A student who fails the first semester and passes the second semester of a yearlong course shall receive the full credit of the course if recommended by the teacher and approved by the principal. A student who passes the first semester and fails the second semester shall fail that course and receive no credit if lack of effort is determined to be the cause of the failure.

~~INTERVENTION ASSISTANCE TEAM (IAT)~~

~~Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.~~

~~RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)~~

~~Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.~~

~~A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, and the child's classroom teacher. The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.~~

~~MIDDLE SCHOOLS GIFTED SERVICES~~

~~The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic areas, and/ or visual/ performing arts areas through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional needs of gifted learners. Students with one or more areas of gifted identification receive supports from the General Education teacher, which may include differentiated instruction, enrichment opportunities, and guidance support. Students who are identified as gifted in both cognitive ability AND specific academic areas of reading and/ or math, receive additional gifted services. The Gifted Coordinator and General Education teachers collaborate to provide direct services in the areas of English/ Language Arts (ELA) and Math with the instructional supports listed above and may also include, cluster grouping, co-teaching, small group resource room instruction, and subject/ whole grade acceleration.~~

~~Please visit <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/> for additional details regarding the gifted identification process, criteria, and services.~~

POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building and are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>.

HEALTH

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations.

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils, will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic and administered by the clinic staff.

Medication forms are available in the school office and on the district website, and expire at the end of each school year.

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a

communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

HEALTH SCREENINGS

In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, and vision. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience(d) a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply ~~while on school premises, school buses or any other school property during school activities at or away from school~~ to all activities in the district, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension (OSS)
- Emergency removal
- Court referral
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 -Prohibition from Extra-Curricular Activities).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

1. **Disruption of School-** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation-** Students or groups of students

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shall not harass, **sexually harass**, bully and/or **retaliate against** other students, school employees, persons that are guests of the school or persons conducting business for the school. ~~This category also applies to but not limited to remarks or actions of a sexual, racial, ethnic or religious nature or those referring to age, ancestry, or genetic information that are deemed offensive.~~ **This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)**

3. **Intimidation and/or Threats-** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. **Use of Obscene Language/Materials/Actions/Gestures-** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
5. **Attendance-** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery-** Students shall not misrepresent a signature on any document.
7. **Damage of Property-** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Assault-** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and hands on or threats to put hands on.
9. **Failure to Obey Instructions/Insubordination/Disrespect-** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
10. **Dangerous Weapons and Instruments-** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending

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on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to O.R.C. 2923.122.) Specific violations include but are not limited to:

- a. Use, possession, sale, distribution, or knowledge of a firearm
 - b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
 - c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
 - d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
 - e. Use, possession, sale, distribution or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
 - g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
 - h. Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
 - i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.
11. **Narcotics, Alcoholic Beverages and Drugs-** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:
- a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. **Tobacco-** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products

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include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.

13. **Theft**- Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Academic Dishonesty**- Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. **Driving (applicable to High School only)**- Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
16. **Dress Code**- Refer to the Dress Code, in the Code of Conduct section.
17. **Inappropriate Display of Affection**- Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. **Unauthorized or Unsupervised Areas**- Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. **Hazing (Initiations)**- Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. **Technology Misuse/Abuse**- Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rule-s** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
22. **General Misconduct**- Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
23. **Gross Misconduct**- Repeated violations of the Code of Conduct.
24. **Other violations**- Other conduct violations not covered in the above rules.

HAZING, HARASSMENT, INTIMIDATION, ~~AND~~ BULLYING, AND SEXUAL HARASSMENT/VIOLENCE

Hazing, harassment, intimidation, bullying, **and sexual harassment** toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate that a student has exhibited toward another particular student or students more than once and the

behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, bullying, or sexual harassment does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, or sexual harassment activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, bullying, or sexual harassment.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, bullying, or sexual harassment. If hazing, harassment, intimidation, bullying, or sexual harassment is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, or sexual harassment activities immediately. All hazing, harassment, intimidation, bullying, or sexual harassment incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, bullying/cyberbullying by an electronic act or otherwise and/or sexual harassment, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials. A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, and/or sexual

harassment for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The superintendent/designee must provide the board president with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to board policy 5517, 5517.01. The district's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin. The district prohibits harassment, intimidation, or bullying on in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin may seek resolution of his/her complaint through the district's complaint procedures.

For more information about the district's prohibition against discrimination and complaint procedures, please see Board Policy #5517.02.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

DISCIPLINE OPTIONS

• DETENTION

Detention is generally served after school for a duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

• LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period with the detention slip signed by the parent or guardian. Cafeteria privileges for that day are lost. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

• SATURDAY OR WEDNESDAY SCHOOL

Students ~~may can~~ be assigned to a Saturday or Wednesday School. Please refer to the Saturday or Wednesday School form for specific times and directions. Saturday and Wednesday School guidelines follow:

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork. ~~No other kinds of activity will be permitted.~~
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.

7. No sleeping will be permitted.

- **IN-SCHOOL DETENTION (ISD)**

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.
4. In-School Detention days will *not* apply toward the Five Class Period Rule.
5. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

- **SUSPENSION ALTERNATIVE PROGRAM (SAP)**

Suspension Alternative Programs may be assigned for students in order to allow them to make up work missed during a suspension.

1. Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.
2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC and take the OLSD bus back to their home high school. The bus will arrive at the student's home school prior to the student's normal dismissal time.
5. The program supervisor will transport the students to the work area.
6. Students will receive credit for participation based on their work performance and overall behavior.
7. Students may be required to repeat any segment of the program if they only earn partial credit.
8. The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.
9. Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.
10. Students must follow all school and juvenile court policies.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

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1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

- **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within one school day of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student and treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.

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

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

- **PERMANENT EXCLUSION**

In accordance with the law, the Board of Education may seek to permanently exclude a student, 16 years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

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1. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this board
2. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board
3. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. rape, gross sexual imposition or felonious sexual penetration
2. murder, manslaughter, felonious or aggravated assault
3. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

• EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the

auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

- 1 The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- 2 The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
- 3 An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a) Definitions

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- i “Possession” includes, without limitation: holding in the student’s hand, retention on the student’s person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii “Use of mood-altering chemical” is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii “Tobacco” includes any product containing tobacco or nicotine that is smoked, chewed, inhaled or placed against the gums.
- iv “Mood-altering chemical” Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as *Wite Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student’s name and directions for proper use, according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.
- v “Counterfeit” or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 - a. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - b. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
 - c. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b) Jurisdiction

This policy extends to use of the above:

- i On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii During normal school hours, including recess, lunch and class changes, and summer school.

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- iii At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

All students are responsible for understanding the Olentangy Alcohol, Tobacco, and Drug Prevention Guidelines and the counseling services available to them.

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials and the board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a) The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b) If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c) The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d) School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e) Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. 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.

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker Search:** Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal status.
- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. Similarly, the school official may at the hearing consider matters in mitigation of the routine disciplinary measures.

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School officials will follow the process below when handling level II & III offenses:

- a) The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
- b) Parents will be notified immediately and the student may be removed from classes or the school event.
- c) Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d) Parents will consult with the principal or the principal's designee.

Following are the level of offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy.

Violations are cumulative within grades 7-12.

Tobacco

- Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

Level I Drug & Alcohol Offense

- Possession, use or application of any mood-altering chemical, as defined above

Level II Drug & Alcohol Offense

- Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion
Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools may be reduced to one at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

² Ten day out of school suspension may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

³ Three days of In-School Detention may be reduced to two at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

⁴ Five days Out-of-School Suspension reduced to three days In-School Detention at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

10. SELF-REFERRAL

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee.

For a tobacco referral, the student must, within five days, provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the principal/principal's designee so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at Olentangy Local Schools.

Any subsequent violations will be enforced as a second or subsequent violation. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire.

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.
5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
10. Students may be permitted to carry book bags, backpacks, and/or other large bags during the school day at the discretion of school administration.

Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such.

Following are the procedures for violations of the high school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.

2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report:

Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director.

To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, direct procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (Ohio Law 3301.83.08 C4)
2. Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
3. Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area. (Ohio Law 3301.83.08 B6)
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus. (Ohio Law 3301.83.08 C.6)
6. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
7. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)

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9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
14. Students must not use tobacco or related products on the bus. (Ohio Law 3301.83.08)
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student. (Ohio Law 3301.83.08)
16. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student and/or change the student's seating assignment.
2. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

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Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public. Some examples are:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

Recommended Consequences for Level I & II Bus Rules Infractions:

Middle School	Level I	Level II
First Written Report	Principal Action	3 days off bus
Second Written Report	3 days off bus	5 days off bus
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Expelled

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the assistant transportation supervisor of the disciplinary action taken. It is then the assistant transportation supervisor's responsibility to inform the driver of that action.

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

Students may use designated restrooms during lunches. Designated restrooms will be different in each building. Students will be permitted in the school store during lunch periods to purchase items. After visiting the store, students are to return to the commons.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

DANCES

For high school, dances are open to district students only with the exception of prom and homecoming(s). All dances are open to students in grades 9-12 only. All other guests must be pre-approved by the administration. Some dances may be designated as advance ticket sales only.

For middle school, only students from the sponsoring middle school will be admitted. No guests will be allowed. Also, the sponsoring organization is expected to assist with cleanup after the dance.

Expectations for both middle and high school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave they are not permitted to return, and chaperones are required at all school dances.

HALL PASSES

No student may be out of his assigned classroom without an agenda or an approved pass.

PARENTAL SUPERVISION AT EVENTS

The Olentangy Local Schools sponsors many events which families are encouraged to attend. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary and middle school students should be under the supervision of an adult at all times on these occasions. School rules for behavior apply whenever students are on school property.

GENERAL INFORMATION

ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member **due to a disability who has a seizure disorder**, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. **All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.**

The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events. For more information, please refer to board policy 8390-Animals on District Property.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via an email notification. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

- To create or update an email notification, please visit the communication department's page on the district website.
- To learn more about the calling system, please visit www.olentangy.k12.oh.us.

FEES

A list of course and workbook fees **is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees. will be distributed to the students at the beginning of the school year. They are also available on the district's website. A fee statement listing all course and workbook fees for the year will be made available to the parents in early Fall.**

Payments should be made in full by credit card online or by **cash**/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent ~~Portal~~ account and select *Lunch and Fee Payments*. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

FEE COLLECTIONS AND FEE WAIVERS

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the Nexcheck service. The district is happy to accept checks as payment but every check must include your name, address and phone number. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes Nexcheck to collect a \$34.50 fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year.

Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

~~Information regarding the breakfast and lunch program, including menus and prices, is available on the district website under "Food Service Information and Menus".~~

Information regarding the breakfast and lunch program, including menus and prices, is available on the district website. Information can be found by selecting "Food Service" under the "Department" heading.

Students may pay with cash or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website, or checks may be sent to school with the student.

If your child has a medically documented food allergy, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school by the principal. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550, Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (OLSD Policy 5113.01).

The specific criteria shall be consistent with state law and shall include:

- application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- establishing district capacity limits by grade level, school building, staffing levels and educational program;
- student safety in one building as opposed to another can be a basis for transfer;
- the process must ensure that proper racial balance is maintained;
- notification that parents must provide transportation for their students;
- students entering Grades 9 - 12 will forfeit athletic eligibility for one year.

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: www.olentangy.k12.oh.us. ~~For more specific information concerning athletic bylaws, grades 9 through 12 only, please visit the Ohio Athletic Association website www.ohsaa.org.~~

LOCKER ASSIGNMENTS

Subject to availability, ~~the teacher may assign a locker to each student~~ a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, ~~if applicable~~. The only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Students are advised not to share lockers or combination numbers. Students must provide their own combination lock for gym lockers that are not equipped with built-in locks. Students violating the locker policy are subject to the Code of Conduct.

LOST AND FOUND

Found items are kept in a lost and found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents or students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

PARTIES

No parties are to be held during the school day unless permission is granted by the principal.

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an adviser's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

A. Step No. 1 - Direct Conversation.

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

C. Step No. 3 - Formal Process.

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

D. Dispositions.

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. Relation to Other Procedures.

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This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

The Olentangy Local School District believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website, YouTube, **Twitter** or Facebook.

The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels:

- Student's first name and last initial only;
- Student photographs; and,
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

If you do not want your student's information used in web-based environment, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and community postcard and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Regulations include:

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- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), ~~as further amended by the No Child Left Behind Act (NCLB)~~, parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA ~~and NCLB~~; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy **2416 and 8330**).

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation...

UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide a set of fingerprints so that a criminal records check can be conducted prior to their service. For additional information, please refer to OLSD policy 3120.09 or contact your building secretary.

CO/EXTRA CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to middle school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

***Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.*

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Payments should be made in full by credit card online or by **cash**, check, or money order to the school office. To view your fee account and make payments online, please go to your PowerSchool **parent Portal** account and select *Lunch and Fee Payments*. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees.

For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

2015-16 MIDDLE SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to middle school or community students. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office.

DRAFT



OLENTANGY | LOCAL SCHOOLS

2016-17 HIGH SCHOOL STUDENT HANDBOOK EXHIBIT

CHANGES ARE IN RED OR HAVE A STRIKE THROUGH THEM



Last adoption date: May 14, 2015

Revised 7/23/15/ja

2015-16 HIGH SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

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INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

LETTER FROM THE PRINCIPAL

Dear Student,

On behalf of the entire staff, we take great pride in welcoming you to Olentangy Orange High School — Home of the Pioneers, Olentangy High School — Home of the Braves, and Olentangy Liberty High School — Home of the Patriots. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

We encourage all of you to get involved and to contribute as we continue to create a culture of EXCELLENCE. Many doors will open for you creating endless opportunities during your high school years. Take the initiative, make an impact, stay active, and continue to challenge yourself as a learner. Take advantage of your high school years because the mark you make now will create memories that will last a lifetime. This is your school — take pride in yourself, your class, and your community

It is a pleasure to have you as a member of the Olentangy family. Best wishes for a successful school year. Go Pioneers! Go Braves! Go Patriots!

Olentangy High School Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

VISION STATEMENT

Our students will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring and safe environment
- Research-based, student-focused instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning
- An active partnership with parents and community

SCHOOL INFORMATION

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- **Email Notification System:** Receive news, announcements and updates from Olentangy straight to your email inbox. To subscribe or to manage your account, visit the homepage of the district website.
- **Social Media:** www.facebook.com/olentangylocalschools, @olentangySD and @SuperOlsd on twitter.

ONLINE ACCESS TO STUDENT INFORMATION

~~Students and parents are able to access information via a web based system. Your myOlentangy account gives students and parent's access to report cards, lunch account balance, transportation information, standardized test results and additional individual student information, i.e. an Individualized Education Plan. You can access myOlentangy at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.~~

Students and parents are able to access information via a web-based system:

- Students use their **myOLSD** account to access report cards, lunch account balance, transportation information and additional individual student information. Students can access **myOLSD** from the Student Resources page of the district website.
- Parents can access this information via their **PowerSchool** account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their **Schoology** account. Parents can access **Schoology** and **PowerSchool** on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using ~~the district~~ an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550). There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

CALLING SYSTEM

To update your contact information for the calling system, please click on the "calling system information" link on the district's website, www.olentangy.k12.oh.us/about-olentangy/calling-system-information.
<http://www.olentangy.k12.oh.us/Page/1380>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by email to the Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, OH 43035.

SPEAK UP! STUDENT HELP! LINE

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two **"Stay Safe"** or **"Bullied?" Speak UP!** icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) 1-866-listen2me.

FEDERAL/STATE/LOCAL COMPLIANCE

The Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district -sponsored trips.

Students using computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
3. Students may not download programs from the Internet nor may they copy programs from any removable device or other outside media. Students may not install or delete programs on the school's computers.

2015-16 HIGH SCHOOL HANDBOOK EXHIBIT: ~~CHANGES ARE IN RED~~ OR HAVE A STRIKE THROUGH THEM.

4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their use by others.
18. Students are not to remove, modify, damage or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.
21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing of by way of example: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene,

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pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. OLSD 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 OLSD's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy or any other board policies, guidelines or laws. Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

The high school is in session from 7:20 a.m. until 2:35 p.m. Students arriving before 7:10 a.m. are to wait in either the commons or main lobby areas. No student should be in any other area of the building without permission prior to 7:10 a.m. Students not involved in extra-curricular activities or not supervised by a school staff member must leave the building by 3 p.m.

If a student is absent from school, a parent must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (a medical verification note may be required by the school principal)
2. Family illness - an emergency situation requiring the student to be absent from school
3. Quarantine of the home by local health officials
4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
5. Observance of a religious holiday consistent with student's established creed or belief

Students returning to school after an absence may bring a written note from their parents or guardian stating:

1. The dates of absences;
2. The reason for the absences;
3. The parent or guardian signature; and,
4. The parent or guardian phone number.

The student should report to the attendance office the day he/she returns to school. **All students must obtain an *Admit Slip* the day of return.** Absences documented with medical verification notes for each date absent will be excused.

UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second offense a student may be issued a Wednesday or Saturday School.
3. On the third offense a student may be issued In-School Detention.
4. On the fourth or subsequent offenses a student may be issued Out of School Suspension.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctors' notes may be accepted by fax or e-mail in the attendance office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

- Tardy – Up to two class periods late to school
- After school begins, students are required to report to the attendance office immediately upon arrival to obtain an *Admit Slip*.
- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued.
- On the fifth, sixth and seventh unexcused tardies in a quarter, a Wednesday or Saturday School may be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, an In-School Detention or similar consequence may be assigned, and a parent conference may be requested.

ABSENCE GUIDELINES

- Tardy – Arriving up to two periods late to school.
- Half-day Absence – Attendance for more than two academic periods, but less than four full academic periods.
- Full-day absence – Attendance for less than four full academic periods.
- Extra-curricular participation – In order for a student to participate in any extracurricular activity, the student must be in school for at least four full periods, not including lunch period.
- Doctor Appointments/Court Appearances – Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled outside the school day when possible.

Special note regarding students 18 years of age and older: If, during the school year, the student accumulates 21 or more unexcused absences, the school may proceed with a recommendation to withdraw the student from school for non-attendance.

FIVE CLASS PERIOD RULE

This policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Exceptions to the Five Class Period Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office. If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused and will not count against the Five Class Period rule. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with parent approval. Failure to follow this procedure may result in school discipline.

EXTRA-CURRICULAR/CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day, not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

ATTENDANCE CONSEQUENCES

The teacher should notify the main office in writing after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days s/he has missed in each class. Upon the sixth absence, the teacher will notify the main office that a student has missed six class periods and may fail for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

A student who has failed due to absences may serve one Saturday School to reduce one absence. Only one absence day per school year can be eliminated in this manner. The student must contact the principal or principal's

designee within five school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the review panel.

REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

INCENTIVE PROGRAMS

Blue Card- Students who are not tardy or late to school during a grading period will be awarded a "Blue Card" which entitles them to one "free tardy" to school for any tardy in which the student arrives within the first twenty minutes after school begins. Blue Cards may not be used on scheduled two-hour late starts or weather-related delayed starts to the school day. The "Blue Card" is not transferrable to another student.

Gold/Platinum/Orange Card- Students who have perfect attendance during a grading period will be awarded a "Gold/Platinum/Orange Card" which entitles them to one "free absence." The following restrictions apply to the use of this card:

1. Students must have their parent's permission in writing;
2. All teachers must approve the absence on the acknowledgement form;
3. Students must inform the attendance office in advance of the planned absence;
4. The card is not transferrable to another student;
5. The cards may not be used during the last two weeks of a semester, or during district testing dates;
6. Cards must be used within the same school year, except for those earned during the last nine weeks (they must be used in the first quarter of the new school year).

COLLEGE VISITATION PROCEDURES

Submit a *College Visitation Request* form to the attendance office in advance. A college visitation day taken without a properly completed *College Visitation Request* form may count toward the Five Class Period absence rule. College visitation days are limited to three days total per year and are only for 11th and 12th graders.

SPECIAL ABSENCES: ALTERNATE LEARNING EXPERIENCE (ALE) AND STUDENT VACATIONS DURING THE SCHOOL YEAR

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. **Students are also permitted to take vacation with their family during the school year.** ALE and student vacation absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE or vacation will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the ALE absence. Upon receiving an ALE or vacation request, the building administrator will do one of the following:

1. Approve the ALE request;

2015-16 HIGH SCHOOL HANDBOOK EXHIBIT: **CHANGES ARE IN RED** OR HAVE A STRIKE THROUGH THEM.

2. Give conditional approval to the ALE request; ~~and-or~~
3. Deny the ALE request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee).

~~An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return.~~ ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

To be granted an ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the experience proposed absence. This form is available on the district website as well as in the main office;
2. Document a valid learning content to the alternate experience, if applicable; and
3. Demonstrate satisfactory attendance history.

An ALE or vacation request will not be approved for applications submitted after the experience, if there are academic concerns, or for experiences that fall within district testing windows. An ALE or vacation request may be denied at the discretion of the building principal. ~~when in~~ Multiple ALEs and vacation requests are discouraged from being submitted in the same academic year.

WITHDRAWAL FROM SCHOOL

When withdrawing from Olentangy Local Schools, a parent or guardian must be present, sign the Withdrawal Sheet, and the following must be met:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and,
3. Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

The superintendent is required to report those students who drop out of school to the Bureau of Motor Vehicles. The Bureau of Motor Vehicles may revoke the driver's license of the student.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or mutilated.

SCHOOL COUNSELOR

Should a student desire to talk with a school counselor, he/she should make an appointment with Student Services in advance. Students will be given appointments during study halls only. No student should miss a scheduled class unless he/she does not have any study halls or an emergency exists. Student Services will also designate office hours for "walk-in" students during lunch.

The guidance offices are located in Student Services in the high school. A student might want to see a school counselor concerning the following:

- Schedule changes
- Career information
- College information
- Test information
- Study help
- Job opportunities
- Personal problems
- High school program
- Summer school
- Transcript requests
- Financial aid
- Other concerns

SCHEDULE CHANGES

The following regulations will be followed:

1. Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 1st except for the following reasons:
2. Mechanical error changes.
3. Changes necessitated by failures.
4. Class balancing (guidance and administrative).
5. Subject-level changes (teacher recommendation).

