

MISCELLANEOUS POLICIES: Fall recommended updates (Vol33, N2)*First Reading - May 14, 2015*

POLICY NUMBER	POLICY NAME	AREA	TYPE
1530	Evaluation of Principals and Other Administrators	Administration	Revision
1619.01	Privacy Protection of Self-Funded Group Health Plans	Administration	NEW
1619.02	Privacy Protection of Fully Insured Group Health Plans	Administration	Revision
2114	Meeting State Performance Indicators	Program	Revision
2271	College Credit Plus Program	Program	Revision
2413	Career Advising	Program	NEW
3419.01	Privacy Protections of Self-Funded Group Health Plans	Professional	NEW
3419.02	Privacy Protections of Fully Insured Group Health Plans	Professional	Revision
4419.01	Privacy Protections of Self-Funded Group Health Plans	Classified	NEW
4419.02	Privacy Protections of Fully Insured Group Health Plans	Classified	Revision
5114	Nonimmigrant Students and Foreign-Exchange Students	Students	Revision
5340	Student Accidents	Students	Revision
5350	Student Suicide	Students	Revision
5460	Graduation Requirements	Students	Revision
6108	Authorization to make Electronic Fund Transfers	Finance	NEW
8390	Animals on District Property	Operations	Revision
8400	School Safety	Operations	Revision
			4/1/15/ja

Note: Policy additions are written in **Bold** or deletions will have a ~~strike-through~~ it.

Recommend to revise as
indicated below.



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REVISED POLICY - VOL. 33, NO. 2

EVALUATION OF PRINCIPALS AND OTHER ADMINISTRATORS

Application

This policy shall apply to all persons employed by the Board of Education in a position requiring licensure as an administrator. This definition excludes school counselors but includes professional pupil services personnel and administrative specialists (or equivalent positions) who spend less than fifty percent (50%) of their time teaching or otherwise working directly in the presence of students.

This policy shall also apply to all persons employed in positions not requiring administrative licensure, but whose job duties enable them to be considered either a "supervisor" or "management level employee" as defined in R.C. 4117.01.

Procedures

General Requirements

The Superintendent shall implement a program of regular evaluation for all administrative personnel which includes the following elements:

- A. The evaluation process shall fairly attempt to measure the administrator's effectiveness in performing the duties set forth in his/her job description.
- B. A written evaluation document shall be produced for each evaluation. Each administrator shall be evaluated at least once annually.
- C. The evaluation shall be conducted by the Superintendent or his/her designee (such designation may be oral or in writing) prior to the Board's consideration of contract renewal or non-renewal, the Superintendent shall review the results of the evaluation process with the Board.

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Specific Requirements for Building Principals and Assistant Principals

In addition to the above, procedures for the evaluation of District building principals and assistant principals will be based upon comparable standards as set forth in the policy adopted by the Board for the evaluation of teachers pursuant to R.C. 3319.111,

(-) ~~which adopts the Ohio Teacher Evaluation System (OTES)~~

but tailored to address the duties and responsibilities of building principals and assistant principals and the environment in which they work. The Superintendent is authorized to develop administrative guidelines for the procedural and substantive evaluation of building principals and assistant principals consistent with this policy and State law

(x) and is further authorized to access the Ohio Principal Evaluation System (OPES) model as a resource in the development and maintenance of an evaluation process which is weighted equally on student growth measures and performance on the standards of the profession for principals and assistant principals.

Evaluation Instruments

The Superintendent may, in his/her discretion, utilize a single evaluation instrument for all administrative positions, instruments particularized for each position, or a combination of both types of instruments.

Evaluation instruments shall be developed and/or utilized by the Superintendent as s/he may determine in his/her best professional judgment and may be modified from time-to-time by the Superintendent in the exercise of such professional judgment. Specific Board approval of the evaluation instruments or modifications to such instruments shall not be required.



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Basis for Evaluation

Each evaluation shall fairly attempt to measure the administrator's effectiveness in performing the duties of his/her job description.

Evaluations may be based upon the direct formal observations of the administrator, but may also consider informal or incidental observations and other relevant information which is within the knowledge of or brought to the attention of the evaluator. Out-of-school conduct may be considered if such conduct impairs the individual's effectiveness as an administrator or as a role model for students and staff.

Observations and Conferences

A pre-evaluation conference may be conducted if deemed necessary or advisable by the evaluator.