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6. Addition of a class in lieu of study hall the same period.
7. Administrative (teacher/guidance) recommendation.

If a student wishes to appeal the schedule change, the following steps will be adhered to:

1. Appeal Form must be obtained from the student services office.
2. Teachers, parents, and students must properly sign the Appeal Form.
3. The form must be returned to the student services office for consideration by the Appeal Committee.
4. The school counselor will then notify the student of the committee's decision.
5. Schedule change appeals must be submitted by the end of the 25th day of the school year.

If a student is permitted to withdraw from a course after the beginning of the school year, the student may receive a Withdraw Pass "WP" or withdraw fail "WF" on his/her transcript.

LIBRARY/MEDIA CENTER

Mission and collection-It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

- **Instructional support-**Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade leveled reading lists to guide student reading.
- **Equipment-**Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.
- **Policies-**The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **Olentangy Academy: Supporting Individualized Success (OASIS):** The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities.

OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.

- **Jon Peterson/Autism Scholarship program**

The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the **Jon Peterson or Autism scholarship program**. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.

- **Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)**

The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

Olentangy Local Schools will award credit for all high school courses taken prior to the ninth grade. In most instances, a grade of "P" (passing) benefits a student's cumulative grade point average. Therefore, students will receive a grade of "P" on their high school transcript for each high school course taken. If, prior to the end of the first semester of the student's senior year, the student and parent wish to change the "P" grade into an academic letter grade, the student and parent must request this change in writing. Upon written request, the "P" grade will be replaced with the final grade issued on the student's 8th grade report card.

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

COLLEGE CREDIT PLUS (CCP)

Students ~~in grades 7-12 with freshman, sophomore, junior or senior status~~ may enroll full- or part-time in a post-secondary institution to take ~~nonsectarian~~ courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. **Detailed information is available at <https://www.ohiohighered.org/ccp>.**

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- Submit an intent form (found at <https://www.ohiohighered.org/ccp>) to the school counselor by April 1st**
- Attend a mandatory meeting with high school officials explaining the program**
- Apply to and attain acceptance from the college/university**

D. Meet a minimum grade point average required by the college

Students may choose option A or B as their post-secondary experience:

Option A: Students may enroll in ~~nonsectarian~~ college courses for college credit only. The student is responsible for paying tuition, fees, textbooks etc.

Option B: Students may enroll in ~~nonsectarian~~ college courses for both high school and college credit. Under this option, the student's enrollment will be financed by the local school district if the course is completed. However, the high school reserves the right to predetermine eligibility of a course for high school graduation requirements. For a college course to be counted as a required graduation credit, the student must get approval of the high school principal or designee before registering for the course. If the course is a three -semester hour course or greater, ~~then~~ one Carnegie unit of credit will be granted. Grades received in the courses elected for high school credit will be included in the GPA and these credits will appear on the student's record.

Student Code of Conduct in CCP Settings: Students enrolled in CCP courses ~~including Dual Enrollment~~ remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP ~~and Dual Enrollment~~ students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled.

CREDIT FLEXIBILITY

Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests.

The District Credit Flexibility Plan offers options to students to earn high school credit by:

- testing out or showing mastery of course content;
- pursuing an educational option and/or an individually approved option and/or
- any combination of the above.

Credit Flexibility applies to any alternative coursework, assessment and or performance. If a student is using Credit Flexibility to receive equivalent graduation credit, they must apply for and receive approval from the school district in advance. Approved credit awarded through this policy will be posted on the student's transcript and count toward a student's grade point average (GPA), class rank and as graduation credit in the related subject areas or as an elective. The school district will include details of the Credit Flexibility policy and program on the district website.

PE WAIVER

In accordance to Section 3313.603 of the Ohio Revised Code, students in grades 9-11 may be excused from all physical education course requirements by participating in district-sponsored interscholastic athletics, marching band, cheerleading, or JROTC for at least two seasons (or two full years for JROTC). Students in grade 12 who have not completed the waiver requirements or taken a physical education course will be automatically enrolled in physical education their senior year. The Olentangy Local Board of Education shall not require the student to participate in a physical education course as a condition to graduate. However, the student shall be required to complete one half-unit, consisting of at least 60 hours of instruction, in another course of study. Eligible students must complete the district PE Waiver Intent form before the start of the activity season. Forms are available at the district's central office, high school guidance office, or on the district website.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (OLSD Policy 2340). In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Olentangy Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure. Siblings are not permitted to attend field trips with chaperones.

GRADE CLASSIFICATION

Assignments to grade level classifications are made on the basis of credits accumulated as follows:

- Freshman must have completed 8th grade
- Junior must have ten credits
- Sophomore must have five credits
- Senior must have fifteen credits

GRADING SCALES

HIGH SCHOOL REGULAR GRADING SCALE						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	4.000		C	73-76%	2.000
A-	90-92%	3.670		C-	70-72%	1.670
B+	87-89%	3.330		D+	67-69%	1.330
B	83-86%	3.000		D	63-66%	1.000
B-	80-82%	2.670		D-	60-62%	0.670
C+	77-79%	2.330		F	0-59%	0.000

HIGH SCHOOL WEIGHTED GRADING SCALE AP & CCP COURSES ONLY						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	5.000		C	73-76%	3.000
A-	90-92%	4.670		C-	70-72%	2.670
B+	87-89%	4.330		D+	67-69%	2.330
B	83-86%	4.000		D	63-66%	2.000
B-	80-82%	3.670		D-	60-62%	1.670
C+	77-79%	3.330		F	0-59%	0.000

GRADING INFORMATION

- A student should receive a grade if enrolled for three or more weeks of the grading period.
- Students receiving an "incomplete" must make up the work with a reasonable time or credit may be denied for the course. It is suggested the student be granted the same amount of time to make up the work, as they were absent from school. The time of the grading period may influence this guideline.
- A student who fails the first semester and passes the second semester of a year-long course shall receive full credit of the course if the semester average is sixty percent or above. A student who passes the first semester and fails the second semester shall fail the course and receive not credit unless recommended by the teacher, approved by the principal, and has an overall average of sixty percent or above.
- Counting each quarter letter grade as 2/5 and the exam letter grade as 1/5 of the total grade determine semester grades. (Example: first quarter = 2/5; second quarter = 2/5; exam = 1/5.). The final grade is determined by averaging the first and second semester letter grade.
- Transfer credit – Only those grades on transcripts for AP courses that are comparable to current Olentangy AP courses will be converted to the weighted scale and quality points.

GRADE CARDS

All student grade cards will be made available electronically to parents and students for quarterly grade reporting. A paper copy will not be mailed home unless specifically requested. Grade progress is available through PowerSchool. Interim dates are posted on the school calendar.

~~INTERVENTION ASSISTANCE TEAM (IAT)~~

~~Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.~~

~~RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)~~

~~Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.~~

~~A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, and the child's classroom teacher. The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.~~

NATIONAL HONOR SOCIETY

Qualifications:

1. Students must have attained 11th or 12th grade standing.
2. Students should secure an application from the National Honor Society (NHS) adviser.
3. Students applying to NHS must have attended an Olentangy high school at least two semesters prior to application.
4. Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

CLASS RANK

The Board of Education authorizes a system of class ranking by grade point average, for students in grades 9-12. At the end of each semester of the freshman, sophomore, junior, and senior years, students will be ranked scholastically. The final grade will be used in specific subjects to calculate average.

ACADEMIC RECOGNITION AT COMMENCEMENT

Because of the competitive nature of the Olentangy high schools, students are not ranked for college admission purposes. The high schools will instead honor students based upon the following standards of achievement:

Students will be honored at commencement based on the following cumulative GPA scale:

- *Summa Cum Laude*: 4.000 GPA and above
- *Magna Cum Laude*: 3.800 to 3.999
- *Cum Laude*: 3.670 to 3.799

Beginning with the class of ~~2015~~ 2020, the high schools will recognize as valedictorian(s) at the end of seven or eight semesters anyone who achieves ~~one or more of the following criteria:~~ the highest cumulative GPA in the class.

- ~~1. The senior(s) who have the highest cumulative GPA in the class~~
- ~~2. The senior(s) who have taken the highest number of AP credits and who have maintained all "A's" in all courses~~

In order to be eligible, a student must have attended an Olentangy high school for his/her entire fifth through eighth semesters.

This ranking is used for certain senior honors.

1. Class rank shall be computed by the final grade in specific subjects.
2. The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.
3. In recognition of the heavier burden of Advanced Placement classes, grade point averages shall be weighted by awarding up to 1.0 extra units.
4. A student's grade point average and rank in class shall be entered only on his/her record and shall be subject to the board's policy on release of student records. A student's class rank is used for internal purposes and is not released to colleges and/or other institutions or agencies without prior written consent from the individual or his/her parents/legal guardians if the student is less than eighteen (18) years of age.

POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building and are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>

EARLY GRADUATION

Students desiring to accelerate their four-year high school academic program should contact the principal for approval. An *Academic Acceleration Form* obtained from Student Services should be completed prior to the parent/counselor/administrative conference.

Requirements for early graduation include:

1. Scheduling accordingly in the spring of the *sophomore year*
2. Plans to attend an institution of higher learning after graduation
3. A cumulative grade point average of 3.0 or higher
4. A required four credits of English

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

TRANSCRIPTS

Students desiring a copy of their transcript should complete a *Transcript Request Form* available from Student Services. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may secure information and application cards from the student services office. The school information form will be completed by Student Services staff and signed by the principal. The county superintendent issues the permit itself. Students working without permits place their employers in jeopardy of legal action by state authorities.

HEALTH

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations.

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required.

It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils, will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic and administered by the clinic staff.

Medication forms are available in the school office and on the district website, and expire at the end of each school year.

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at

the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

HEALTH SCREENINGS

In accordance with Ohio Department of Health requirements and guidelines, school health staff conducts periodic health screenings to detect abnormalities in hearing, and vision. Health screenings may also be conducted when a concern arises. A permission slip will not be sent home for parent permission in advance of the screening. Parents may opt out by notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience(d) a fever (100°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year, Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply ~~while on school premises, school buses or any other school property during school activities at or away from school~~ to all activities in the district, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension (OSS)
- Emergency removal
- Court referral
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities by authorized school personnel for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 -Prohibition from Extra-Curricular Activities).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

1. **Disruption of School-** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation-** Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons

that are guests of the school or persons conducting business for the school. ~~This category also applies to but not limited to remarks or actions of a sexual, racial, ethnic or religious nature or those referring to age, ancestry, or genetic information that are deemed offensive.~~ **This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)**

3. **Intimidation and/or Threats-** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. **Use of Obscene Language/Materials/Actions/Gestures-** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
5. **Attendance-** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery-** Students shall not misrepresent a signature on any document.
7. **Damage of Property-** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Assault-** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and hands on or threats to put hands on.
9. **Failure to Obey Instructions/Insubordination/Disrespect-** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
10. **Dangerous Weapons and Instruments-** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.
 - a. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to O.R.C. 2923.122.) Specific violations include but are not limited to:
 - b. Use, possession, sale, distribution, or knowledge of a firearm

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- c. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
 - d. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
 - e. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
 - f. Use, possession, sale, distribution or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - g. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
 - h. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
 - i. Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
 - j. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.
11. **Narcotics, Alcoholic Beverages and Drugs-** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:
- a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. **Tobacco-** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. **Theft-** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Academic Dishonesty-** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

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15. **Driving (applicable to High School only)**- Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. (Refer to the Code of Conduct – Driving Regulations section).
16. **Dress Code**- Refer to the Dress Code, in the Code of Conduct section.
17. **Inappropriate Display of Affection**- Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. **Unauthorized or Unsupervised Areas**- Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. **Hazing (Initiations)**- Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. **Technology Misuse/Abuse**- Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rule-s** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
22. **General Misconduct**- Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
23. **Gross Misconduct**- Repeated violations of the Code of Conduct.
24. **Other violations**- Other conduct violations not covered in the above rules.

HAZING, HARASSMENT, INTIMIDATION, ~~AND~~ BULLYING, AND SEXUAL HARASSMENT/VIOLENCE

Hazing, harassment, intimidation, bullying, **and sexual harassment** toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. **Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.**

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, bullying, **or sexual harassment** does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, **or sexual harassment** activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, bullying, **or sexual harassment**.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, bullying, **or sexual harassment**. If hazing, harassment, intimidation, bullying, **or sexual harassment** is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, **or sexual harassment** activities immediately. All hazing, harassment, intimidation, bullying, **or sexual harassment** incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, bullying/cyberbullying by an electronic act or otherwise **and/or sexual harassment**, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials. **A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.**

If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, **or sexual harassment** is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, **and/or sexual harassment** for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The superintendent/designee must provide the board president with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to board policy 5517, 5517.01. The district's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond

fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities.

A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin may seek resolution of his/her complaint through the district's complaint procedures.

For more information about the district's prohibition against discrimination and complaint procedures, please see Board Policy #5517.02.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

DISCIPLINE OPTIONS

• DETENTION

Detention is generally served after school for duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

• LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period with the detention slip signed by the parent or guardian. Cafeteria privileges for that day are lost. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

• SATURDAY OR WEDNESDAY SCHOOL

Students ~~can~~ **may** be assigned to a Saturday or Wednesday School. Please refer to the Saturday or Wednesday School form for specific times and directions. Saturday and Wednesday School guidelines follow:

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork. ~~No other kinds of activity will be permitted.~~
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

• IN-SCHOOL DETENTION (ISD)

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.
4. In-School Detention days will *not* apply toward the Five Class Period Rule.
5. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

• SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned for students in order to allow them to make up work missed during a suspension.

1. Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.

2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC and take the OLSD bus back to their home high school. The bus will arrive at the student's home school prior to the student's normal dismissal time.
5. The program supervisor will transport the students to the work area.
6. Students will receive credit for participation based on their work performance and overall behavior.
7. Students may be required to repeat any segment of the program if they only earn partial credit.
8. The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.
9. Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.
10. Students must follow all school and juvenile court policies.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

- **OUT-OF-SCHOOL SUSPENSION (OSS)**

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

- **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal,

superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within one school day of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.

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

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

- **PERMANENT EXCLUSION**

In accordance with the law, the Board of Education may seek to permanently exclude a student, 16 years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this board
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration
2. Murder, manslaughter, felonious or aggravated assault
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

- **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain

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conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

NOTICE TO THE REGISTRAR OF MOTOR VEHICLES

Notice to the Registrar of Motor Vehicles is not optional but mandatory whenever a student is suspended, expelled, removed, or permanently excluded from a school for misconduct involving a firearm, knife, or other weapon as defined in board policy. As in the case of drug- or alcohol-related offenses, the superintendent must notify the juvenile judge of the county of such offense, in writing, within two weeks of the disciplinary action. Upon receiving the notice, the Registrar is required to suspend any existing license or permit and deny issuance of any new license or permit.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an out-of-school suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a) Definitions

- i "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii "Use of mood-altering chemical" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii "Tobacco" includes any product containing tobacco or nicotine that is smoked, chewed, inhaled or placed against the gums.
- iv "Mood-altering chemical" Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as *Wite Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.

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- v "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 - a. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - b. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
 - c. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b) Jurisdiction

This policy extends to use of the above:

- i On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii During normal school hours, including recess, lunch and class changes, and summer school.
- iii At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

All students are responsible for understanding the Olentangy Alcohol, Tobacco, and Drug Prevention Guidelines and the counseling services available to them.

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials and the board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a) The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b) If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c) The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d) School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e) Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. 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.

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker Search:** Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to

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random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal status.

- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

School officials will follow the process below when handling level II & III offenses:

- a) The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
- b) Parents will be notified immediately and the student may be removed from classes or the school event.
- c) Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d) Parents will consult with the principal or the principal's designee.

Following are the level of offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy. Violations are cumulative within grades 7-12.

Tobacco

- o Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

Level I Drug & Alcohol Offense

- o Possession, use or application of any mood-altering chemical, as defined above

Level II Drug & Alcohol Offense

- o Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion

Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools may be reduced to one at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

² Ten day out of school suspension may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

³ Three days of In-School Detention may be reduced to two at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

⁴ Five days Out-of-School Suspension reduced to three days In-School Detention at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

10. SELF-REFERRAL

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee.

For a tobacco referral, the student must, within five days, provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the principal/principal's designee so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of

voluntary referral. The student may use the option of voluntary referral once in his/her career at Olentangy Local Schools.

Any subsequent violations will be enforced as a second or subsequent violation. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings) and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.
5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.

Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.

2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director. To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait (Ohio Law 3301.83.08 C4)
2. Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
3. Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is schedule to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area (Ohio Law 3301.83.08 B6).
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus. (Ohio Law 3301.83.08 C6)
6. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
7. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)

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9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
14. Students must not use tobacco or related products on the bus. (Ohio Law 3301.83.08)
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student. (Ohio Law 3301.83.08)
16. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report: Drivers will confer with the student and/or change the student's seating assignment. Drivers are also strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public. Some examples are:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the assistant transportation supervisor of the disciplinary action taken. It is then the assistant transportation supervisor's responsibility to inform the driver of that action.

Recommended Consequences for Level I & II Bus Rules Infractions:

High School	Level I	Level II
First Written Report	3 days off bus	5 days off bus
Second Written Report	5 days off bus	10 days off bus
Third Written Report	10 days off bus	Expelled
Fourth Written Report	Expelled	

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator.

DRIVING REGULATIONS

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. In order to obtain a parking permit, students may be placed in the random drug testing pool.

The Olentangy Local Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed while on the school grounds.
2. Students must park only in the proper student parking lot.
3. Students may not park in faculty or visitor parking lots.
4. Students are not to drive on the grass.
5. School buses have the right-of-way at all times.
6. Students must be out of their cars and in school by 7:15 a.m.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.
10. Students are to complete a *Pupil Driving Permit Registration and Agreement* form, available in the main office and on the district website. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline.
11. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
12. Students are not to loiter in their cars.

LOSS OF DRIVING PRIVILEGES

When the superintendent of the school district receives information that the student of compulsory school age has:

1. Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;
2. Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
3. Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,
4. Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A), (B), (D) and (E) (1), knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

The superintendent may be required to notify the registrar of motor vehicles and the juvenile judge of the county. The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law.

The student will have an opportunity to present evidence that s/he has not been habitually absent without legitimate excuse.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

At the discretion of the cafeteria duty teacher, high school seniors (only) may eat on the patio during their lunch periods. Students are not permitted in unauthorized areas. Failure to obey this rule may result in school discipline.

Students may use designated restrooms during lunches. Designated restrooms will be different in each building. Students will be permitted in the school store during lunch periods to purchase items. After visiting the store, students are to return to the commons.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

DANCES

For high school, dances are open to district students only with the exception of prom and homecoming(s). All dances are open to students in grades 9-12 only. All other guests must be pre-approved by the administration. Some dances may be designated as advance ticket sales only.

For middle school, only students from the sponsoring middle school will be admitted. No guests will be allowed. Also, the sponsoring organization is expected to assist with cleanup after the dance.

Expectations for both middle and high school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave they are not permitted to return, and chaperones are required at all school dances.

High school students and their guests attending dances will acknowledge the following:

- Dance admission fees are non-refundable.
- Use or possession of tobacco, drugs, alcohol, and any mind-altering substances are not permitted for the protection and safety of everyone.

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- The parking lot is off-limits unless students are entering or leaving the dance. Loitering will not be permitted.
- There are no re-entries. Once the student leaves the dance, he/she may not return.
- Students will be required to demonstrate good character, maintain high community standards, follow all dance rules, and be courteous to all students and chaperones.
- Sexually explicit or dangerous dancing will not be permitted at any time. Sexually explicit dancing includes: freaking, grinding, inappropriate or vulgar backside dancing or any other type of dancing which could be construed as provocative or vulgar. Dangerous dancing includes violent or "mosh pit" style dancing.

Any deviation from these rules may lead to removal from the dance and/or appropriate school consequences. The purpose of this code of conduct is to promote healthy, safe, and enjoyable dances for all students. The above behavior expectations are designed to ensure a positive dance environment.

HALL PASSES

No student may be out of his assigned classroom without an agenda or an approved pass.

GENERAL INFORMATION

ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member **due to a disability who has a seizure disorder**, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. **All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.**

The student's need for and use of a service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan. A service animal is the personal property of the student and/or parents. The Board of Education does not assume responsibility for training, daily care, health care, or supervision of service animals. The Board of Education does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events. For more information, please refer to board policy 8390-Animals on District Property.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the District Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via an email notification. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

- To create or update an email notification, please visit the communication department's page on the district website.
- To learn more about the calling system, please visit www.olentangy.k12.oh.us.

FEES

A list of course and workbook fees **is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees. will be distributed to the students at the beginning of the school year. They are also available on the district's website. A fee statement listing all course and workbook fees for the year will be made available to the parents in early Fall.**

Payments should be made in full by credit card online or by **cash**/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent ~~Portal~~ account and select *Lunch and Fee Payments*. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

At the high school level, all delinquent fee balances must be paid in full in order for a student to receive a parking pass. In addition, transcripts of grades and credit may not be sent to another school system or to any institution of continuing education for a student with unpaid fees; and any such student will not be permitted to attend the graduation ceremony of Olentangy Local Schools per (OLSD Policy #6152). In addition, the student diploma will be withheld until all fees are paid in full.

FEE COLLECTIONS AND FEE WAIVERS

If you are financially unable to pay your fees, you may obtain a fee waiver application in the school office. Eligibility for the fee waiver is determined by the number of adult wage earners in the family and their combined income. This information, along with adult family members' social security numbers, must be given in writing to the school office in order to be considered for fee waiver.

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the Nexcheck service. The district is happy to accept checks as payment but every check must include your name, address and phone number. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes Nexcheck to collect a \$34.50 fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year.

Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

~~Information regarding the breakfast and lunch program, including menus and prices, is available on the district website under "Food Service Information and Menus."~~

Information regarding the breakfast and lunch program, including menus and prices, is available on the district website. Information can be found by selecting "Food Service" under the "Department" heading.

Students may pay with cash or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website, or checks may be sent to school with the student.

If your child has a medically documented food allergy, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school by the principal. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550, Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (OLSD Policy 5113.01). The specific criteria shall be consistent with state law and shall include:

- Application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- Establishing district capacity limits by grade level, school building, staffing levels and educational program;
- Student safety in one building as opposed to another can be a basis for transfer;
- The process must ensure that proper racial balance is maintained;
- Notification that parents must provide transportation for their students;
- Students entering Grades 9 - 12 will forfeit athletic eligibility for one year.

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: www.olentangy.k12.oh.us. For more specific information concerning athletic bylaws, grades 9 through 12 only, please ~~visit the Ohio Athletic Association website www.ohsaa.org.~~ ~~contact your athletic director.~~

LOCKER ASSIGNMENTS

Subject to availability, ~~the teacher may assign a locker to each student~~ a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, ~~if applicable~~. The only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. *Students are advised not to share lockers or combination numbers!* Students must provide their own combination lock for gym lockers that are not equipped with built-in locks. Students violating the locker policy are subject to the Code of Conduct.

LOST AND FOUND

Found items are kept in a Lost and Found location. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents or students are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

A. Step No. 1 - Direct Conversation.

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

C. Step No. 3 - Formal Process.

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

D. Dispositions.

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. Relation to Other Procedures.

This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

The Olentangy Local School District believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website, YouTube, **Twitter** or Facebook. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels:

- Student's first name and last initial only;
- Student photographs; and,
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

If you do not want your student's information used in web-based environment, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and community postcard and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.

2015-16 HIGH SCHOOL HANDBOOK EXHIBIT: ~~CHANGES ARE IN RED~~ OR HAVE A STRIKE THROUGH THEM.

- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name; address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), ~~as further amended by the No Child Left Behind Act (NCLB)~~, parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA ~~and NCLB~~; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy ~~2416~~ and 8330).

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide a set of fingerprints so that a criminal records check can be conducted prior to their service. For additional information, please refer to policy 3120.09 or contact your building secretary.

CO/EXTRA CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to high school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

*****Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.***

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Payments should be made in full by credit card online or by **cash**/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool **parent Portal** account and select *Lunch and Fee Payments*. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees.

For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to high school or community students. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office.



O L E N T A N G Y | L O C A L S C H O O L S

2016-17

ATHLETIC HANDBOOK EXHIBIT

CHANGES ARE MARKED IN **RED** OR HAVE A ~~STRIKE-THROUGH~~ THEM
FOR ATHLETES, PARENTS, AND COACHES

Last Adoption date: May 14, 2015

Revised 7/23/15/ja

A MESSAGE FROM THE ATHLETIC DIRECTORS

This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

Yours in scholarship, sportsmanship and success,

Athletic Directors:

<i>Jay Wolfe</i>	Olentangy High School
<i>Darin Meeker</i>	Olentangy Liberty High School
<i>John Betz</i>	Olentangy Orange High School

Middle School Athletic Managers:

<i>Brett Diehl</i>	Berkshire Middle School
<i>Keith Conkling</i>	Hyatts Middle School
<i>Cindy Long</i>	Liberty Middle School
<i>Dan Horman</i>	Orange Middle School
<i>Marc Ehrhardt</i>	Shanahan Middle School

STATEMENT OF ATHLETIC PHILOSOPHY

The Olentangy Local School District's athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. The board discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. The athletic program must at all times be conducted in such a way as to justify it as an educational activity.

If an unusual or extreme circumstance warrants it, exception to athletic policies may be made at the discretion of the superintendent of schools. The superintendent may only make an exception within the applicable regulations of the Ohio High School Athletic Association (OHSAA) and the statutes of the State of Ohio.

ATHLETIC GOAL AND OBJECTIVES

GOAL: The student shall become a more effective citizen in a democratic society.

SPECIFIC OBJECTIVES:

- 1) To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
- 2) To have fun – the main reason people participate in sports and games
- 3) To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- 4) Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- 5) To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- 6) Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
- 7) To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

RESPONSIBILITIES OF AN OLENTANGY DISTRICT ATHLETE

Being a member of an Olentangy Local School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- **Responsibilities to Yourself** - The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- **Responsibilities to Your School** - Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- **Responsibilities to Others** - As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.

SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

The Olentangy Local Schools Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association (OHSAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players. An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

We, therefore, expect school administrators, coaches, athletes, cheerleaders and spectators to know and embrace the following fundamentals of sportsmanship:

- 1) Respect should be demonstrated for athletic opponents and for their school at all times. Olentangy should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. Visiting schools should respect the property and dignity of their host school and its athletic teams.
- 2) Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
- 3) Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
- 4) All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
- 5) All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

Players / Cheerleaders

Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of spectators. It is important that they embrace the following behaviors:

- 1) Treat opponents with the respect that is due them as guests and as fellow human beings.
- 2) Shake hands with opponents and wish them a good game when appropriate.
- 3) Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
- 4) Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
- 5) Accept seriously the responsibility and privilege of representing the school and community.
- 6) Athletes must follow team rules established by coaches as well as the **Code of Conduct**.

Athletes are to refrain from the following inappropriate behaviors:

- 1) Taunting officials, opponents or spectators
- 2) Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, the athlete will be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season. **If an athlete leaves the bench area and is involved in an altercation in the stands, the athlete will be suspended from contests for one calendar year.**
- 3) Use of profanity
- 4) Damage/destruction of school property
- 5) Theft of school or personal property

Disciplinary actions include:

- 1) Denial of participation in an event
- 2) Removal from contest
- 3) Suspension for a portion of the season
- 4) Restitution
- 5) Conference/hearing with school official
- 6) Violations of the **Code of Conduct** may result in school discipline

Spectators

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

- 1) Know and demonstrate the fundamentals of sportsmanship.
- 2) Respect, cooperate and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.
- 3) Censure fellow spectators whose behavior is inappropriate.
- 4) Be positive toward players and coaches regardless of the outcome of the contest.
- 5) Respect the judgment and the professionalism of the officials and coaches.

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Spectators are to refrain from inappropriate behaviors:

- 1) Verbal/physical abuse of officials and coaches.
- 2) Berating players, coaches or other spectators through chants, signs and/or cheers.
- 3) Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior.

Disciplinary actions include:

- 1) Removal from contest
- 2) Conference/hearing with school officials
- 3) Removal from future athletic contests
- 4) Violations of the **Code of Conduct** may result in school discipline.
- 5) **Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event.**

Student Managers/Statisticians/Trainers

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

Ejection of Players/Cheerleaders/Student Managers/Student Trainers from Athletic Contests

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. **In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.**

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.

Coaches

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

- 1) Shall establish team rules beyond the **Code of Conduct**
- 2) Teach the value of conforming to the rules
- 3) Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
- 4) Instruct their players in the fundamentals of sportsmanship
- 5) Respect the officials' judgment and interpretation of the rules
- 6) Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- 1) Use of profanity
- 2) Ejection from contest
- 3) Berating officials or players
- 4) Inciting spectators/players to inappropriate behavior

Ejection of Coaches from Athletic Contests

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Procedure to Resolve Parent/Coach Disagreements

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

A. Step No. 1 - Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

B. Step No. 2 - Fact and Possible Resolution

If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, middle school athletic manager, or high school athletic director and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

C. Step No. 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the principal in writing. At that time another meeting will be arranged at the convenience of the complainant and coach directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The coach has the right to be at all meetings with or without a representative as he/she so determines.

D. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

E. Decision

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

CITIZENSHIP POLICY

All athletes shall abide by a **Code of Conduct** that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated.

CONDUCT OF ATHLETE

- 1) The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:
- 2) **In the classroom** - Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies.
- 3) In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
- 4) **On the field** - In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

DISCIPLINE

School discipline referral

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

Right to Appeal a Suspension

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

- The student will be informed of the potential suspension or denial of participation and the reasons for the proposed action. The student may be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension or denial of participation and to explain his/her actions. An attempt will be made to notify parents or guardians by telephone if a suspension or denial of participation is issued.
- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student **may practice but may not participate** during an appeal in any official contest pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431- Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

Prohibition against Discrimination (Title VI)

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin. The District prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities.

A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this Handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin may seek resolution of his/her complaint through the District's complaint procedures.

For more information about the District's prohibition against discrimination and complaint procedures, please see Board Policy #5517.02.

ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

Principles and Philosophies

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

- Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.
- The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and ***will be enforced for twelve (12) months of the year*** and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

Definitions

- **Assessment & Follow-Up Program** – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency
- **Athletic Director** – The individual hired by the school or district to oversee all athletic programs of the school or district
- **Athletic Year** – Beginning July 1st of upcoming year and continuing for 365 days thereafter
- **Banned Substance** – A substance defined by school policy as being banned from use by students
- **Code of Conduct** – Anything in this handbook
- **Controlled Substance** – A drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code
- **Counterfeit or Look-Alike Drug** –
 - Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark
 - Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
 - Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical
 - Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging,

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distribution or the price for which it is sold or offered for sale

- **High School Career** – The day after completion of middle school, through graduation or the completion of the athlete's career representing their high school, whichever is later
- **Illicit Substance** – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use
- **Mood-Altering Chemicals** – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as "Wite Out", glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student's name and the directions for proper use.
- **Possession** – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance
- **Paraphernalia** – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance
- **Student Athlete** – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well
- **Tobacco** – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens.
- **Trafficking** – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance
- **Transmission** – The action or process of giving a controlled substance to another individual

POSSESSION/USE OF ALCOHOL, CONTROLLED SUBSTANCES/MOOD-ALTERING CHEMICALS and TOBACCO

A. First Offense

- 1) Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
- 2) A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
- 3) The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
- 4) The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and

his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process.

~~3)5)~~ For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests (excluding scrimmages), rounded up to the next whole contest if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The principal's designee will monitor the progress of the assessment program and report to the principal any failure to comply.

~~4)6)~~ For First Offense infractions involving tobacco, the denial of privilege may be reduced to 10% of the scheduled contests if the athlete participates in a tobacco intervention/education program. The principal/designee may reinstate the athlete upon evidence of participation in a tobacco intervention/education program. Any subsequent tobacco violations will be treated equally as alcohol and other drugs.

~~5)7)~~ The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.

- B. **Second Offense** will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
- C. **Third Offense** will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

SELLING/ATTEMPTING TO SELL ALCOHOL - TRAFFICKING IN CONTROLLED SUBSTANCES/ MOOD - ALTERING CHEMICALS

A. First Offense

- 1) A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
- 2) Dismissal from all athletics for one calendar year from the date of suspension.
- 3) Information collected related to trafficking may be reported to appropriate law enforcement authorities.

B. Any Additional Offense will result in denial of participation in athletics for the remainder of the student's high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

Voluntary Referral Opportunity

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a release of information to the school designee so that the student's progress in the program can be followed and written verification of completion given to the designee. The student must complete the program or receive the original discipline.

RANDOM URINE DRUG TESTING OF OLENTANGY DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS

Overview

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

A statement of Need and Purpose

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

Supporting Data

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls.

Definitions

- **Vendor** - The medical office or company selected by the Board of Education to carry out the policy and procedure
- **Athletic Director** - The individual hired by the school or district to oversee all athletic programs of the school or district
- **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results
- **Illicit Substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use
- **Banned Substance** - A substance defined by school policy as being banned from use by students
- **Student Athlete** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well

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- **SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs
- **GC/MS** - Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy
- **Quantitative Levels** - The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml)
- **Chain-of-Custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification
- **Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine
- **False Sample – a sample of urine that is not from the athlete being tested, or not from the athlete on the date of the test**
- **Athletic Year** – Beginning July 1st of upcoming year and continuing for 365 days thereafter

1) **Procedures for Students**

A. **Informed Consent for Testing**

At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools ***Athletic Code of Conduct and Expectations Informed Consent Agreement***. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.

B. **Urine Drug Testing Frequency**

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

C. **Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of

water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

2) **Confidentiality of Results**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

3) **Vendor Requirements**

At a minimum, the Vendor must be able to provide the following services:

A. **Random Selection of Student Athletes**

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

B. **Collection of Urine Specimens**

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. *Chain of Custody* forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

C. **Testing of Urine Specimens**

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

The building principal may specify specific classes or substances to be tested.

D. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the *Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports* as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

E. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.

F. Statistical Reporting and Confidentiality of Urine Drug Test Results

The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.

4) Procedures in the Event of a Positive Result

A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:

1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. ~~A written notification from the building principal will be sent to the parent or guardian by certified mail.~~ The building principal may keep all test results for a period up to one year.
2. The student will be notified and be required to submit weekly urine specimens, via the Vendor, for five weeks.
3. If the parent, guardian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.

4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

B. First Positive Result

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process.
5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.

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C. **Second Offense** will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.

D. **Third Offense** will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

5) **Non-Punitive Nature of Policy**

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.

6) **Illicit or Banned Substances**

For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphen and MDMA (Ecstasy).

Due Process

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

ACADEMIC REQUIREMENTS

In order that local eligibility standards reflect a greater emphasis on classroom achievements and with participation in athletics viewed as a privilege, the following are the Olentangy Local School District policies for athletic eligibility for grades 7-12:

Students Enrolled in Grades 9-12

- 1) A student's eligibility will be determined according to his/her GPA (grade point average) for the immediately preceding nine week grading period. Semester and final exams are not to be calculated in the nine week GPA assessment because of the comprehensive nature of exams. A student's eligibility will be determined by examining each student's nine week grade independent of prior grading periods. Students must maintain a quarterly GPA of at least 1.5 (based on a 4.0 scale).
- 2) In the grading period immediately preceding, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
- 3) Incoming freshmen must be passing a minimum of five courses taken during the final grading period of their eighth grade year to be eligible and have a GPA of 1.5 for the fourth quarter. A student may apply for a one-time GPA waiver to be used during his or her freshman year. The passage of five (5) one-credit courses must be met, per OHSAA regulations, in order to make application. Application to the athletic director may occur after the 4th quarter of the 8th grade through the 3rd quarter of the freshman year.
- 4) A grade of "incomplete" will be considered a failing grade until work is completed per O.H.S.A.A By-law 4-4-1, exception 3.
- 5) Summer School and other educational options may NOT be used to substitute for failure to meet the academic standards during the last grading period of the school year.
- 6) A student enrolled in credit flex courses must, at the conclusion of the high school's grading period, provide proof of "passing" their credit flex course in order for this course to be counted toward the five-one credit (or equivalent) courses used to establish athletic eligibility.
- 7) Students who are being home-schooled and who desire to participate in athletics and extracurricular activities must fulfill the requirements as established by the Olentangy School District related to eligibility, attendance, enrollment, and participation guidelines (please refer to policy 2431.03).
- 8) **Year-long on-line courses** may not be ~~completed early to maintain future academic eligibility~~ used to compensate for a lack of courses taken in the preceding grading period.

Students Enrolled in Grades 7-8

- 1) In order to participate in an interscholastic sport or to cheerlead, a student must be passing five courses and have a minimum 1.5 GPA in the preceding nine week grading period.
- 2) A student enrolled in the first grading period after advancement from the seventh to eighth grade must have passed a minimum of five of classes during the preceding grading period in which the student was enrolled.

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- 3) A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
- 4) Students who do not meet the minimum eligibility requirements at the end of a quarter will be ineligible to participate for the entire following quarter.
- 5) Individuals declared academically ineligible may not attend practices, games or travel with the team during the period of ineligibility unless approved by the administration.

Additional Academic Standards for Grades 7-12

- 1) The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Exception: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.**
- 2) The following conditions will be established for a student who is ineligible for a grading period:
 - a. A student will be permitted to try out for any sport or activity in which the number of participants is restricted by team selection. (~~ex., baseball/softball/tennis~~)
 - b. With approval from the athletic director/coach and parent/guardian/custodian, a student can practice with a team or group.
 - c. The student cannot participate in any athletic contest or scrimmage situations during the period of ineligibility, nor will activity fees be refunded.
- 3) A student who would become ineligible for two consecutive grading periods would lose all practice condition privileges and would be released from any athletic squad.

OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS

Age Limitation – Ohio High School Athletic Association Rule

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics.

• There is an exception to this regulation, so please arrange a meeting with your principal or athletic administrator to review this exception.

~~If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year. If a middle school student attains the age of 15 before August 1, the student shall be ineligible to participate in middle school interscholastic athletics for the school year commencing in that calendar year.~~

~~A student shall become eligible for high school athletics when the student attains the fifteenth birthday before August 1, or when the student attains ninth grade standing. The student is eligible at the school where the student is expected to enroll at the ninth grade level.~~

~~In determining the age of a student, the date of birth as recorded in the school records shall be considered as final, except that when birth records, filed within six years after date of birth, are available in the State Bureau of Vital Statistics or a comparable government agency shall be used. If this information is not available and if the school records do not agree, the earliest date of birth shall be considered the valid date of birth. Family Bibles, physician's statements, parents' affidavits, baptismal certificates, etc. will not be accepted in lieu of birth certificates. Amendments to birth certificates filed after six years from date of birth will not be considered.~~

Residence and Transfer Requirements

If the parent's district of residence is a multiple high school public school district (like the Olentangy Local School District), the student shall be eligible only at the public high school which is located in the attendance zone within which the parents' residence is located.

There are many complicated rules governing residence. Generally an athlete's parents or legal guardian must live in the Olentangy local school district for the student to be eligible. If you have a residency or transfer question, please ~~refer to the O.H.S.A.A. Web site (www.ohsaa.org) for up to date and complete information or~~ discuss with the principal/athletic director. All school district and O.H.S.A.A. by-laws apply.

O.H.S.A.A. transfer bylaws (section 7) have been developed which permits a student to become eligible to participate in interscholastic athletics when moving from one school district to another, from a private school to a public school or vice versa, and from different high schools in the same district insofar as the transfer bylaw is concerned.

- 1) When moving from one school district to another, a bona fide legal change of residence form must be on file with the new district and the O.H.S.A.A. to participate in athletics. Please note, merely signing a lease for an apartment/house in the new district does not constitute a *bona fide legal change of residence*. The form required for legal change of residence may be obtained from

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the OLSD New Student Welcome Center (NSWC), school athletic offices, or on-line at www.ohsaa.org

- 2) When moving from a private to public school, an O.H.S.A.A. Exception Form Six must be on file with the new district and O.H.S.A.A. in order to participate in athletics. This form may be obtained from the NSWC, school athletic offices, or on-line at www.ohsaa.org.
- 3) **When moving from different schools in the same district**, an Intra-District Transfer Request Application must be submitted ~~prior to the beginning of the school year~~ **by the district's required date of submission**. Be advised that student's approved for an intra-district transfer may be denied participation in athletics for one calendar year.
- 4) In the event that a student's family moves from one attendance area to another within the Olentangy Local School District after the start of the school year, an Intra-District must be submitted as soon as possible. Be advised that students approved for an intra-district transfer may be denied participation in athletics for one calendar year.

~~If a student transfers to a high school within the same public school district within which the school from where the student is transferred is a part, the student may have his/her eligibility restored provided the following conditions have been met:~~

~~The student has been reassigned to the high school by the school district as a result of redistricting or a specific change of program, the details of which shall be clearly stipulated in writing; and
the transfer takes place prior to the beginning of the school year; and
the district petitions the O.H.S.A.A. Commissioner's Office for restoration of eligibility for the student no later than 15 school days after the beginning of the school year; and
the student is ineligible until ruled eligible.~~

~~If the parent's district of residence is a multiple high school public school district, the student shall be eligible only at the public high school which is located in the attendance zone within which the parents' residence is located.~~

ATHLETIC DEPARTMENT POLICIES

Athletic Participation/Concussions

If a concussion is suspected by a physical education teacher or coach, the student will be removed from the class, practice, or game. The student will not be permitted to return to full participation on the same day as the removal and not until s/he is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional. Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention. Please refer to board policies 2431, 2431.01, and 5340 for more information.

Attendance Policy

1) Absence from Practice:

A. **Excused**

1. Advance notice from athlete in writing to the appropriate coach
2. Reason considered unavoidable and excusable by the coaches

Consequence:

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest.

B. **Unexcused** - All absences not falling into the excused category above

Consequences:

First offense	Suspension for the next contest
Second offense	Suspended for the next two contests
Third offense	Suspension for the remainder of the season

2) Absence from Contest (including Saturday):

A. **Excused**

1. Advance notice to coaches
2. Emergency situation

Consequences are the discretion of the head coach and athletic director

B. **Unexcused**- All other types of absences not falling into the Excused category above

Consequences:

First offense	Suspension from next two contests
Second offense	Suspension for the remainder of the season

3) Holidays/Vacations

- A. **Excused** - If an athlete is going on a family vacation with parent or guardian, or is attending a school-related activity during a school recess, **advance notice must be given to the coach by the first day of official team practice and the coach will then inform the athletic director.**

Consequences

If a contest is missed, the consequences are:

- ~~One to four contests missed:~~ Suspended one subsequent contest for each contest missed
- ~~More than four contests missed: Suspended rest of season~~
- -If practice is missed: See 1A

- B. **Unexcused** - Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

Awards

- **Earning an Athletic Letter** – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.
- **Wearing of Awards** – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.
- **Booster Scholar Athlete Awards** – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.250 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.
- **Managers/Statisticians/Student Trainers** – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

Banquet

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

Cancellations Due to Weather

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

Conflicts with Extra-Curricular Activities and Academics

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. **If, however, there is a conflict with a graded class activity, the class takes priority.**

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying those involved immediately when a conflict does arise.

Equipment

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.
- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. Any exception must be approved by the coach or athletic director.
- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

Failing to complete a season

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

- 1) Talk with your immediate school coach and then the head coach.

2) Return all equipment issued.

Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date. Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

Game Day Participation

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

Hazing, Harassment, Intimidation, ~~and Bullying~~, and Sexual Harassment/Violence

Hazing, harassment, intimidation, ~~and/or~~ bullying, and/or sexual harassment toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or

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other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, or bullying. If hazing, harassment, intimidation, or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, or bully activities immediately. All hazing, harassment, intimidation, or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior ~~and/or~~ bullying, and/or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to **board policy 5517, 5517.01. The District's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.**

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The student athlete may be denied participation in athletics for violation of this policy and may be subject to **Code of Conduct** violation.

Home-Educated Student Participation (Eligibility for Chartered or Nonchartered Nonpublic Schools)

All students enrolled in chartered or nonchartered nonpublic schools are permitted to participate in a particular extracurricular activity if the student is of appropriate age and grade level and: (1) the student is entitled by law to attend the schools of this District; and (2) the chartered or nonchartered nonpublic school in which the student is enrolled does not offer the particular extracurricular activity. Students who meet these criteria are permitted to participate in the particular extracurricular activity at the district school to which the student otherwise would be assigned during that school year provided that the student meets the eligibility requirements stated in the student and/or athletic handbooks.

It shall be the parent/guardian's responsibility to obtain appropriate documentation for the Superintendent, or designee, to verify the student's eligibility prior to the start of the first practice or other activity of the extracurricular activity in which the student chooses to participate. Thereafter, the parent/guardian of a student participating in an extracurricular activity under this policy shall obtain additional verification of eligibility every nine (9) weeks on or before 5:00 p.m. of the fifth school day of the beginning of the nine (9) week period until the conclusion of the extracurricular activity in which the student is participating. All documentation related to a student's eligibility shall be verified by the school in which the student is currently enrolled. A student will be deemed ineligible to participate in extracurricular activities until all eligibility requirements are met and verified. For purposes of this policy, "parent/guardian" also means a student that is eighteen years of age.

Individual Coach's Rules

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

Insurance

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

Lockers

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

Parental Acknowledgment of Athletic Policies

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.

Pay to Participate

Olentangy Local Schools has adopted a policy that requires an **\$80 fee per sport** for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool ~~pParent Portal~~ account and select *Lunch and Fee Payments*. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck at (800) 639-2435.

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

Required Forms

The following forms must be completed and on file in the Athletic Office or submitted online via Final Forms prior to the first day of practice or try-outs (in cut sports):

Please note: Item number one will be completed in paper form and turned in to the Athletic Office and items 2-9 will be submitted via Final Forms.

- 1) OHSAA Pre-Participation Physical Form-this form must be printed and completed by a certified physician and kept on file with the Athletic Office.
- 2) Athletic **Code of Conduct** Agreement
- 3) Emergency Medical Form
- 4) Insurance or an Insurance Waiver
- 5) Permission to Treat Form
- 6) Concussion Form
- 7) Informed Consent Agreement
- 8) Alternate Transportation Form

Most forms are distributed to students but are also available on the district Web site or athletic offices.

Risk of Participation

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation.

Salary of Coaches

The Olentangy Local School District will maintain sole authority of O.H.S.A.A. Bylaw 6-2-1. The Board of Education or other similar governing body shall have exclusive jurisdiction on matters of salary, stipend or compensation of its coaches.

Social Media Policy

The use of e-mail messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion gender or sexual orientation. **Any violation of our social media policy may result disciplinary consequences up to and including suspension and/or dismissal from the team.**

Transportation

All athletes are expected to travel to and from contests in a district bus or van when the district provides transportation. In special situations a parent or guardian may provide transportation with advance written permission approved by the Athletic Director.

Two-Sport Participation

Athletes may participate in more than one sport at Olentangy Local Schools in any one sport season (fall, winter or spring) **if both coaches concur and cooperatively** work out the details of practices, games, etc. with the athlete. The athlete who is attempting to "double up" must declare one of the sports as a "sport of first priority". This means the athlete will attend all "events" (contests, practices, meetings, etc.) connected with that squad. The athlete can participate with the other squad during the time there are no obligations to the sport of first priority. Student athletes have a responsibility to avoid continuous conflicts.

Notes:

- 1) Cheerleading is considered to be a sport at both middle and high school levels.
- 2) Middle school athletes will only be allowed to participate in one sport per season.

Middle School Cheerleaders –

- 1) Cheer for football or basketball. Eighth grade cheerleaders cheer for both seasons.
- 2) Cheerleaders may not participate in another sport during the season they are cheering.
- 3) Football cheerleaders will cheer for all games, home and away.
- 4) Basketball cheerleaders will cheer for all home games, both boys and girls.

Uniforms – In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

COLLEGE INFORMATION

Prospective Student Athletes – NCAA Clearinghouse Rules

As a prospective student athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found in *The Guide for College-Bound Student Athletes*, located on the NCAA Clearinghouse Web site. This link can be accessed at www.ncaaclearinghouse.net. Click on “Prospective Student-Athletes” link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student athletes in college. If there are any questions concerning this important part of becoming a student athlete in college, you should make arrangements to see the athletic director.

OLENTANGY LOCAL SCHOOLS
2016-17 ELEMENTARY SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on April 28, 2016

GRADES K-5

GRADE/AREA	APPROVED FEES FOR 2015-16	PROPOSED FEES FOR 2016-17
Math, Science, Language Arts, and Social Studies	\$22.00	\$22.00
Art	\$8.00	\$8.00
Grade Level Total	\$30.00	\$30.00
RATIONAL FOR THE CHANGE		NO CHANGE

OLENTANGY LOCAL SCHOOLS
2016-17 MIDDLE SCHOOL FEE SCHEDULE
Presented to the Board of Education on April 14, 2016
GRADES 6-8

GRADE/AREA	2015-16 FEE TOTAL	2016-17 PROPOSED FEE	COMMENTS
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Sixth Grade Fees			
Agenda Book	\$ 6.00	\$5.00	-\$1.00 Cost Decrease
Art	\$12.00	\$12.00	NO CHANGE
R/LA Paperbacks/Materials	\$15.00	\$15.00	NO CHANGE
Science	\$ 3.00	\$3.00	NO CHANGE
Cope Program (OLMS only)	\$15.00	\$15.00	NO CHANGE

Seventh Grade Fees			
Agenda Book	\$ 6.00	\$ 5.00	-\$1.00 Cost Decrease
Life Skills	\$10.00	\$10.00	NO CHANGE
Mod Tech	\$9.00	\$9.00	NO CHANGE
R/LA Paperbacks/Materials	\$20.00	\$20.00	NO CHANGE
Science	\$ 3.00	\$ 3.00	NO CHANGE

Eighth Grade Fees			
Agenda Book	\$ 6.00	\$ 6.00	-\$1.00 Cost Decrease
R/LA Paperbacks/Materials	\$20.00	\$20.00	NO CHANGE
Science	\$3.00	\$3.00	NO CHANGE

Activities			
Athletics (per sport)	\$80.00	\$80.00	NO CHANGE
Co-curricular and Extra-curricular Activities (per activity or sport)	\$25.00	\$25.00	NO CHANGE

OLENTANGY LOCAL SCHOOLS
2016-17 MIDDLE SCHOOL FEE SCHEDULE
Presented to the Board of Education on April 14, 2016
GRADES 6-8

GRADE/AREA	2015-16 FEE TOTAL	2016-17 PROPOSED FEE	COMMENTS
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Electives			
Band Book (Grade 6, 7, 8)	\$8.00	\$9.00	+\$1.00 Cost Increase
School Instrument Usage / Cleaning / Maintenance	\$20.00	\$20.00	NO CHANGE
Percussion Book (Grade 6, 7, 8)	\$15.00	\$16.00	+\$1.00 Cost Increase
Ceramics	\$12.00	\$12.00	NO CHANGE
Drawing	\$10.00	\$10.00	NO CHANGE
Global Gourmet I	\$10.00	\$15.00	+\$5.00 Materials Increase
Global Gourmet II	\$10.00	\$17.00	+\$7.00 Materials Increase
Language I Workbook/Materials	\$22.25	\$22.25	NO CHANGE
Painting	\$10.00	\$10.00	NO CHANGE
Sculpture	\$12.00	\$12.00	NO CHANGE
Woods	\$12.00	\$20.00	+\$8.00 Supply Cost Increase
Art A	\$10.00	\$10.00	NO CHANGE
Art B	\$12.00	\$12.00	NO CHANGE
Choir	\$ 5.00	\$ 7.00	+\$2.00 Cost Increase
Strings	\$11.00	\$11.00	NO CHANGE
Mod Tech	\$ 9.00	\$ 9.00	NO CHANGE

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE *Presented*
to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP- PLIES	AP TEST	WKBK/ NOVEL	PAY TO PART.			
02110	Art I	30				\$30.00	\$30.00	No Change
02210	Ceramics I	50				\$50.00	\$50.00	No Change
02220	Ceramics II	50				\$50.00	\$50.00	No Change
02240	Ceramics III	50				\$50.00	\$50.00	No Change
02250	Ceramics IV	50				\$50.00	\$50.00	No Change
02280	Ceramics IS	65				\$65.00	\$65.00	No Change
02230	Sculpture I	40				\$40.00	\$40.00	No Change
02260	Sculpture II	50				\$50.00	\$50.00	No Change
02261	Sculpture III	40				\$40.00	\$40.00	No Change
02270	Sculpture IS	65				\$65.00	\$65.00	No Change
02310	Computer Graphics I	35				\$35.00	\$35.00	No Change
02320	Computer Graphics II	40				\$40.00	\$40.00	No Change
02330	Computer Graphics III	40				\$40.00	\$40.00	No Change
02340	Computer Graphics IV	45				\$45.00	\$45.00	No Change
02360	Computer Graphics IS	65				\$65.00	\$65.00	No Change
02410	Drawing I	40				\$40.00	\$40.00	No Change
02420	Drawing II	40				\$40.00	\$40.00	No Change
02430	Drawing III	50				\$50.00	\$50.00	No Change
02440	Drawing IV	50				\$50.00	\$50.00	No Change
02440	Drawing IS	65				\$65.00	\$65.00	No Change
02510	AP Art History	15	95	25		\$140.00	\$135.00	-\$5.00 AP Test Cost
02610	Jewelry I	50				\$50.00	\$50.00	No Change
02620	Jewelry II	65				\$65.00	\$65.00	No Change
02630	Jewelry III	65				\$65.00	\$65.00	No Change
02650	Jewelry IS	65				\$65.00	\$65.00	No Change
02710	Painting I	50				\$50.00	\$50.00	No Change
02720	Painting II	50				\$50.00	\$50.00	No Change
02730	Painting III	50				\$50.00	\$50.00	No Change
02740	Painting IV	50				\$50.00	\$50.00	No Change
02750	Painting IS	65				\$65.00	\$65.00	No Change
02810	Photography I	55				\$55.00	\$55.00	No Change
02820	Photography II	65				\$65.00	\$65.00	No Change
02821	Photography III	65				\$65.00	\$65.00	No Change
02870	Photography IS	65				\$65.00	\$65.00	No Change
02830	Digital Imaging	45				\$45.00	\$45.00	No Change

Note: Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE *Presented*
to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP- PLIES	AP TEST	WKBK/ NOVEL	PAY TO PART.			
02831	Digital Imaging II	45				\$45.00	\$45.00	No Change
02832	Digital Imaging III	45				\$45.00	\$45.00	No Change
02860	Digital Imaging IS	65				\$65.00	\$65.00	No Change
03810	Accounting			28		\$28.00	\$28.00	No Change
03840	Business Foundations	3				\$3.00	\$3.00	No Change
03860	Business Technology	5				\$5.00	\$5.00	No Change
03890	International Business/Econ	3				\$3.00	\$3.00	No Change
03930	Marketing Applications	50				\$50.00	\$50.00	No Change
03940	Integrated Marketing Communications	50				\$50.00	\$50.00	No Change
05510	AP English Literature/Comp		95	19		\$119.00	\$114.00	-\$5.00 AP Test Cost
05520	AP Language and Composition		95	19		\$119.00	\$114.00	-\$5.00 AP Test Cost
05530	AP Seminar	45	95			NEW	\$140.00	New Course
05880	Etymology			17.66		\$17.66	\$17.66	No Change
05910	Introduction to Journalism	10				\$10.00	\$10.00	No Change
05910A	Broadcast and Video	10				\$10.00	\$10.00	No Change
05920	Newspaper Journalism				25	\$25.00	\$25.00	No Change
05930	Advanced News Journalism				25	\$25.00	\$25.00	No Change
05940	Yearbook Journalism				25	\$25.00	\$25.00	No Change
05950	Acting	15				\$15.00	\$15.00	No Change
05960	Advanced Acting	15				\$15.00	\$15.00	No Change
05970	Stagecraft	25				\$25.00	\$25.00	No Change
05980	Advanced Stagecraft	25				\$25.00	\$25.00	No Change
06110	French I			23		\$16.00	\$23.00	+\$7.00 Workbook Increase
06120	French II			19.55		\$16.00	\$19.55	+\$3.55 Workbook Increase
06130	French III			24		\$24.00	\$24.00	No Change
06140	French IV			23		\$23.00	\$23.00	No Change
06150	French V			29.09		\$29.09	\$29.09	No Change
06210	German I			17		\$17.00	\$17.00	No Change
06220	German II			17		\$17.00	\$17.00	No Change
06230	German III			7.99		\$7.99	\$7.99	No Change
06240	German IV			10.45		\$9.50	\$10.45	+\$.95 Workbook Increase
06310	Spanish I			15		\$15.00	\$15.00	No Change
06320	Spanish II			20.79		\$20.79	\$20.79	No Change
06330	Spanish III			21.65		\$21.65	\$21.65	No Change

Note: Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP-PLIES	AP TEST	WKBK/NOVEL	PAY TO PART.			
06340	Spanish IV			40		\$40.00	\$40.00	No Change
06510	AP Spanish		95	72.10		\$172.10	\$167.10	-\$5.00 AP Test Cost
06520	AP German		95	24		\$124.00	\$119.00	-\$5.00 AP Test Cost
06520F	AP French		95	61		\$158.24	\$156.00	-\$2.24 AP Test Cost/+Wkbk
08110	Physical Education	5				\$5.00	\$5.00	No Change
08110DE	Lifetime Fitness I/II	75				\$75.00	\$75.00	No Change
08210	Health	5				\$5.00	\$5.00	No Change
08810	Conditioning and Weight Training	5				NEW	\$5.00	Maintenance Fee
10810	CAD I	15				\$15.00	\$15.00	No Change
10820	CAD II	20				\$20.00	\$20.00	No Change
10830	Architectural Drafting	20				\$20.00	\$20.00	No Change
10840	Engineering I	25				\$25.00	\$25.00	No Change
10850	Engineering II	25				\$25.00	\$25.00	No Change
10910	Basic Wood Tech	25				\$25.00	\$25.00	No Change
10920	Intermediate Wood Tech	25				\$25.00	\$25.00	No Change
10930	Advanced Wood Tech	30				\$30.00	\$30.00	No Change
10940	Home Maintenance	30				\$30.00	\$30.00	No Change
11510	AP Calculus AB		95	25		\$123.00	\$120.00	-\$3.00 AP Test Cost/+Wkbk
11520	AP Calculus BC		95	25		\$123.00	\$120.00	-\$3.00 AP Test Cost/+ Wkbk
11530	AP Statistics		95	30		\$130.00	\$125.00	-\$5.00 AP Test Cost
11540	AP Computer Science		95			\$100.00	\$95.00	-\$5.00 AP Test Cost
12510	AP Music Theory		95	52		\$152.00	\$147.00	-\$5.00 AP Test Cost
12810	Concert/Marching Band				25	\$25.00	\$25.00	No Change
12811	Marching Band AUX				25	\$25.00	\$25.00	No Change
12812	Concert Band				25	\$25.00	\$25.00	No Change
12814	Marching Band				25	\$25.00	\$25.00	No Change
12820	Jazz Band				25	\$25.00	\$25.00	No Change
12830	Orchestra			13	25	\$38.00	\$38.00	No Change
12830B	Orchestra (Bass/Cello)	45				NEW	\$45.00	Equipment Rental: Repair / Replace
12860	Musical Theater	20				\$20.00	\$20.00	No Change
12870	Music Theory			14.95		\$12.95	\$14.95	+\$2.00 Workbook Increase
12910	Men's Chorus			12	25	\$37.00	\$37.00	No Change
12920	Women's Chorus			12	25	\$37.00	\$37.00	No Change
12930	Advanced Select Choir			15	25	\$40.00	\$40.00	No Change

Note: Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE *Presented*
to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP- PLIES	AP TEST	WKBK/ NOVEL	PAY TO PART.			
12940	Concert Choir			15	25	\$40.00	\$40.00	No Change
12950	Show Choir				25	\$25.00	\$25.00	No Change
12960	Ensemble Choir				25	\$25.00	\$25.00	No Change
13110	Physical Science	7.50				\$7.50	\$7.50	No Change
13115	Honors Physical Science	7.50				\$7.50	\$7.50	No Change
13210	Biology	15				\$15.00	\$15.00	No Change
13215	Honors Biology	15				\$15.00	\$15.00	No Change
13310	Chemistry	10				\$10.00	\$10.00	No Change
13315	Honors Chemistry	10				\$10.00	\$10.00	No Change
13410	Physics	15				\$12.50	\$15.00	+\$2.50 Workbook Increase
13413	Conceptual Physics	12.50				\$12.50	\$12.50	No Change
13510	AP Biology	30	95	15		\$145.00	\$140.00	-\$5.00 AP Test Cost
13520	AP Chemistry	20	95			\$115.00	\$115.00	- / + \$5.00 AP Test Cost/+Wkbk
13530	AP Physics	12.50	95			\$112.50	\$107.50	-\$5.00 AP Test Cost
13540	AP Environmental Science	35	95			\$135	\$130.00	-\$5.00 AP Test Cost
13810	Anatomy and Physiology	30				\$25.00	\$30.00	+\$5.00 Supply Cost Increase
13820	CP Earth Science	7.50				\$7.50	\$7.50	No Change
15510	AP US Government		95	18		\$118.00	\$113.00	-\$5.00 AP Test Cost
15520	AP US History		95	20		\$120.00	\$115.00	-\$5.00 AP Test Cost
15530	AP European History		95	18		\$118.00	\$113.00	-\$5.00 AP Test Cost
15540	AP Macroeconomics		95	30.55		\$130.55	\$125.55	-\$5.00 AP Test Cost
15550	AP Microeconomics		95	30.55		\$130.55	\$125.55	-\$5.00 AP Test Cost
15560	AP Psychology		95	18		\$118.00	\$113.00	-\$5.00 AP Test Cost
15570	AP World History		95	21		\$120.00	\$116.00	-\$4.00 AP Test Cost/+Wkbk
19010	Modified Arts	25				\$25.00	\$25.00	No Change
19055	SLC-English 9	22				\$22.00	\$22.00	No Change
19056	SLC-English 10	22				\$22.00	\$22.00	No Change
19057	SLC-English 11	22				\$22.00	\$22.00	No Change
19058	SLC-English 12	22				\$22.00	\$22.00	No Change
19112	SLC-Math 9	20				\$20.00	\$20.00	No Change
19113	SLC-Math 10	20				\$20.00	\$20.00	No Change
19114	SLC-Math 11	20				\$20.00	\$20.00	No Change
19115	SLC-Math 12	20				\$20.00	\$20.00	No Change
19231	SLC Career Lab	20				\$20.00	\$20.00	No Change
19410	SLC-Social Studies 9	20				\$20.00	\$20.00	No Change

Note: Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE *Presented*
to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP-PLIES	AP TEST	WKBK/NOVEL	PAY TO PART.			
19152	SLC-Social studies 10	20				\$20.00	\$20.00	No Change
19153	SLC-Social Studies 11	20				\$20.00	\$20.00	No Change
19154	SLC-Social Studies 12	20				\$20.00	\$20.00	No Change
19132	SLC-Science 9	20				\$20.00	\$20.00	No Change
19133	SLC-Science 10	20				\$20.00	\$20.00	No Change
19134	SLC-Science 11	20				\$20.00	\$20.00	No Change
19135	SLC-Science 12	20				\$20.00	\$20.00	No Change
19235	Independent Living Skills	20				\$20.00	\$20.00	No Change
19940	SLC-Home Maintenance	20				\$20.00	\$20.00	No Change
23880	Design	30				\$30.00	\$30.00	No Change
23810	Food For Fitness	35				\$35.00	\$35.00	No Change
23820	Human Relationships	10				\$10.00	\$10.00	No Change
23840	On Your Own	20				\$20.00	\$20.00	No Change
23871	Post-Secondary Planning-College & Career	10		5		\$15.00	\$15.00	No Change
23890	Cultural Cuisine	40				\$40.00	\$40.00	No Change
23910	Mentorship I	30				\$30.00	\$30.00	No Change
23913	Mentorship I Teacher	40				\$40.00	\$40.00	No Change
23920	Mentorship II	10				\$10.00	\$10.00	No Change
23923	Mentorship II Teacher	10				\$10.00	\$10.00	No Change
23930	Service Learning	10				\$10.00	\$10.00	No Change
23940	Teacher Academy	35				\$35.00	\$35.00	No Change

OLENTANGY ACADEMY STEM AND RELATED PROGRAMS								
S13110	Physical Science	7.50				NEW	\$7.50	STEM
S13115	Honors Physical Science	7.50				NEW	\$7.50	STEM
S13210	Biology	15				NEW	\$15.00	STEM
S13215	Honors Biology	15				NEW	\$15.00	STEM
S13310	Chemistry	10				NEW	\$10.00	STEM
S13115	Honors Chemistry	10				NEW	\$10.00	STEM
S23910	Senior Mentorship	40				NEW	\$40.00	PROGRAM
S19231	ACT (Academy for Community Transition)	30				NEW	\$30.00	PROGRAM

Note: Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY LOCAL SCHOOLS
2016-17 HIGH SCHOOL FEE SCHEDULE *Presented*
to the Board of Education for Approval on April 14, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2015-16 APPROVED FEE	2016-17 PROPOSED FEE	COMMENTS
		SUP- PLIES	AP TEST	WKBK/ NOVEL	PAY TO PART.			
OTHER								
99999	APEX online courses				210	\$210.00 each	\$210.00 each	No Change
99999	Schoology online courses				210	\$210.00 each	\$210.00 each	No Change
	Athletics (per sport)				80	\$80.00 each	\$80.00 each	No Change
	Art Club				25	\$25.00	\$25.00	No Change
	Naviance	5.50				\$5.00	\$5.50	+\$\$.50 Cost Increase
	Fall, Winter, Spring Play I				25	\$25.00 each	\$25.00 each	No Change
	Fall, Winter, Spring Play II				25	\$25.00 each	\$25.00 each	No Change
	In The Know Team				25	\$25.00	\$25.00	No Change
	Senior Fee	46				\$46.00	\$46.00	No Change
	Student Handbook			4.75		\$4.75	\$4.75	No Change
	Parking Permit Fee				35	\$35.00	\$35.00	No Change

Note: Fees may differ by building but will not exceed the approved dollar amounts.

Exhibit H ~ April 28, 2016 2016
Page 1 of 2

Student Over Night and Out-of-State Trip Request for April 28, 2016 BOE Approval

School	Beginning Date of Trip	Return Date	School Days Missed	Event	Location	Trans- portation	Approximate Number of Students	Estimated Trans- portation Cost to District
OLENTANGY HIGH SCHOOL								
OHS	6/22/2016	6/24/2016	0	Eastern Ohio Basketball Camp	Sherrodsville, OH	Charter	30	\$0
OHS	7/15/2016	7/18/2016	0	Ohio DECA Leadership Camp	Carrollton, OH	Parents	10	\$0
OHS	7/18/2016	7/20/2016	0	Braves Football Camp (Ohio Northern University)	Ada, OH	Charter	120	\$0
OHS	7/25/2016	7/28/2016	0	NCA Cheerleading Camp	Mason, OH	Parents	45	\$0
OHS	8/13/2016	8/14/2016	0	Ohio Power Volleyball Scrimmage	Toledo, OH	Parents	16	\$0
OHS	12/16/2016	12/17/2016	0.5	North Canton Wrestling Invitational	North Canton, OH	Parents	18	\$0
OHS	12/17/2016	12/18/2016	0	B/G Viking Swim Invitational	Cleveland, OH	Parents	40	\$0
OHS	12/26/2016	12/28/2015	0	Medina Wrestling Invitational	Medina, OH	Parents	18	\$0
OHS	1/12/2017	1/14/2017	1	Top Gun Wrestling Tournament	Alliance, OH	Parents	18	\$0
OHS	1/13/2017	1/14/2017	0	NE Swim Classic Competition	Canton, OH	Parents	15	\$0
OHS	1/13/2017	1/14/2017	0.5	Freshman Buckeye Wrestling Tournament	Centerville, OH	Parents	18	\$0
OHS	2/23/2017	2/25/2017	2	OHSAA State Swim Meet	Canton, OH	Parents	10	\$0
OHS	5/26/2017	6/3/2017	0	Spanish Students Trip to Spain	Spain	Air	10	\$0
OLENTANGY LIBERTY HIGH SCHOOL								
OLHS	5/27/2016	5/29/2016	0	In the Know Quizbowl: HSNCT	Dallas, TX	Air	10	\$0
OLHS	6/3/2016	6/6/2016	0	In the Know Quizbowl: Pace NSC	Chicago, IL	Charter	6	\$0
OLHS	6/9/2016	6/11/2016	0	EOBC Middle School Boys Basketball	Sherrodsville, OH	Parents	70	\$0
OLHS	6/15/2016	6/17/2016	0	EOBC Boys Basketball Team Camp	Sherrodsville, OH	Parents	40	\$0
OLHS	7/7/2016	7/9/2016	0	Field Hockey Team Camp	Bloomington, IN	Charter	35	\$0
OLHS	7/11/2016	7/13/2016	0	Girls Summer Volleyball Tournament	Mason, OH	Parents	12	\$0
OLHS	8/7/2016	8/8/2016	0	Boys Soccer Training Camp (Mohican State Park)	Loudonville, OH	Parents	20	\$0
OLHS	8/25/2016	8/26/2016	1	Varsity Football Game	North Allegheny, PA	Charter	85	\$0
OLHS	8/31/2016	9/1/2016	2	CD Class Trip to Cleveland	Cleveland, OH	Vans	10	\$597
OLHS	11/11/2016	11/12/2016	0	Pop A Capella National Acafest	Kettering, OH	Bus	30	\$1,115
OLHS	3/1/2017	3/5/2017	2	American String Teachers' Nat'l Orchestra Fest	Pittsburg, PA	Charter	40	\$0
OLHS	3/16/2017	3/25/2017	2	Spring Art Trip: London, Paris, Florence, Rome	Multiple	Air	24	\$0

Student Over Night and Out-of-State Trip Request for April 28, 2016 BOE Approval

Exhibit H ~ April 28, 2016 2016

Page 2 of 2

School	Beginning Date of Trip	Return Date	School Days Missed	Event	Location	Transportation	Approximate Number of Students	Estimated Transportation Cost to District
OLENTANGY ORANGE HIGH SCHOOL								
OOHS	7/10/2016	7/14/2016	0	California University (PA) Team Soccer Camp	California, PA	Charter	50	\$0
OOHS	7/22/2016	7/24/2016	0	UCA Cheer Camp	Columbus, OH	Parents	50	\$0
OOHS	7/25/2016	7/28/2016	0	Pioneers Football Camp (Wittenberg University)	Springfield, OH	Bus	100	\$0
OOHS	8/7/2016	8/11/2016	0	Marching Band Camp	Louisville, OH	Parents	260	\$0
OOHS	8/13/2016	8/14/2016	0	Ohio Power Volleyball Scrimmage	Toledo, OH	Parents	12	\$0
OLENTANGY MIDDLE SCHOOLS								
OHMS	5/6/2016	5/9/2016	2	In the Know Quizbowl: MS Nat'l Championship	Atlanta, GA	Charter	10	\$0
OHMS	8/5/2016	8/6/2016	0	In the Know Quizbowl: DCC Camp	Novi, Michigan	Charter	10	\$0
OLMS	5/15/2017	5/19/2017	5	8th Grade Washington DC Trip	Washington DC	Charter	300	\$0
OSMS	6/25/2016	6/27/2016	0	Girls Basketball Camp	Sherrodsville, OH	Parents	30	\$0

M_. _____ introduced the following resolution and moved its passage:

RESOLUTION NO. ____
APPROVING AGREEMENT FOR THE NEW HIGH SCHOOL #4 PROJECT
WITH GILBANE BUILDING COMPANY FOR PRECONSTRUCTION SERVICES

The Superintendent requests approval of the compensation for preconstruction services with Gilbane Building Company for the new high school #4 project and authority to have the agreement finalized and signed by the Director of Business Management.

Rationale:

1. The Board previously approved the selection of Gilbane Building Company as the construction manager at risk (CMR) for the new high school #4 project; and the Board also approved the use of general funds to pay for services provided by the CMR prior to the sale of the bonds to finance the project.
2. The Director of Business Management, working with the District's Owner Representative and legal counsel, is preparing an agreement with Gilbane Building Company for CMR services and negotiated the compensation to be paid for preconstruction services; the final agreement will be amended in the future through one or more guaranteed maximum price amendments when construction is ready to begin on any portion of the project.
3. The agreement with Gilbane Building Company is based upon negotiations to the proposal amount submitted by Gilbane Building Company, which resulted in the not-to-exceed amount of \$115,048 as the compensation for pre-construction services to be provided by Gilbane Building Company.

The Olentangy Local School District Board of Education resolves as follows:

1. The Board approves the compensation for preconstruction services with Gilbane Building Company and authorizes the Director of Business Management to finalize the and sign the agreement and the Treasurer to encumber funds in the not-to-exceed amount of \$115,048 for preconstruction services to be provided by Gilbane Building Company.
2. Additional payments to Gilbane Building Company will be addressed in one or more GMP amendments to the CMR services agreement with Gilbane Building Company, the first of which is anticipated to be presented to the Board during June 2016.

M_. _____ seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: _____ Nays: _____

The resolution passed.

**OLENTANGY LOCAL SCHOOL DISTRICT
New High School #4**

Exhibit 1

CMR PRICING AND TECHNICAL PROPOSAL

Submitted by: Gilbane Building Company (Proposer)

Date submitted: March 30, 2016 (3/30/2016) - REVISED

Total Project Cost: \$61.7 million

Estimated Cost of the Work (COW): \$58,600,000.00

Pricing Proposal

PRECONSTRUCTION

Preconstruction Costs

Fee	<u>\$ 30,000.00</u>	
Personnel Costs	<u>\$ 78,448.00</u>	
Reimbursable Expenses	<u>\$ 6,600.00</u>	
Total	<u>\$ 115,048.00</u>	

CONSTRUCTION

Construction Costs

Personnel Costs	<u>\$ 1,348,765.00</u>	
General Conditions*	<u>\$ 1,104,135.00</u>	
CM Fee**	<u>\$ 1,054,800.00</u>	<u>1.80</u> % of COW
Contingency	<u>\$ 879,000.00</u>	<u>1.50</u> % of COW
Total	<u>\$ 4,386,700.00</u>	
At-Risk Fee		<u>1.80</u> % of COW

* Any costs not listed will be assumed to be included in the CM Fee.

** Include Commercial Activity Tax in the CM Fee.

Attachments to support the Pricing Proposal:

1. Implementation Plan for the Project, with Staffing and Schedule for Preconstruction and Construction. List individuals to be assigned to the Project, with role, hourly rate, and number of hours.
2. General Conditions, itemized with associated costs per item.
3. Reimbursable Expenses, itemized with associated costs per item.
4. Audited financial statements if not provided as part of the RFQ submission.

OLENTANGY LOCAL SCHOOL DISTRICT
New High School #4

Technical Proposal

Schedule. If different dates and durations from those stated in the RFP are proposed, provide dates and durations for major milestones in the following table:

MAJOR MILESTONES	PROPOSED DURATIONS IN CALENDAR DAYS	PROPOSED COMPLETION DATE
From award of contract to Final Completion of Preconstruction Services	123	7/1/2016
From acceptance of GMP for early Sitework to Project Substantial Completion	703	6/4/2018
From acceptance of GMP for Building Packages to Project Substantial Completion	658	6/4/2018
From acceptance of GMP for Building Packages to Project Final Completion	748	9/2/2018

If additional GMPs are proposed due to phasing of the Work, include durations for each GMP.

Identify proposed durations for interim milestones anticipated for the Project using the following table or the Implementation Plan with staffing and overall project schedule information.

Submit the information identified on pages 4-5 of the RFP under Section 2 – Technical/Pricing Proposal.

Proposal Security

Each Short-Listed Firm submitting a proposal must provide Proposal Security in the form of either: (1) a Proposal Bond, using the attached form issued by a surety company licensed in the State of Ohio with a penal sum of \$50,000 or (2) a certified check, cashier's check, or letter of credit, in conformance with ORC Chapter 1305, in the amount of \$50,000.

The Owner will return the Proposal Security to each Short-Listed Firm after an agreement has been signed with the CMR firm determined to provide the best value for the Project and the successful CMR firm has provided the payment and performance bonds specified in the RFP.

The Proposal Security, in whatever form, must be conditioned to provide that if the Short-Listed Firm is determined to provide the best value for the Project (the Selected CMR Firm), then the Selected CMR Firm will enter into the CMR Agreement, with associated General Conditions, included with the RFP. If for any reason, the Selected CMR Firm does not agree to sign the CMR Agreement included with the RFP and Owner selects another Short-Listed Firm as the firm that will provide the best value for the Project without considering the initial Selected CMR Firm selected, the initial Selected CMR Firm is liable to the Owner for \$50,000 or all costs Owner incurs in connection with implementing and completing the selection of a CMR Firm, whichever is less, whether the selection involves a new selection process or consideration of another Short-Listed Firm.

Receipt of Addenda

Receipt of the following Addenda is acknowledged:

Addendum No. <u>1</u>	Date: <u>January 29, 2016</u>
Addendum No. <u>2</u>	Date: <u>February 2, 2016</u>
Addendum No. <u>3</u>	Date: <u>February 5, 2016</u>

OLENTANGY LOCAL SCHOOL DISTRICT
New High School #4

Acknowledgements & Information

1. The submittal of the Proposal has been duly authorized by, and in all respects is binding upon, Proposer.
2. All Project Team Members identified to date are included on the Implementation Plan and/or Organization Chart submitted with this Proposal.
3. Copies of appropriate Ohio licenses and certificates or registrations for Project Team Members are included with this Proposal unless previously provided in response to the RFQ.
4. The required Proposal Security is Included with the Proposal submittal for assuring that Proposer will enter into the CMR Agreement if it is determined to be the Short-Listed Firm that will provide the best value for the Project.
5. Proposer has reviewed and understands the requirements of the RFP and all Addenda thereto and, if determined to be the Selected Proposer, agrees to execute the CMR Agreement.
6. The Payment and Performance Bonds to be issued on behalf of Proposer if selected as the CMR for the Project, assuring that the CMR will perform its duties in accordance with the terms of the Agreement, will be provided by Travelers Casualty and Insurance Company of America.
7. The Insurance required by the CMR Agreement will be provided or brokered by Alliant Insurance Services, Inc..
8. All information and statements contained in the Proposal are current, correct and complete, and are made with full knowledge that the Owner will rely on such information and statements in selecting the Short-Listed Firm that will provide the best value for the Project and executing the CMR Agreement.
9. The Proposal has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the Project.
10. Neither Proposer nor any Project Team Member is currently suspended or debarred from doing business with any governmental entity.
11. Proposer has reviewed all of the engagements and pending engagements of the Proposer and no potential exists for any conflict of interest or unfair advantage.
12. No person or selling agency has been employed or retained to solicit the award of the Agreement under an arrangement for a commission, percentage, brokerage or contingency fee or on any other success fee basis, except bona fide employees of the Proposer.
13. Proposer accepts all of the terms and conditions of the RFP, including without limitation those dealing with the disposition of the Proposal Security. If determined to be the Short-Listed Firm that will provide the best value for the Project, this Proposal will remain subject to acceptance for the time period set forth in the RFP and Proposer will sign the CMR Agreement and furnish the required security, and other required documents, within the time periods set forth in the CMR Agreement.
14. Proposer has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance for the Work.
15. Proposer is familiar with and is satisfied as to all Laws or Regulations that may affect cost, progress and performance of the Work.

OLENTANGY LOCAL SCHOOL DISTRICT
New High School #4

16. Proposer does not consider that any further examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Proposal for performance of the Work at the price(s) and within the times and in accordance with the other terms and conditions of the Agreement.
17. Proposer has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions at or contiguous to the Site which may affect cost, progress or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Proposer, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Agreement to be employed by Proposer, and safety precautions and programs incident thereto.
18. Proposer has correlated the information known to Proposer, information and observations obtained from visits to the Site, reports and drawings identified in the RFP and CMR Agreement and all additional examinations, investigations, explorations, tests, studies and data provided by the Owner.
19. Proposer has given the Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the CMR Agreement, and the written resolution thereof by the Owner is acceptable to Proposer.
20. The CMR Agreement is generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.
21. Proposer has carefully examined all documents constituting the RFP and the Addenda thereto and, being familiar with the Work and the conditions affecting the Work contemplated by the RFP and such Addenda, offers to furnish all plant, labor, materials, supplies, equipment, facilities, and services which are necessary, proper or incidental to carry out such Work as required by and in strict accordance with the RFP and the Proposal, all for the prices set forth in the Proposal Form.
22. The principal Proposer contact person who will serve as the interface between Owner and Proposer for all communications is:

Name: Bob Sewell Title: Principal in Charge
Address: 440 Polaris Parkway Suite 200
Westerville, OH 43082
Phone: 614-948-4016 Fax: 614-948-4030
Email: BSewell@GilbaneCo.com

23. The key technical and legal representatives available to provide timely response to written inquiries submitted, and to attend meetings requested by the Owner are:

Technical Representative

Name: Brian Schiffer Title: Project Manager
Address: 440 Polaris Parkway Suite 200
Westerville, OH 43082
Phone: 614-374-6206 Fax: 614-948-4030
Email: BSchiffer@GilbaneCo.com

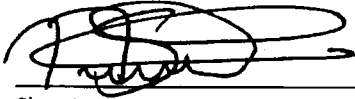
OLENTANGY LOCAL SCHOOL DISTRICT
New High School #4

Legal Representative

Name: Bob Sewell Title: Principal in Charge
Address: 440 Polaris Parkway Suite 200
Westerville, OH 43082
Phone: 614-948-4016 Fax: 614-948-4030
Email: BSewell@GilbaneCo.com

Bob Sewell

Name of Designated Signatory for Proposer



Signature

Principal in Charge

Title

February 8, 2016

Date



Request For Athletic Training Services

PROVIDER The Ohio State University Wexner Medical Center
Sports Medicine
ADDRESS 2050 Kenny Road, Suite 3100
Columbus, OH 43221
CONTACT Tom Caldwell, Associate Executive Director,
Sports Medicine and Ambulatory Services
PHONE 614-293-2419
EMAIL Thomas.caldwell@osumc.edu



Our organization is pleased to submit this proposal for Athletic Training, Sports Performance and additional services to Olentangy Local School District (OLSD). Ohio State will provide a world-class interdisciplinary medical, athletic training, rehabilitation, sports performance, injury prevention and research team to OLSD, and a comprehensive and cost-effective coordination of services.

The Ohio State University Wexner Medical Center (OSUWMC) is one of the most comprehensive health sciences campuses in the country and the only academic medical center in central Ohio, distinguished by:

- OSUWMC includes a top-ranked College of Medicine, 5 hospitals, a network of primary and specialty care practices, more than a dozen research centers and institutes and 20 core laboratories.
- In 2015-16, *U.S. News & World Report* recognized OSUWMC as the #1 Hospital in the Columbus metro area, #3 in Ohio and has 7 Nationally Ranked Adult Specialties among "America's Best". This is the 21st consecutive year OSUWMC has been on the list.
- The most recent list of "Best Doctors in America" list includes 173 faculty members at OSUWMC.
- OSUWMC and University Hospital East are among 260 U.S. hospitals to receive the 2016 Distinguished Hospital Award for Clinical Excellence from Health grades. These hospitals are among the top five percent of hospitals in the nation.

Ohio State is a coordinated, integrated healthcare system in which all of its care providers are employed by OSUWMC. This powerful enterprise is driven by its mission to improve people's lives through innovation in research, education and patient care.

The providers and specialists listed in this proposal all offer clinical office hours at our CarePoint Lewis Center location, which is situated in the heart of your district and is itself a world-class facility. In fact, CarePoint Lewis Center was recently named Central Ohio's Medical Office Building of the year by BOMA Columbus, taking into account the range of services offered, customer and patient satisfaction metrics, accessibility, cleanliness, and the elite supporting mechanisms and operations of the facility. Our rehabilitation staff was recently recognized by Columbus CEO as Best of Business for Physical Therapy and also received the ThisWeek Reader's Choice Award. Our primary care and orthopedic sports physicians at CarePoint Lewis Center are the same staff that treat Ohio State Buckeye athletes, and they offer convenient access to our Olentangy community.

We believe that our strong programs in physician care, athletic training and outreach, sports performance, physical therapy, injury prevention, sports nutrition, sports psychology and research afford us the opportunity to provide OLSD with the most comprehensive services for district middle school and high school students in central Ohio. We thank you for the opportunity to submit this proposal and to invest in the Olentangy Local School District, your students, your staff, and your community. We look forward to the opportunity to meet with you and discuss the details of this proposal in person.

Athletic Trainers

Ohio State Sports Medicine agrees to provide the following to meet the needs of OLSD and the district's Athletic Department(s):

- Six (6) total licensed athletic trainers (ATs): Two (2) per high school
- Injury checks and home collision-sport event coverage will also be provided to the middle schools
- Saturday morning injury checks August – December at our CarePoint Lewis Center location
- An additional two (2) licensed athletic trainers will be added to support the fourth high school starting with the 2018-19 school year.

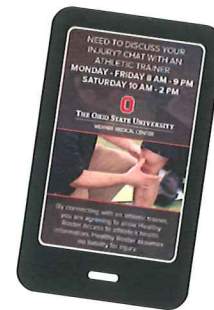
The provider agrees to supply a Certified Athletic Trainer (CAT) at OLSD contests and practices for an average of approximately 60 hours per week for a total of 3,120 hours per year for each high school. The CAT will provide OLSD with a negative TB Test.

Ohio State will also provide a dedicated Coordinator of Rehabilitation to OLSD. Kat Sullivan, PT, DPT, SCS, AT will:

- Coordinate and lead middle school coverage
- Coordinate return to play testing for all OLSD athletes following injury or surgery
- Serve as conduit for communication between athletes, ATs, coaches, strength coaches and parents
- Coordinate data collection for injury tracking and potential future research
- Oversee implementation of a comprehensive concussion management program



Further, Ohio State will provide on-demand, video access, via the Healthy Roster App, for high school and middle school coaches, athletic directors and school personnel. This will allow for direct phone consultation for injury evaluation by Ohio State staff dedicated to OLSD during a timeframe outside of regular practice/game hours.



Ohio State employs a team approach to concussion management. Our providers will work closely and communicate effectively with OLSD staff and administration on OHSAA return to play and return to learn protocols. ImPACT™ baseline and follow up testing programming will be offered to OLSD at no cost. Ohio State's Quality Assurance program ensures that all evaluation, treatment and return to play protocols are being followed for every student athlete, providing risk management assurance for OLSD.



We are committed to placing athletic trainers in the Olentangy Local School District who are not only the most qualified, but who also make a great cultural fit. As such, we are committed to collaborating with OLSD Athletics in the selection process. This will include seeking input from OLSD administration prior to and during the selection process.

AT Responsibilities

Ohio State's Athletic Trainers would provide:

- Event coverage
 - Initial injury evaluations and treatments and physician referrals when necessary
 - Direction of rehabilitation of athletic injuries
 - Make return to play decisions in conjunction with the team physician
- Communication, Education and Advising
 - Coordination of communication between injured athletes, coaching staff, team or family physicians parent/guardian and school personnel for rehabilitation and making on return to play and return to learn decisions
 - Instruction on selection, fit and function of athletic equipment, training techniques, facility safety, first aid and injury prevention
 - Coordination of education sessions (i.e. coaches' clinics and parent/student education)
 - Recommendations for counseling as appropriate (i.e. nutrition, sport psychology, etc.)
- Administration and Recordkeeping
 - Secure maintenance of emergency contact information, permission to treat forms, accident reports, injury and rehabilitation records
 - Ensuring emergency equipment is available and in good repair / general athletic training supply inventory status, requisitioning, and facility management

1. The Certified Athletic Trainers will report to the High School Athletic Director of the building in which they are assigned. The CAT will coordinate their schedule with the High School Athletic Director to meet the needs of the High School Athletics at that site. The duties of the CAT will include but are not limited to:

*Initial injury evaluations and treatments
Physician referrals when necessary
Direction of rehabilitation of athletic injuries
Make return to play decisions in conjunction with the team physician
Maintain records pertaining to athletic injuries*



Pre-participation Physicals

The Ohio State University Sports Medicine athletic training staff and additional medical staff will support the athletic department by assisting team physicians with pre-participation physicals, completed annually for all OLSD student athletes. This will be coordinated and directed by the athletic directors, team physicians, athletic trainers and the Coordinator of Rehabilitation.

2. Vendor will support the athletic department by assisting the team physicians with pre-participation physicals done yearly on all student athletes. This will be coordinated and directed by the Athletic Trainers, Team Physicians, and Athletic Directors.

Supplier Access

OLSD will have the opportunity to purchase supplies through Ohio State to allow for the lowest cost for all sports medicine supplies.

3. The School will have the opportunity to purchase supplies through Vendor associated vendors/suppliers to allow for the lowest cost for all sports medicine supplies.



Education

The Ohio State team will facilitate, at its expense, at least three (3) coaches' clinics per year. All clinics will cover sports medicine certification / first aid that will satisfy Pupil Activity Permit requirements. Clinics will be scheduled at the discretion of the Athletic Director and conducted by Ohio State athletic trainer(s) and team physicians in addition to the hours provided for direct athletic training services. Other subjects required by or of interest to Olentangy coaches can be discussed as well.

In addition to the coaches' clinics provided, Ohio State is prepared to include a minimum of three (3) general community-based health education seminars annually, utilizing its depth of expertise across various sports-related disciplines and our academic enterprise. Topics may include, but are not limited to, healthy eating and living, stress management, endurance medicine, golf performance, ACL injury prevention or other areas of interest to the district.

Based on OLSD needs, Ohio State providers and staff can serve as guest lecturers in Olentangy health or STEM-related classes. Ohio State is also willing to collaborate on future opportunities for district students leveraging our academic structure as well.

4. Vendor will provide three coaches' clinics per year at each high school. The date and times of the clinics will be coordinated with the High School Athletic Directors. The time for this service will be provided in addition to the 3,120 hours provided for direct athletic training services.



Team Physicians

Ohio State will assign at least one team physician to each of the Olentangy High Schools for:

- Event coverage and direction of medical care
- Injury checks 1x per week at each of the high school locations
- Saturday injury clinics at our Lewis Center location August through December

5. Provide Team Physicians as needed for high school athletics as coordinated with the Athletic Directors.

Ohio State proposes naming a Medical Director for Olentangy Local School District to provide general oversight to all medical programs and will solicit the multi-disciplinary expertise of its entire physician team as necessary. Olentangy student-athletes would be offered the same priority access to medical specialists and services as are available to Ohio State's university and club sport athletes.

The following physicians all have hours of clinic availability at Ohio State's CarePoint Lewis Center location, allowing for convenient and priority access for OLSD students and staff.

Proposed Olentangy High School Team Physicians



Clinton Hartz, MD



Bryant Walrod, MD



Michael Tiso, MD

Additional Orthopedic Consultants



Kelton Vasileff, MD



Jonathan Barlow, MD

Weight Certification

Ohio State will provide OHSA Wrestling Weight Certification for all OLSD wrestlers at no additional charge to OLSD.

6. Vendor will provide OHSA Wrestling Weight Certification for all OLSD wrestlers at no additional charge to the OLSD.

CPR / AED

Ohio State will provide CPR/AED training and/or recertification for all coaching staff members at no charge.

7. Vendor will provide CPR/AED training and/or recertification for all coaching staff members at no charge.

Large Event Coverage

When OLSD is hosting events, Ohio State will provide athletic trainers to assist with coverage of large events at each of the Olentangy High Schools (i.e. volleyball or wrestling tournaments) or home coverage when the primary AT is unavailable. This includes a commitment to coverage of all OLSD middle school home collision sport contests.

8. When OLSD is hosting events, Vendor will provide athletic trainers to assist with coverage of large events at each of the Olentangy High Schools (i.e. volleyball or wrestling tournaments) or home coverage when the primary athletic trainer is unavailable. Athletic trainer coverage for middle school home football contests will also need to be provided by Vendor.

Quarterly Meetings

In the same spirit of providing excellence in patient care in a clinical setting, Ohio State agrees to quarterly evaluations to review our athletic training and additional services and set priorities for the upcoming months. It is strongly encouraged to include student, parent, coach and athletic director feedback.

9. Vendor agrees to meet quarterly with the OLSD Administration to monitor the ongoing services and to discuss any concerns or changes as may be appropriate.

Other Documentation

- Ohio State will provide professional liability insurance coverage with a minimum amount of \$1,000,000/occurrence and \$3,000,000/aggregate. The coverage will apply to services and actions conducted by the Athletic Trainer under the scope of their employment and extend to Olentangy Local School District.
- Each AT will provide the OLSD with a negative TB test.
- Ohio State shall provide proof that it has obtained Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background checks for its employees working in the schools at its expense.
- Both parties agree that the confidentiality of medical information is of the utmost importance and that any student medical information received by either party shall be kept confidential.
- Ohio State intends to leverage its position as the official sports medicine provider for OLSD and is excited about the potential to partner with OLSD on additional marketing-related projects.

HIPAA, Physician oversight, first right of refusal on advertising, liability, background checks



Locations

The Ohio State University Wexner Medical Center delivers compassionate and nationally-ranked expert care in neighborhood settings throughout central Ohio. Convenient locations offer a variety of outpatient services, from primary care to fast care to physical therapy.

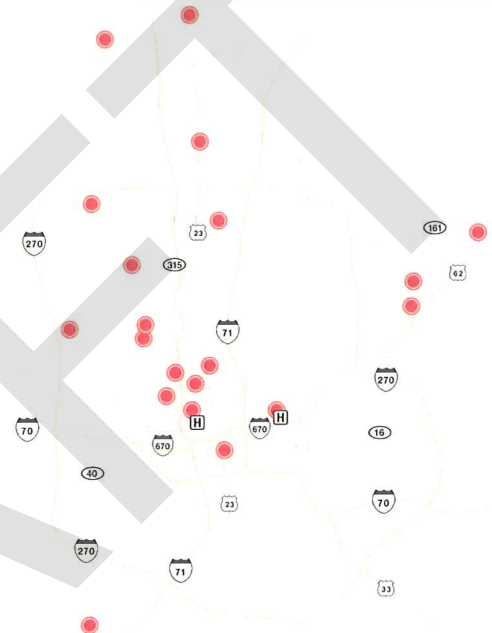
As part of the RFP process, vendor should submit a list of provider locations within their healthcare system.

Most important to Olentangy residents is our Lewis Center location at the corner of U.S. Route 23 and Lewis Center Road. Your team physicians operate out of this location, along with the Coordinator of Rehabilitation, district Athletic Trainers and additional rehabilitation and injury prevention staff who will provide services to the District. CarePoint Lewis Center was recently named by BOMA Columbus as its Central Ohio Medical Office Building of the Year for 2015 and is currently a finalist for US Regional Medical Office Building of the Year.

Saturday morning physician, physical therapy and imaging services would be available for student athletes from August – December for injury checks.

Dedicated extended hours will be available to meet the needs of OLSD.

We also offer Physical Therapy and Sports Performance services at D1 Columbus on Route 23 just north of Route 270. The Powell YMCA on Liberty Road is another convenient location for district employees and students for physical therapy, occupational therapy, and speech therapy. We would be happy to provide tours of any of our facilities at your convenience.



Locations (continued)

Opening This Fall: The Jameson Crane Sports Medicine Institute — the largest, most advanced sports medicine facility of its kind, giving patients even greater access to the best care in central Ohio.

The Jameson Crane Sports Medicine Institute will house all of our disciplines in one location, with convenient access off of Route 315, including state-of-the-art physician's offices, operating rooms, physical therapy, research labs and imaging. This is of interest to Olentangy residents in that this is primary location for sports-related surgical intervention.



Sports Performance Coaching

Ohio State will provide one Sports Performance coach for a minimum of 400 hours at each OLSD high school (1,200 hours total for OLSD), who will:

- Complete preseason functional performance testing a minimum two times per year at each high school
- Work closely with OLSD coaches and student athletes to set team and individual goals, design programs to meet the functional needs of the individual and the goals of the coaching staff, and plan and track workouts.
- Monitor the progress of OLSD student athletes and work to adjust programs to maintain individualized and team-specific training programs and emphasis.
- Work closely with each student athlete to ensure appropriate exercise or training selection and technique, including with functional exercise, weight training, and cardiovascular conditioning.
- Work with the High School Athletic Directors and coaches to coordinate testing and training schedules and best meet the needs of High School Athletics at each individual site.
- Provide OLSD with a negative TB test and BCCI documentation.

The vendor agrees to provide a Sports Performance Coach at each high school who has a college degree with appropriate training and certification. The vendor will provide the following services:

- 400 hours of sports performance coaching at each high school for all athletes, for a total of 1,200 hours.
- Work with student athletes and coaches in the proper techniques of exercise, including weight training and cardiovascular conditioning.
- Work with coaches and student athletes to set goals, plan and track workouts and chart progress.
- Provide OLSD with a negative TB Test and BCCI.

The Sports Performance Coach will coordinate their schedule with the High School Athletic Director to meet the needs of the High School Athletics at that site.



Additional Services

At no additional cost to the district:

D1 Columbus Field Availability

Ohio State will leverage its relationship with D1 Columbus to allow for a minimum of 1.5 hours per week, per high school of dedicated use of the indoor field at D1 Columbus. This will be provided at no additional cost to OLSD. D1 Columbus and Ohio State staff will work with Athletic Directors to develop schedules and format for use of the field that best fit OLSD's needs.



Additional Services (continued)

At no additional cost to the district:

Early risk identification

In order to identify and address potential movement dysfunction that may predispose an athlete to injury, Ohio State will provide functional testing to *all district 7th grade students and new middle school students to the district*, on an annual basis, at no additional cost to the district. An injury risk profile will be developed for each tested athlete and that information will be utilized to develop individual and large group training and injury prevention strategies (see below). These testing procedures are the same processes and tests that are utilized for professional, collegiate and military athletes.

Additionally, Ohio State will offer annual training (~1/2 day) to all middle school coaches, athletic staff, health and physical education instructors, and other staff identified by the Athletic Directors. Training will include general corrective exercises and injury prevention strategies to be implemented based on the testing procedures above.

By identifying early functional issues, or potential injury risk factors before athletes arrive in high school, Ohio State will be able to implement programs and intervention strategies that will lead to enhanced performance. This will facilitate an already strong strength and conditioning program implemented with OLSD high school athletes.



Additional Services (continued)

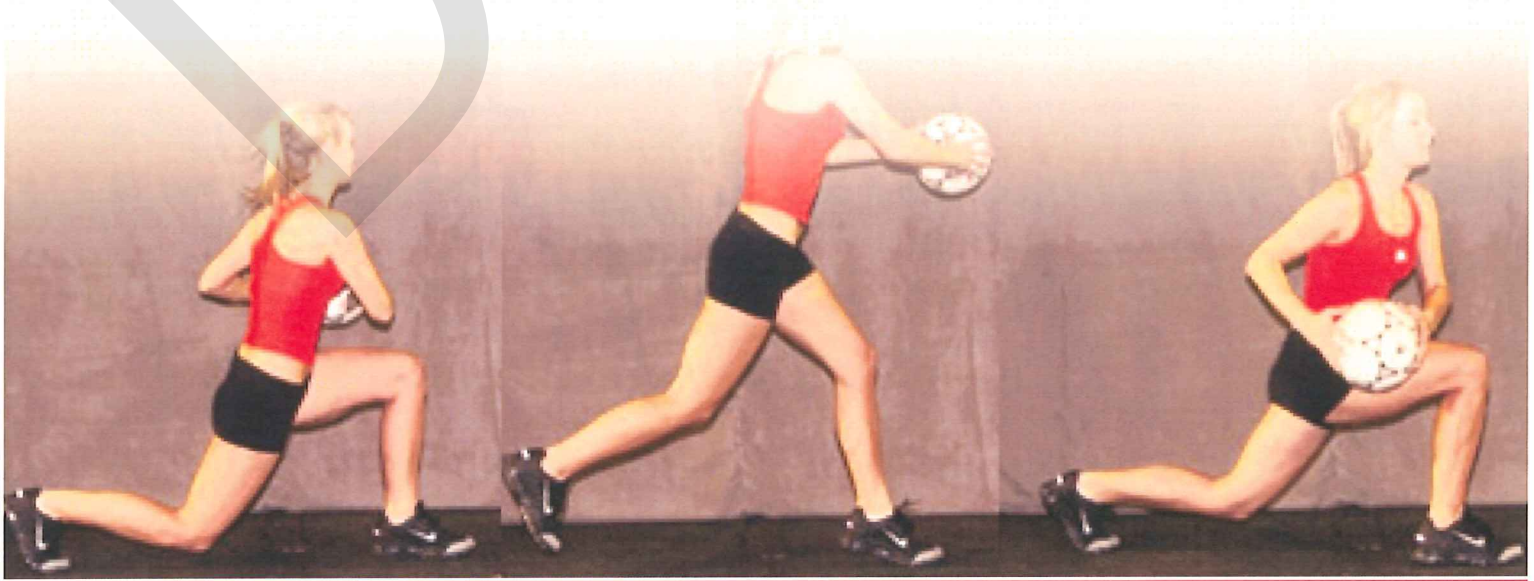
At no additional cost to the district:

Ohio State Sports Medicine ACL Injury Prevention Program

Ohio State will provide our full, comprehensive, world-class ACL Injury Prevention Program lab testing and training to any OLSD who wishes to participate. Ohio State will work with the district to first identify high-risk teams or sports that may benefit from the free use of our program. The typical cost of this program is \$400 per athlete. *For one team of 20 athletes, this would be an \$8,000 value to the district provided at no additional cost. This represents a potential several hundred thousand dollar value to each district high school.*

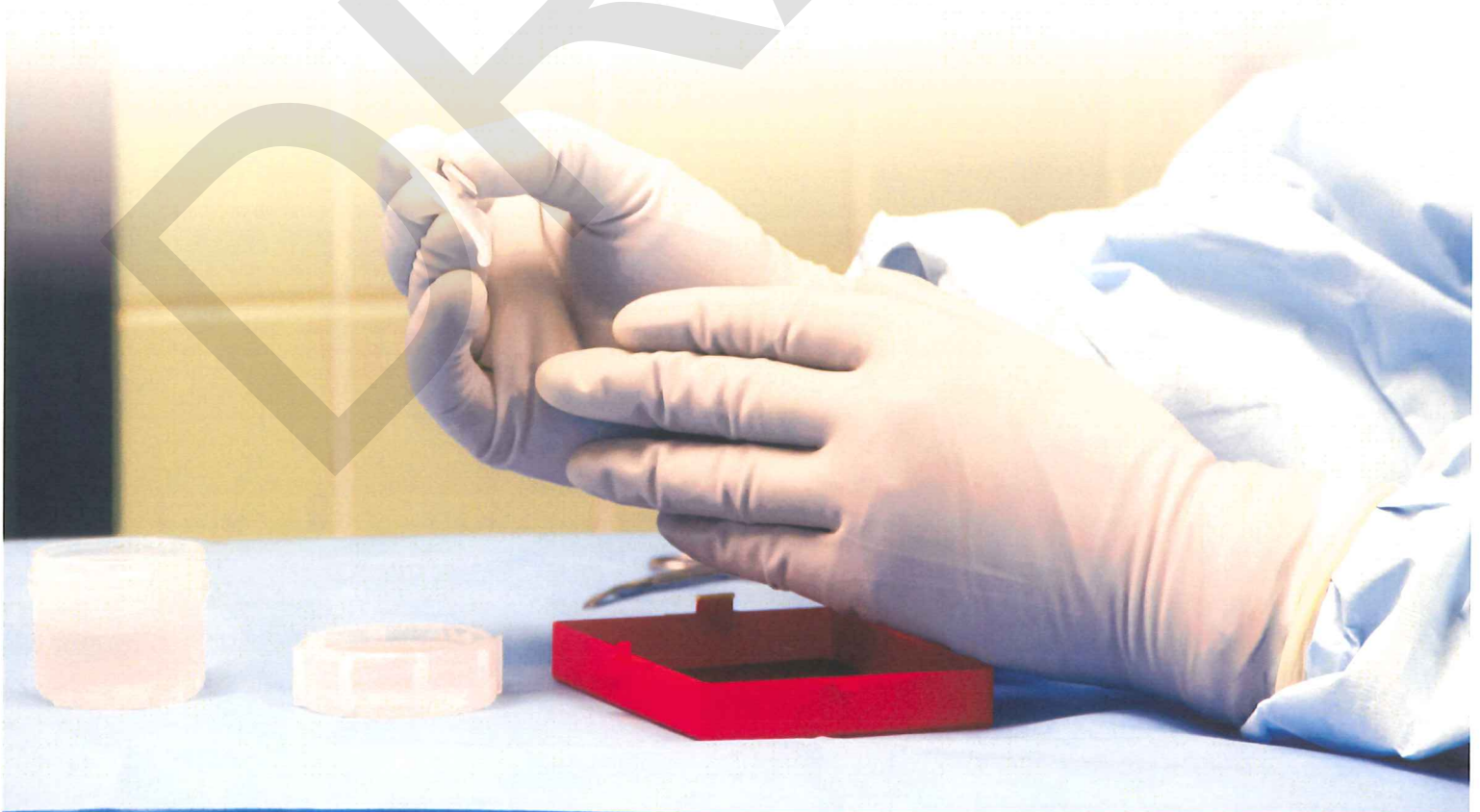
Additionally, upon the request of any coach, Ohio State staff will instruct coaches in appropriate dynamic pre-practice or pre-game warm-ups which will be designed to both meet the warm-up priorities of the coach as well as incorporate injury prevention concepts into team preparation. This will be provided at no additional cost to OLSD.

Outside of the high-risk teams identified, priority rates and scheduling will be offered to any district groups or individuals electing to participate in Ohio State's world-class ACL Injury Prevention Program on their own, .. The athlete would with schedule the location of this training with Ohio State.



Programming Opportunities

Ohio State invites OLSD to benefit from the many opportunities and programs we enjoy as an academic medical center and as medical providers for the largest athletic department in the nation. Ohio State has access to research, services and opportunities that may be of interest to OLSD and is committed to working with OLSD in discussing or developing additional programs throughout the duration of this contract. This may include, but not be limited to, academic opportunities for staff and students, employee wellness programming, drug testing models or cost-saving exploration, and other enhanced or expanded specialty, rehabilitative, training and prevention services. Please refer to the appendix for additional descriptions of these services.



APPENDIX

Certification

For patients, board certification ensures a gold standard in education and training. Ohio State's team surpasses the standard:

Physicians

Our physicians are board-certified and fellowship trained in orthopaedic surgery and/or sports medicine with subspecialty certification.



American Physical Therapy Association

Physical Therapists

We have more board certified clinical specialists in sports and orthopaedic physical therapy than any other health system in the region and are among the leaders nationally.

Licensed Athletic Trainers (ATs)

Most athletic trainers at OSU Sports Medicine have master's degrees and/or additional qualification as physical therapists or physician's assistants. Our athletic trainers are members of professional and national organizations and have additional certifications in their areas of interest.



BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

Our athletic trainers benefit from the relationship with Ohio State's School of Health and Rehabilitation Sciences—a nationally recognized leader in the education of allied health providers.

Sports Performance Coaches

All of our sports performance coaches are certified through the National Strength & Conditioning Association, United States Weightlifting Association and/or National Academy of Sports Medicine. Many of them have advanced degrees in addition to holding certifications in specific areas of interest.



Team Bios

Our Leadership Team

Dr. Christopher Kaeding, MD

Executive Director of Sports Medicine

Under Dr. Kaeding's direction, Ohio State Sports Medicine has seen rapid growth in the breadth and depth of its education, research and clinical programs – all built through interdisciplinary synergy and collaborations. Christopher and his wife Christine are Olentangy district residents, and have two grown children that are Olentangy Liberty graduates.



Tom Caldwell, DPT, SCS, AT

Associate Executive Director, Sports Medicine and Ambulatory Services

Tom is a Board Certified Clinical Specialist in Sports Physical Therapy and a licensed athletic trainer with experience from high school to professional sports. His professional appointments have included roles with the Ohio Chapter of the American Physical Therapy Association, Ohio State Medical Association (OSMA) Sports Medicine Advisory Committee, Ohio AT, OT, PT Licensure Board and USA Rugby. Tom and his wife Kelly reside in the district and their daughter attends Johnnycake Corners. Tom's son graduated from Olentangy High School.



James Borchers, MD, MPH

Physician Lead

Dr. Borchers is the Physician Lead for Clinical Operations for Ohio State Sports Medicine and the Athletic Department, and is the Director of Primary Care Sports Medicine Fellowship. Jim is responsible for coordinating and overseeing clinical issues across all of our locations, including enhancing patient satisfaction, improving patient access, and maximizing faculty / staff efficiency.



Russell Lonser, MD

Chair of Neurological Surgery

Dr. Lonser is a nationally recognized neurosurgeon and researcher whose unmatched expertise in brain and spine care further establishes Ohio State as the best neurological program in Central Ohio. He is head of the NFL's Research Subcommittee and member of the NFL's Head, Neck and Spine Medical Committee. Dr. Lonser has previous experience with the National Institutes of Health, where he was the chief of the Surgical Neurology Branch.



Bob Sweeney, MS, AT

Outreach Manager

Bob worked with Ohio State's Athletic Department as an athletic trainer for the football team for nearly two decades. He coordinates planning and logistics for sports medicine's athletic training, medical coverage and continuing education efforts. Bob and his family live in the district and his two daughters attend Olentangy High School.



Your Olentangy Team

Clinton Hartz, MD

Primary Care Sports Medicine

Dr. Hartz has special interests in interventional and diagnostic musculoskeletal ultrasound, prolotherapy and Platelet Rich Plasma (PRP) therapy. Dr. Hartz carries both Primary Care and Sports Medicine clinic hours at CarePoint Lewis Center.



Bryant Walrod, MD

Primary Care Sports Medicine

Dr. Walrod has a special interest in treatment of upper extremity injuries, hydration, endurance medicine, nutrition and injury prevention and working with the martial arts community. Dr. Walrod carries Sports Medicine hours at CarePoint Lewis Center.



Michael Tiso, MD

Primary Care Sports Medicine

Dr. Tiso is our lead physician for our Sports Medicine Concussion Clinic. His interests include general sports medicine with a focus on acute concussion and post concussion syndrome management. Dr. Tiso sees Sports Medicine patients at CarePoint Lewis Center.



Kel Vasileff, MD

Orthopedic Surgeon

Dr. Vasileff's research interests include a focus on hip injuries and in particular outcomes of different interventions. He sees patients with hip and general orthopedic and sports medicine conditions at CarePoint Lewis Center.



Jonathan Barlow, MD

Orthopedic Surgeon

Dr. Barlow's interests include shoulder and elbow related problems and fractures. He sees patients with upper extremity, orthopedic and sports medicine conditions at CarePoint Lewis Center.



Kat Sullivan, PT, DPT, SCS, AT

Sports Physical Therapist

Kat is a Board Certified Clinical Specialist in Sports Physical Therapy. Kat has a special interest in cartilage injuries/cartilage restoration procedures and ACL injury prevention. Kat is a dual credentialed physical therapist and athletic trainer. She serves in various roles including medical coverage for athletic events and teams and our clinical and academic education initiatives.



Dan Inglis

Director of Sports Performance

Dan oversees our sports performance team, which is dedicated to maximizing human performance and minimizing risk of injury through application of optimal exercise programs. Dan is a United States Weightlifting Association Level 1 Coach, Certified Strength and Conditioning Specialist and a Titleist Performance Institute Certified Golf Fitness Instructor.



Kim Saunders, MHSA

Associate Director, CarePoint Lewis Center

Kim is responsible for the operational and financial oversight of the sports medicine physician practices in Lewis Center and Dublin. Kim and her husband Kevin reside in Olentangy and they have two children in the Olentangy school district.



Michael Martin, PT, MPT, OCS, CGFI-2

Associate Director, Sports Medicine and Ambulatory Services

Mike oversees all development and operations for CarePoint Lewis Center and Ohio State Sports Medicine at D1 Columbus. He is a Board Certified Clinical Specialist in Orthopaedic Physical Therapy and treats patients with sports related injuries at both facilities.



Karri Benishek

Communications and Marketing Manager

Karri orchestrates the development and implementation of our marketing programs, integration of brand initiatives and internal communications tools. Karri and her husband Tony live in the Olentangy area and their sons attend Freedom Trail Elementary and Orange Middle School.



Please visit sportsmedicine.osu.edu/ourteam for additional staff profiles.

Specialty Programming Opportunities

Below are just a few examples of specialty programs that are available at preferred group rates for our school partners.

As specialists in dance medicine and rehabilitation, our **Performing Arts Medicine** team can help OLSD cheerleaders and gymnasts with wellness screens to address flexibility; leg, arm, foot and core strength; balance and technique. Our team can design training programs to address any imbalances or deficits found in the screening process.

Cross country and track participants may benefit from a running gait analysis with our **Endurance Medicine** team. We couple a static observation and assessment with a dynamic analysis through slow-motion video capture to identify potential problems and outfit athletes with a comprehensive treatment plan and training advice.

Similarly, OLSD swimmers can take advantage of our swimming stroke analysis. Using video analysis, we are able to identify postural changes and provide other strategies that may enhance swim performance and decrease injury risk.

Our sports performance **golf specialists** provide tips and training on every aspect of golf-specific fitness. Our team can work with individuals or district golf teams to identify physical limitations and issues with swing mechanics and design programs to enhance golf performance and reduce injury risk.

Ohio State can provide **district drug testing consultation services**. Based on our years of experience with The Ohio State University Athletics Department, we can offer expertise in the following areas

- Education of student-athletes and staff about drugs and their effects on health and performance
- Drug testing
- Evaluation / assessment
- Treatment / counseling
- Discipline /consequences
- Monitoring of the student-athletes in the program by the management team, consisting of the medical review officer, drug testing coordinator, coaching staff representative and intervention coordinator

We are able to leverage the expertise of our College of Nursing to offer **continuing education opportunities** for OLSD school nurses, with advanced training programs in concussion, sports injuries, illnesses, infectious diseases and more. Similar programming for school psychologists and counselors are available related to the unique academic needs in the management of sports concussions.

OLSD students can also have the opportunity to shadow our clinical staff through a **mentorship** and gain valuable experience in the healthcare industry (in accordance with federal privacy and state licensure guidelines).

RFP Summary and Proposed Pricing Structure

We hope that this proposal demonstrates our commitment to work above and beyond the minimum requirements and ensure a partnership predicated on working together, communicating, and always ensuring your student-athletes' best interests. We look forward to the opportunity to share the details of this proposal as well as the qualifications of our organization in person.

Service	Page	Details	Annual Cost to OLSD
ATCs for 3 high schools & team physicians	2	Six (6) individuals for a minimum of 3,120 total hours	\$0
Coordinator of Rehabilitation	2	Coordinate all middle school collision sport coverage	\$0
Sports Performance Coaching	11	400 hours at each OLSD high school (1,200 hours total)	If awarded as part of this RFP, \$0. If as a stand-alone service, \$20K per school
Team ACL Injury Injury Prevention Programming	14	Comprehensive, world-class ACL Injury Prevention Program	\$0
Middle School Functional Testing and Staff Training	13	Functional Testing for all middle school athletes and training for coaches and educators on corrective interventions.	\$0
Priority Access to Medical Services	9	Priority access at Lewis Center and other locations, including expanded hours and seasonal Saturday AM injury clinics.	Access free, care covered under individual's insurance
Community Education Events	5	Minimum of three (3) annually or as requested by OLSD	\$0
Weight Certification and ImPACT Baseline Concussion Testing and Pre-Participation Physicals	2,4 & 7	As needed for all student athletes	\$0
Pupil Activity Permit Sports Medicine Certification and CPR/AED Training for Coaches	5 & 7	Minimum of three (3) annually or as requested by OLSD	\$0
D1 Field Access	12	1.5 hours weekly per school	\$0

As previously stated, Ohio State will expand the terms of this agreement to accommodate the fourth high school at no additional cost to OLSD.



THE OHIO STATE UNIVERSITY

WEXNER MEDICAL CENTER

Request For Athletic Training Services

PROVIDER The Ohio State University Wexner Medical Center
Sports Medicine
ADDRESS 2050 Kenny Road, Suite 3100
Columbus, OH 43221
CONTACT Tom Caldwell, Associate Executive Director,
Sports Medicine and Ambulatory Services
PHONE 614-293-2419
EMAIL Thomas.caldwell@osumc.edu



Our organization is pleased to submit this proposal for Athletic Training, Sports Performance and additional services to Olentangy Local School District (OLSD). Ohio State will provide a world-class interdisciplinary medical, athletic training, rehabilitation, sports performance, injury prevention and research team to OLSD, and a comprehensive and cost-effective coordination of services.

The Ohio State University Wexner Medical Center (OSUWMC) is one of the most comprehensive health sciences campuses in the country and the only academic medical center in central Ohio, distinguished by:

- OSUWMC includes a top-ranked College of Medicine, 5 hospitals, a network of primary and specialty care practices, more than a dozen research centers and institutes and 20 core laboratories.
- In 2015-16, *U.S. News & World Report* recognized OSUWMC as the #1 Hospital in the Columbus metro area, #3 in Ohio and has 7 Nationally Ranked Adult Specialties among "America's Best". This is the 21st consecutive year OSUWMC has been on the list.
- The most recent list of "Best Doctors in America" list includes 173 faculty members at OSUWMC.
- OSUWMC and University Hospital East are among 260 U.S. hospitals to receive the 2016 Distinguished Hospital Award for Clinical Excellence from Health grades. These hospitals are among the top five percent of hospitals in the nation.

Ohio State is a coordinated, integrated healthcare system in which all of its care providers are employed by OSUWMC. This powerful enterprise is driven by its mission to improve people's lives through innovation in research, education and patient care.

The providers and specialists listed in this proposal all offer clinical office hours at our CarePoint Lewis Center location, which is situated in the heart of your district and is itself a world-class facility. In fact, CarePoint Lewis Center was recently named Central Ohio's Medical Office Building of the year by BOMA Columbus, taking into account the range of services offered, customer and patient satisfaction metrics, accessibility, cleanliness, and the elite supporting mechanisms and operations of the facility. Our rehabilitation staff was recently recognized by Columbus CEO as Best of Business for Physical Therapy and also received the ThisWeek Reader's Choice Award. Our primary care and orthopedic sports physicians at CarePoint Lewis Center are the same staff that treat Ohio State Buckeye athletes, and they offer convenient access to our Olentangy community.

We believe that our strong programs in physician care, athletic training and outreach, sports performance, physical therapy, injury prevention, sports nutrition, sports psychology and research afford us the opportunity to provide OLSD with the most comprehensive services for district middle school and high school students in central Ohio. We thank you for the opportunity to submit this proposal and to invest in the Olentangy Local School District, your students, your staff, and your community. We look forward to the opportunity to meet with you and discuss the details of this proposal in person.

Athletic Trainers

Ohio State Sports Medicine agrees to provide the following to meet the needs of OLSD and the district's Athletic Department(s):

- Six (6) total licensed athletic trainers (ATs): Two (2) per high school
- Injury checks and home collision-sport event coverage will also be provided to the middle schools
- Saturday morning injury checks August – December at our CarePoint Lewis Center location
- An additional two (2) licensed athletic trainers will be added to support the fourth high school starting with the 2018-19 school year.

The provider agrees to supply a Certified Athletic Trainer (CAT) at OLSD contests and practices for an average of approximately 60 hours per week for a total of 3,120 hours per year for each high school. The CAT will provide OLSD with a negative TB Test.

Ohio State will also provide a dedicated Coordinator of Rehabilitation to OLSD. Kat Sullivan, PT, DPT, SCS, AT will:

- Coordinate and lead middle school coverage
- Coordinate return to play testing for all OLSD athletes following injury or surgery
- Serve as conduit for communication between athletes, ATs, coaches, strength coaches and parents
- Coordinate data collection for injury tracking and potential future research
- Oversee implementation of a comprehensive concussion management program



Further, Ohio State will provide on-demand, video access, via the Healthy Roster App, for high school and middle school coaches, athletic directors and school personnel. This will allow for direct phone consultation for injury evaluation by Ohio State staff dedicated to OLSD during a timeframe outside of regular practice/game hours.



Ohio State employs a team approach to concussion management. Our providers will work closely and communicate effectively with OLSD staff and administration on OHSA return to play and return to learn protocols. ImPACT™ baseline and follow up testing programming will be offered to OLSD at no cost. Ohio State's Quality Assurance program ensures that all evaluation, treatment and return to play protocols are being followed for every student athlete, providing risk management assurance for OLSD.



We are committed to placing athletic trainers in the Olentangy Local School District who are not only the most qualified, but who also make a great cultural fit. As such, we are committed to collaborating with OLSD Athletics in the selection process. This will include seeking input from OLSD administration prior to and during the selection process.

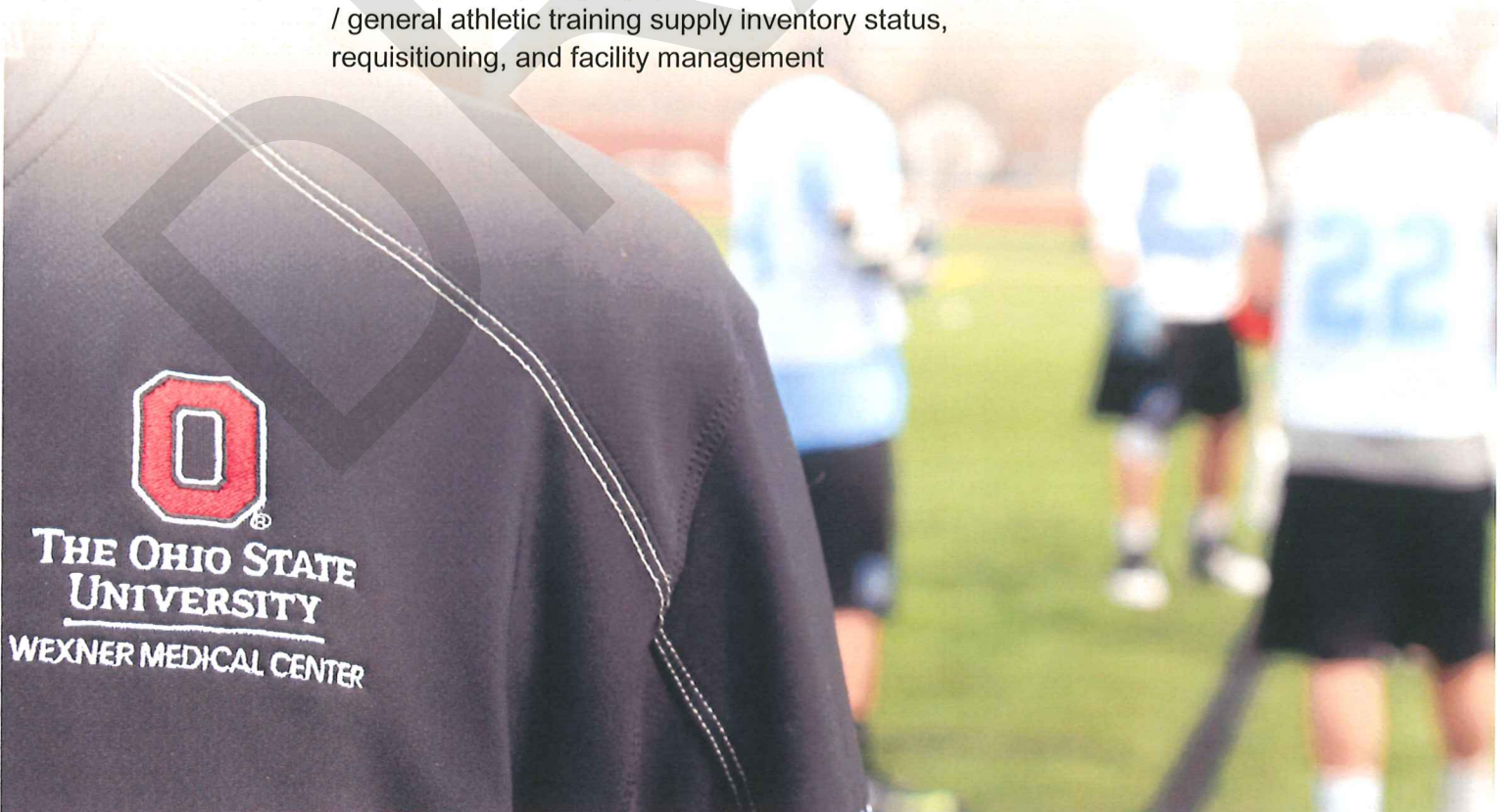
AT Responsibilities

Ohio State's Athletic Trainers would provide:

- Event coverage
 - Initial injury evaluations and treatments and physician referrals when necessary
 - Direction of rehabilitation of athletic injuries
 - Make return to play decisions in conjunction with the team physician
- Communication, Education and Advising
 - Coordination of communication between injured athletes, coaching staff, team or family physicians parent/guardian and school personnel for rehabilitation and making on return to play and return to learn decisions
 - Instruction on selection, fit and function of athletic equipment, training techniques, facility safety, first aid and injury prevention
 - Coordination of education sessions (i.e. coaches' clinics and parent/student education)
 - Recommendations for counseling as appropriate (i.e. nutrition, sport psychology, etc.)
- Administration and Recordkeeping
 - Secure maintenance of emergency contact information, permission to treat forms, accident reports, injury and rehabilitation records
 - Ensuring emergency equipment is available and in good repair / general athletic training supply inventory status, requisitioning, and facility management

1. The Certified Athletic Trainers will report to the High School Athletic Director of the building in which they are assigned. The CAT will coordinate their schedule with the High School Athletic Director to meet the needs of the High School Athletics at that site. The duties of the CAT will include but are not limited to:

*Initial injury evaluations and treatments
Physician referrals when necessary
Direction of rehabilitation of athletic injuries
Make return to play decisions in conjunction with the team physician
Maintain records pertaining to athletic injuries*



Pre-participation Physicals

The Ohio State University Sports Medicine athletic training staff and additional medical staff will support the athletic department by assisting team physicians with pre-participation physicals, completed annually for all OLSD student athletes. This will be coordinated and directed by the athletic directors, team physicians, athletic trainers and the Coordinator of Rehabilitation.

2. Vendor will support the athletic department by assisting the team physicians with pre-participation physicals done yearly on all student athletes. This will be coordinated and directed by the Athletic Trainers, Team Physicians, and Athletic Directors.

Supplier Access

OLSD will have the opportunity to purchase supplies through Ohio State to allow for the lowest cost for all sports medicine supplies.

3. The School will have the opportunity to purchase supplies through Vendor associated vendors/suppliers to allow for the lowest cost for all sports medicine supplies.



Education

The Ohio State team will facilitate, at its expense, at least three (3) coaches' clinics per year. All clinics will cover sports medicine certification / first aid that will satisfy Pupil Activity Permit requirements. Clinics will be scheduled at the discretion of the Athletic Director and conducted by Ohio State athletic trainer(s) and team physicians in addition to the hours provided for direct athletic training services. Other subjects required by or of interest to Olentangy coaches can be discussed as well.

In addition to the coaches' clinics provided, Ohio State is prepared to include a minimum of three (3) general community-based health education seminars annually, utilizing its depth of expertise across various sports-related disciplines and our academic enterprise. Topics may include, but are not limited to, healthy eating and living, stress management, endurance medicine, golf performance, ACL injury prevention or other areas of interest to the district.

Based on OLSD needs, Ohio State providers and staff can serve as guest lecturers in Olentangy health or STEM-related classes. Ohio State is also willing to collaborate on future opportunities for district students leveraging our academic structure as well.

4. Vendor will provide three coaches' clinics per year at each high school. The date and times of the clinics will be coordinated with the High School Athletic Directors. The time for this service will be provided in addition to the 3,120 hours provided for direct athletic training services.



Team Physicians

Ohio State will assign at least one team physician to each of the Olentangy High Schools for:

- Event coverage and direction of medical care
- Injury checks 1x per week at each of the high school locations
- Saturday injury clinics at our Lewis Center location August through December

5. Provide Team Physicians as needed for high school athletics as coordinated with the Athletic Directors.

Ohio State proposes naming a Medical Director for Olentangy Local School District to provide general oversight to all medical programs and will solicit the multi-disciplinary expertise of its entire physician team as necessary. Olentangy student-athletes would be offered the same priority access to medical specialists and services as are available to Ohio State's university and club sport athletes.

The following physicians all have hours of clinic availability at Ohio State's CarePoint Lewis Center location, allowing for convenient and priority access for OLSD students and staff.

Proposed Olentangy High School Team Physicians



Clinton Hartz, MD



Bryant Walrod, MD



Michael Tiso, MD

Additional Orthopedic Consultants



Kelton Vasileff, MD



Jonathan Barlow, MD

Weight Certification

Ohio State will provide OHSA Wrestling Weight Certification for all OLSD wrestlers at no additional charge to OLSD.

6. Vendor will provide OHSA Wrestling Weight Certification for all OLSD wrestlers at no additional charge to the OLSD.

CPR / AED

Ohio State will provide CPR/AED training and/or recertification for all coaching staff members at no charge.

7. Vendor will provide CPR/AED training and/or recertification for all coaching staff members at no charge.

Large Event Coverage

When OLSD is hosting events, Ohio State will provide athletic trainers to assist with coverage of large events at each of the Olentangy High Schools (i.e. volleyball or wrestling tournaments) or home coverage when the primary AT is unavailable. This includes a commitment to coverage of all OLSD middle school home collision sport contests.

8. When OLSD is hosting events, Vendor will provide athletic trainers to assist with coverage of large events at each of the Olentangy High Schools (i.e. volleyball or wrestling tournaments) or home coverage when the primary athletic trainer is unavailable. Athletic trainer coverage for middle school home football contests will also need to be provided by Vendor.

Quarterly Meetings

In the same spirit of providing excellence in patient care in a clinical setting, Ohio State agrees to quarterly evaluations to review our athletic training and additional services and set priorities for the upcoming months. It is strongly encouraged to include student, parent, coach and athletic director feedback.

9. Vendor agrees to meet quarterly with the OLSD Administration to monitor the ongoing services and to discuss any concerns or changes as may be appropriate.

Other Documentation

- Ohio State will provide professional liability insurance coverage with a minimum amount of \$1,000,000/occurrence and \$3,000,000/aggregate. The coverage will apply to services and actions conducted by the Athletic Trainer under the scope of their employment and extend to Olentangy Local School District.
- Each AT will provide the OLSD with a negative TB test.
- Ohio State shall provide proof that it has obtained Bureau of Criminal Investigation (BCI) and/or Federal Bureau of Investigation (FBI) criminal background checks for its employees working in the schools at its expense.
- Both parties agree that the confidentiality of medical information is of the utmost importance and that any student medical information received by either party shall be kept confidential.
- Ohio State intends to leverage its position as the official sports medicine provider for OLSD and is excited about the potential to partner with OLSD on additional marketing-related projects.

HIPAA, Physician oversight, first right of refusal on advertising, liability, background checks



Locations

The Ohio State University Wexner Medical Center delivers compassionate and nationally-ranked expert care in neighborhood settings throughout central Ohio. Convenient locations offer a variety of outpatient services, from primary care to fast care to physical therapy.

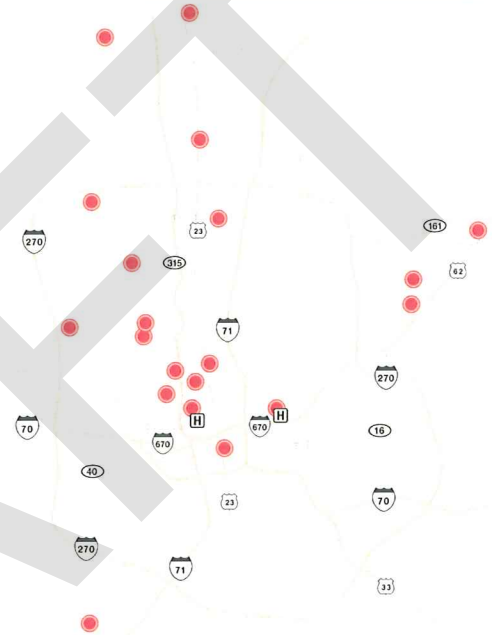
As part of the RFP process, vendor should submit a list of provider locations within their healthcare system.

Most important to Olentangy residents is our Lewis Center location at the corner of U.S. Route 23 and Lewis Center Road. Your team physicians operate out of this location, along with the Coordinator of Rehabilitation, district Athletic Trainers and additional rehabilitation and injury prevention staff who will provide services to the District. CarePoint Lewis Center was recently named by BOMA Columbus as its Central Ohio Medical Office Building of the Year for 2015 and is currently a finalist for US Regional Medical Office Building of the Year.

Saturday morning physician, physical therapy and imaging services would be available for student athletes from August – December for injury checks.

Dedicated extended hours will be available to meet the needs of OLSD.

We also offer Physical Therapy and Sports Performance services at D1 Columbus on Route 23 just north of Route 270. The Powell YMCA on Liberty Road is another convenient location for district employees and students for physical therapy, occupational therapy, and speech therapy. We would be happy to provide tours of any of our facilities at your convenience.



Locations (continued)

Opening This Fall: The Jameson Crane Sports Medicine Institute — the largest, most advanced sports medicine facility of its kind, giving patients even greater access to the best care in central Ohio.

The Jameson Crane Sports Medicine Institute will house all of our disciplines in one location, with convenient access off of Route 315, including state-of-the-art physician's offices, operating rooms, physical therapy, research labs and imaging. This is of interest to Olentangy residents in that this is primary location for sports-related surgical intervention.



Sports Performance Coaching

Ohio State will provide one Sports Performance coach for a minimum of 400 hours at each OLSD high school (1,200 hours total for OLSD), who will:

- Complete preseason functional performance testing a minimum two times per year at each high school
- Work closely with OLSD coaches and student athletes to set team and individual goals, design programs to meet the functional needs of the individual and the goals of the coaching staff, and plan and track workouts.
- Monitor the progress of OLSD student athletes and work to adjust programs to maintain individualized and team-specific training programs and emphasis.
- Work closely with each student athlete to ensure appropriate exercise or training selection and technique, including with functional exercise, weight training, and cardiovascular conditioning.
- Work with the High School Athletic Directors and coaches to coordinate testing and training schedules and best meet the needs of High School Athletics at each individual site.
- Provide OLSD with a negative TB test and BCCI documentation.

The vendor agrees to provide a Sports Performance Coach at each high school who has a college degree with appropriate training and certification. The vendor will provide the following services:

- 400 hours of sports performance coaching at each high school for all athletes, for a total of 1,200 hours.
- Work with student athletes and coaches in the proper techniques of exercise, including weight training and cardiovascular conditioning.
- Work with coaches and student athletes to set goals, plan and track workouts and chart progress.
- Provide OLSD with a negative TB Test and BCCI.

The Sports Performance Coach will coordinate their schedule with the High School Athletic Director to meet the needs of the High School Athletics at that site.



Additional Services

At no additional cost to the district:

D1 Columbus Field Availability

Ohio State will leverage its relationship with D1 Columbus to allow for a minimum of 1.5 hours per week, per high school of dedicated use of the indoor field at D1 Columbus. This will be provided at no additional cost to OLSD. D1 Columbus and Ohio State staff will work with Athletic Directors to develop schedules and format for use of the field that best fit OLSD's needs.



Additional Services (continued)

At no additional cost to the district:

Early risk identification

In order to identify and address potential movement dysfunction that may predispose an athlete to injury, Ohio State will provide functional testing to *all district 7th grade students and new middle school students to the district*, on an annual basis, at no additional cost to the district. An injury risk profile will be developed for each tested athlete and that information will be utilized to develop individual and large group training and injury prevention strategies (see below). These testing procedures are the same processes and tests that are utilized for professional, collegiate and military athletes.

Additionally, Ohio State will offer annual training (~1/2 day) to all middle school coaches, athletic staff, health and physical education instructors, and other staff identified by the Athletic Directors. Training will include general corrective exercises and injury prevention strategies to be implemented based on the testing procedures above.

By identifying early functional issues, or potential injury risk factors before athletes arrive in high school, Ohio State will be able to implement programs and intervention strategies that will lead to enhanced performance. This will facilitate an already strong strength and conditioning program implemented with OLSD high school athletes.



Additional Services (continued)

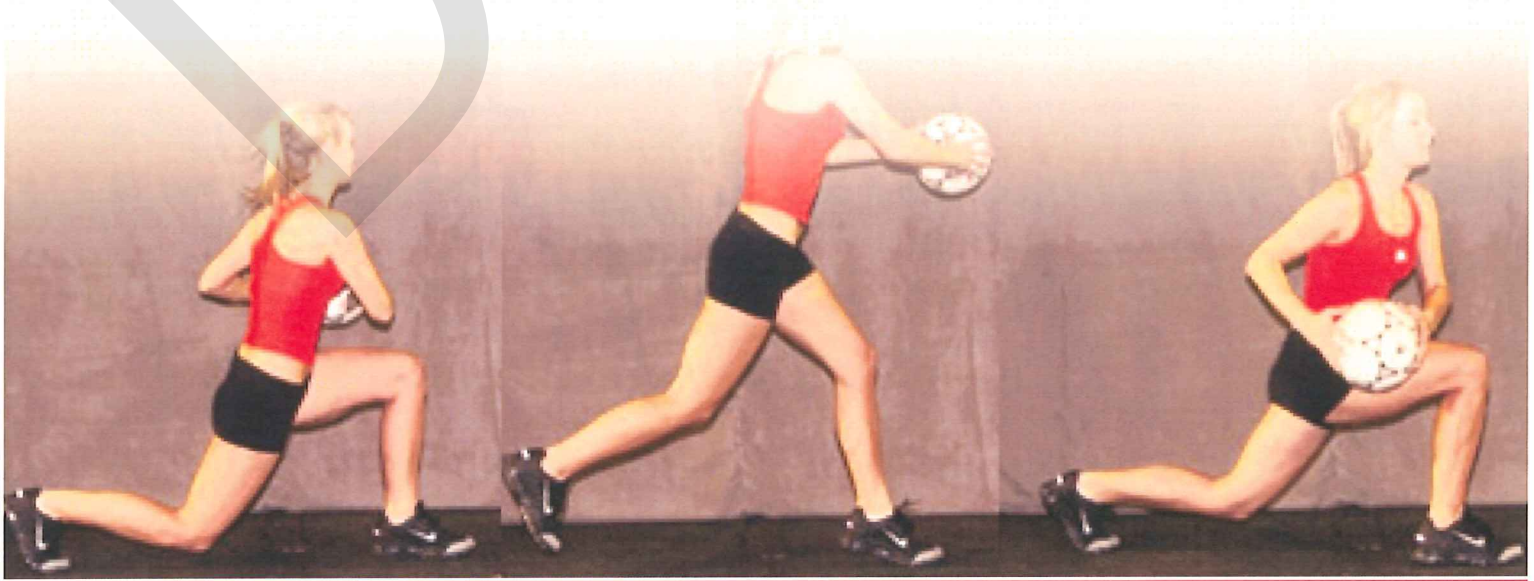
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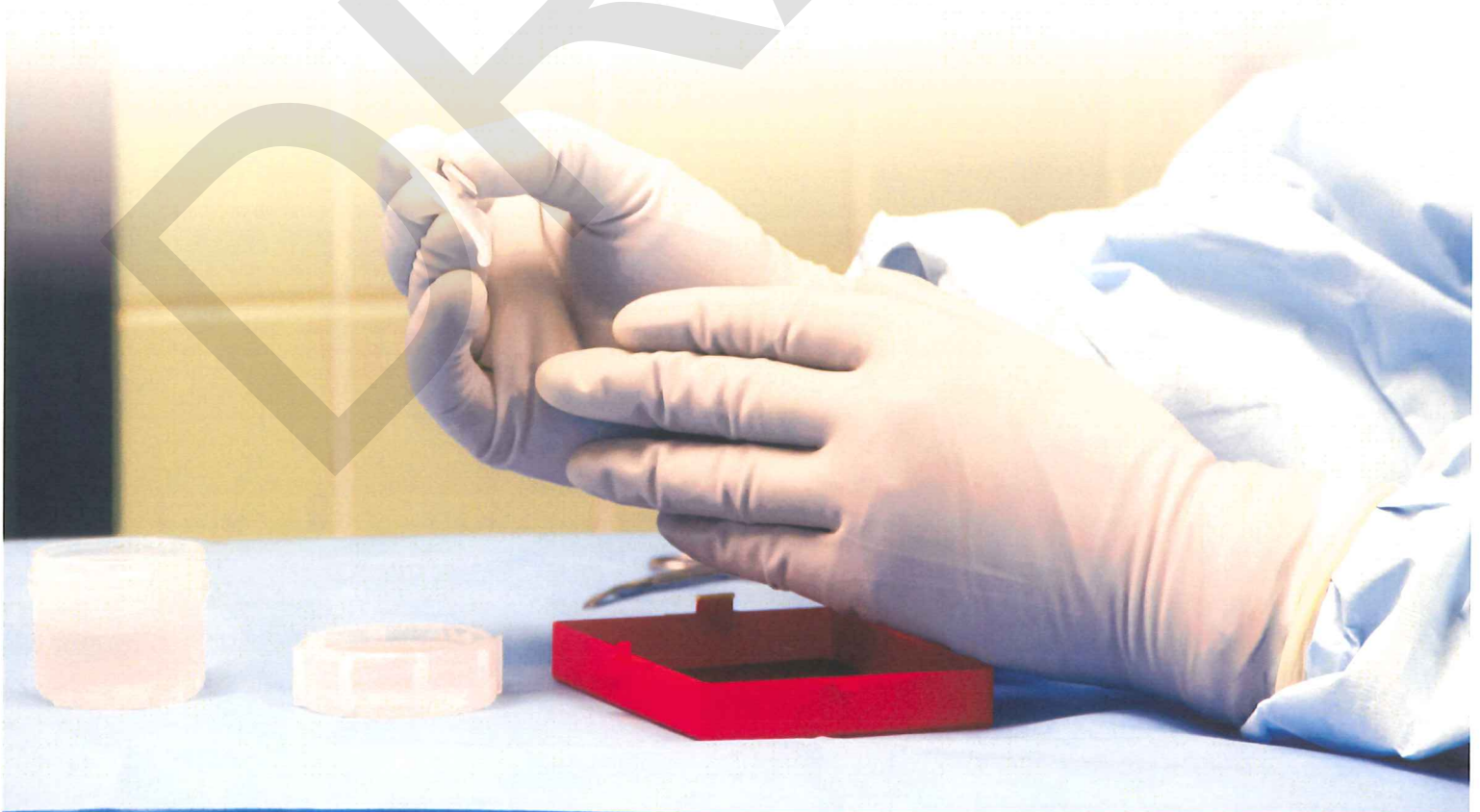
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Outside of the high-risk teams identified, priority rates and scheduling will be offered to any district groups or individuals electing to participate in Ohio State's world-class ACL Injury Prevention Program on their own, .. The athlete would with schedule the location of this training with Ohio State.



Programming Opportunities

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Certification

For patients, board certification ensures a gold standard in education and training. Ohio State's team surpasses the standard:

Physicians

Our physicians are board-certified and fellowship trained in orthopaedic surgery and/or sports medicine with subspecialty certification.



Physical Therapists

We have more board certified clinical specialists in sports and orthopaedic physical therapy than any other health system in the region and are among the leaders nationally.



American Physical Therapy Association

Licensed Athletic Trainers (ATs)

Most athletic trainers at OSU Sports Medicine have master's degrees and/or additional qualification as physical therapists or physician's assistants. Our athletic trainers are members of professional and national organizations and have additional certifications in their areas of interest.



Our athletic trainers benefit from the relationship with Ohio State's School of Health and Rehabilitation Sciences—a nationally recognized leader in the education of allied health providers.



BOARD OF CERTIFICATION
FOR THE ATHLETIC TRAINER

Sports Performance Coaches

All of our sports performance coaches are certified through the National Strength & Conditioning Association, United States Weightlifting Association and/or National Academy of Sports Medicine. Many of them have advanced degrees in addition to holding certifications in specific areas of interest.



Team Bios

Our Leadership Team

Dr. Christopher Kaeding, MD

Executive Director of Sports Medicine

Under Dr. Kaeding's direction, Ohio State Sports Medicine has seen rapid growth in the breadth and depth of its education, research and clinical programs – all built through interdisciplinary synergy and collaborations. Christopher and his wife Christine are Olentangy district residents, and have two grown children that are Olentangy Liberty graduates.



Tom Caldwell, DPT, SCS, AT

Associate Executive Director, Sports Medicine and Ambulatory Services

Tom is a Board Certified Clinical Specialist in Sports Physical Therapy and a licensed athletic trainer with experience from high school to professional sports. His professional appointments have included roles with the Ohio Chapter of the American Physical Therapy Association, Ohio State Medical Association (OSMA) Sports Medicine Advisory Committee, Ohio AT, OT, PT Licensure Board and USA Rugby. Tom and his wife Kelly reside in the district and their daughter attends Johnnycake Corners. Tom's son graduated from Olentangy High School.



James Borchers, MD, MPH

Physician Lead

Dr. Borchers is the Physician Lead for Clinical Operations for Ohio State Sports Medicine and the Athletic Department, and is the Director of Primary Care Sports Medicine Fellowship. Jim is responsible for coordinating and overseeing clinical issues across all of our locations, including enhancing patient satisfaction, improving patient access, and maximizing faculty / staff efficiency.



Russell Lonser, MD

Chair of Neurological Surgery

Dr. Lonser is a nationally recognized neurosurgeon and researcher whose unmatched expertise in brain and spine care further establishes Ohio State as the best neurological program in Central Ohio. He is head of the NFL's Research Subcommittee and member of the NFL's Head, Neck and Spine Medical Committee. Dr. Lonser has previous experience with the National Institutes of Health, where he was the chief of the Surgical Neurology Branch.



Bob Sweeney, MS, AT

Outreach Manager

Bob worked with Ohio State's Athletic Department as an athletic trainer for the football team for nearly two decades. He coordinates planning and logistics for sports medicine's athletic training, medical coverage and continuing education efforts. Bob and his family live in the district and his two daughters attend Olentangy High School.



Your Olentangy Team

Clinton Hartz, MD

Primary Care Sports Medicine

Dr. Hartz has special interests in interventional and diagnostic musculoskeletal ultrasound, prolotherapy and Platelet Rich Plasma (PRP) therapy. Dr. Hartz carries both Primary Care and Sports Medicine clinic hours at CarePoint Lewis Center.



Bryant Walrod, MD

Primary Care Sports Medicine

Dr. Walrod has a special interest in treatment of upper extremity injuries, hydration, endurance medicine, nutrition and injury prevention and working with the martial arts community. Dr. Walrod carries Sports Medicine hours at CarePoint Lewis Center.



Michael Tiso, MD

Primary Care Sports Medicine

Dr. Tiso is our lead physician for our Sports Medicine Concussion Clinic. His interests include general sports medicine with a focus on acute concussion and post concussion syndrome management. Dr. Tiso sees Sports Medicine patients at CarePoint Lewis Center.



Kel Vasileff, MD

Orthopedic Surgeon

Dr. Vasileff's research interests include a focus on hip injuries and in particular outcomes of different interventions. He sees patients with hip and general orthopedic and sports medicine conditions at CarePoint Lewis Center.



Jonathan Barlow, MD

Orthopedic Surgeon

Dr. Barlow's interests include shoulder and elbow related problems and fractures. He sees patients with upper extremity, orthopedic and sports medicine conditions at CarePoint Lewis Center.



Kat Sullivan, PT, DPT, SCS, AT

Sports Physical Therapist

Kat is a Board Certified Clinical Specialist in Sports Physical Therapy. Kat has a special interest in cartilage injuries/cartilage restoration procedures and ACL injury prevention. Kat is a dual credentialed physical therapist and athletic trainer. She serves in various roles including medical coverage for athletic events and teams and our clinical and academic education initiatives.



Dan Inglis

Director of Sports Performance

Dan oversees our sports performance team, which is dedicated to maximizing human performance and minimizing risk of injury through application of optimal exercise programs. Dan is a United States Weightlifting Association Level 1 Coach, Certified Strength and Conditioning Specialist and a Titleist Performance Institute Certified Golf Fitness Instructor.



Kim Saunders, MHSA

Associate Director, CarePoint Lewis Center

Kim is responsible for the operational and financial oversight of the sports medicine physician practices in Lewis Center and Dublin. Kim and her husband Kevin reside in Olentangy and they have two children in the Olentangy school district.



Michael Martin, PT, MPT, OCS, CGFI-2

Associate Director, Sports Medicine and Ambulatory Services

Mike oversees all development and operations for CarePoint Lewis Center and Ohio State Sports Medicine at D1 Columbus. He is a Board Certified Clinical Specialist in Orthopaedic Physical Therapy and treats patients with sports related injuries at both facilities.



Karri Benishek

Communications and Marketing Manager

Karri orchestrates the development and implementation of our marketing programs, integration of brand initiatives and internal communications tools. Karri and her husband Tony live in the Olentangy area and their sons attend Freedom Trail Elementary and Orange Middle School.



Please visit sportsmedicine.osu.edu/ourteam for additional staff profiles.

Specialty Programming Opportunities

Below are just a few examples of specialty programs that are available at preferred group rates for our school partners.

As specialists in dance medicine and rehabilitation, our **Performing Arts Medicine** team can help OLSD cheerleaders and gymnasts with wellness screens to address flexibility; leg, arm, foot and core strength; balance and technique. Our team can design training programs to address any imbalances or deficits found in the screening process.

Cross country and track participants may benefit from a running gait analysis with our **Endurance Medicine** team. We couple a static observation and assessment with a dynamic analysis through slow-motion video capture to identify potential problems and outfit athletes with a comprehensive treatment plan and training advice.

Similarly, OLSD swimmers can take advantage of our swimming stroke analysis. Using video analysis, we are able to identify postural changes and provide other strategies that may enhance swim performance and decrease injury risk.

Our sports performance **golf specialists** provide tips and training on every aspect of golf-specific fitness. Our team can work with individuals or district golf teams to identify physical limitations and issues with swing mechanics and design programs to enhance golf performance and reduce injury risk.

Ohio State can provide **district drug testing consultation services**. Based on our years of experience with The Ohio State University Athletics Department, we can offer expertise in the following areas

- Education of student-athletes and staff about drugs and their effects on health and performance
- Drug testing
- Evaluation / assessment
- Treatment / counseling
- Discipline /consequences
- Monitoring of the student-athletes in the program by the management team, consisting of the medical review officer, drug testing coordinator, coaching staff representative and intervention coordinator

We are able to leverage the expertise of our College of Nursing to offer **continuing education opportunities** for OLSD school nurses, with advanced training programs in concussion, sports injuries, illnesses, infectious diseases and more. Similar programming for school psychologists and counselors are available related to the unique academic needs in the management of sports concussions.

OLSD students can also have the opportunity to shadow our clinical staff through a **mentorship** and gain valuable experience in the healthcare industry (in accordance with federal privacy and state licensure guidelines).

RFP Summary and Proposed Pricing Structure

We hope that this proposal demonstrates our commitment to work above and beyond the minimum requirements and ensure a partnership predicated on working together, communicating, and always ensuring your student-athletes' best interests. We look forward to the opportunity to share the details of this proposal as well as the qualifications of our organization in person.

Service	Page	Details	Annual Cost to OLSD
ATCs for 3 high schools & team physicians	2	Six (6) individuals for a minimum of 3,120 total hours	\$0
Coordinator of Rehabilitation	2	Coordinate all middle school collision sport coverage	\$0
Sports Performance Coaching	11	400 hours at each OLSD high school (1,200 hours total)	If awarded as part of this RFP, \$0. If as a stand-alone service, \$20K per school
Team ACL Injury Injury Prevention Programming	14	Comprehensive, world-class ACL Injury Prevention Program	\$0
Middle School Functional Testing and Staff Training	13	Functional Testing for all middle school athletes and training for coaches and educators on corrective interventions.	\$0
Priority Access to Medical Services	9	Priority access at Lewis Center and other locations, including expanded hours and seasonal Saturday AM injury clinics.	Access free, care covered under individual's insurance
Community Education Events	5	Minimum of three (3) annually or as requested by OLSD	\$0
Weight Certification and ImPACT Baseline Concussion Testing and Pre-Participation Physicals	2,4 & 7	As needed for all student athletes	\$0
Pupil Activity Permit Sports Medicine Certification and CPR/AED Training for Coaches	5 & 7	Minimum of three (3) annually or as requested by OLSD	\$0
D1 Field Access	12	1.5 hours weekly per school	\$0

As previously stated, Ohio State will expand the terms of this agreement to accommodate the fourth high school at no additional cost to OLSD.



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SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GZHK600	6291796	4/13/2016

BILL TO:
OLENTANGY LOCAL SCHOOL
DISTRICT
814 SHANAHAN RD

SHIP TO:
OLENTANGY LOCAL SCHOOL DISTRICT
814 SHANAHAN RD

Accounts Payable
LEWIS CENTER , OH 43035-9080

LEWIS CENTER , OH 43035-9080
Contact: MONA
RAYBURN 740.657.4322

Customer Phone #740.657.4063

Customer P.O. # DELL 5510 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
WES FARRELL 866.626.8512		DROP SHIP-GROUND	NET 30 Days-Govt/Ed	NON-PROFIT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
22	4090931	DELL CTO PREC 5510 I76820 256GB 8GB Mfg#: 1023084128900 Contract: MARKET	1,550.00	34,100.00
SUBTOTAL				34,100.00
FREIGHT				0.00
TAX				0.00
US Currency				
TOTAL				34,100.00

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.752.3848

Please remit payment to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515