Formal observations may be made of the administrator, either announced or unannounced, but shall not be a required element of the evaluation process. Whether formal observations are appropriate to the position shall be determined by the evaluator on a case-by-case basis.

Following any formal observations and/or gathering of other evaluative data, and before finalizing any evaluation report, the evaluator shall arrange a post-evaluation conference at which the results of the evaluation process are discussed with the administrator. To the extent that any weaknesses or deficiencies have been identified in the evaluation process, the evaluator shall offer suggestions for improvement. Identified weaknesses and suggestions for improvement shall be identified in the evaluation report, but shall not be a required element of any evaluation.

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A final written evaluation report shall be produced in a manner deemed appropriate by the evaluator, in consultation with the administrator. This evaluation report may be combined with the evaluation instruments, or may be a separate document. The evaluation report shall be signed and dated by the administrator and the evaluator at the conclusion of the post-evaluation conference. The signature of the administrator shall not necessarily indicate that s/he agrees with the evaluator's comments or conclusions, but only that s/he has been made aware of such comments or conclusions. A copy of the evaluation report shall be provided to the administrator.

The final evaluation report for an administrator in the last year of his/her contract shall include the Superintendent's intended recommendation to the Board concerning the renewal or non-renewal of the contract.

Number and Timing of Evaluations**A. Administrator Not in Final Year of Contract**

An administrator not in the final year of his/her contract shall be evaluated at least once during the school year. A written copy of the evaluation report shall be provided to the administrator no later than the end of the administrator's contract year as defined by the administrator's annual salary notice.

B. Administrator in Final Year of Contract

An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

~~The Board may elect not to evaluate a principal who was on leave from the School District for fifty percent (50%) or more of the school year and/or submitted notice of retirement that was accepted by the Board no later than December 1st of the year of the evaluation.~~



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Meeting with Board

Each administrator shall be provided the opportunity to meet with the Board in executive session prior to the Board's action on his/her contract. In this meeting, the Board shall discuss its reasons for considering the renewal or non-renewal of the contract. The administrator may be accompanied by a representative of his/her choosing at the meeting. However, no witnesses or other persons may appear with or on behalf of the administrator without the express permission of the Board.

Written notice of the right to have such a meeting with the Board shall be provided in accordance with law to each administrator whose contract is expiring at the conclusion of the current school year.

Written Rebuttal

The administrator may, at any time following the receipt of an evaluation report, submit a written rebuttal, not to exceed three (3) pages in length, which shall be promptly attached to the evaluation report and any copies of the evaluation report which are retained in the District's records or submitted to the Board for its consideration.

Legal Effect

This policy and the procedures contained herein shall not create a legal expectancy of continued employment or a property interest in continued employment, and shall not be deemed a part of any individual administrator's contract or otherwise a contractual obligation of the Board.

To the extent that any of the procedures contained herein exceed the requirements of Ohio law, such procedures shall not be construed as a pre-condition to contract non-renewal and shall not prevent the Board from proceeding with a contract non-renewal which otherwise satisfies the minimum requirements of Ohio law.

R.C. 3319.02, 3319.111, 3319.112, 4117.01

NEW policy: due to OLSD health plan changes.

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PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☒ (X) Medical Plan
- ☒ (X) Prescription Drug Plan
- ☐ () Dental Plan
- ☐ () Vision Plan
- ☐ () Employee Assistance Plan
- ☐ () Long-term Care Plan (not long-term disability)
- ☐ () Health Flexible Spending Accounts (FSA)
- ☐ () Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints Treasurer's Office to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.

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The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

[X] Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.

29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Current Policy: revision due to OLSD health plan changes.

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PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- ☒ ~~Medical Plan~~
- ☒ ~~Prescription Drug Plan~~
- ☐ Dental Plan
- ☐ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.

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The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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REVISED POLICY - VOL. 33, NO. 2

MEETING STATE PERFORMANCE INDICATORS

Option #1

~~[]~~ — It is the intent of the Board of Education that the District ~~annually meet the specified number of performance indicators established by the State Board of Education to be designated as an "Excellent" School District.~~

(x) and each eligible school building

annually meet the specified number of performance indicators established by the State Board of Education to be designated as an "A" School District.

(x) and an "A" school building.

Option #2

~~[]~~ — It is the intent of the Board of Education that the District ~~annually meet the specified number of performance indicators established by the State Board of Education to be designated as at least an "Effective" School District, while striving to meet the specified number of performance indicators established by the State Board of Education to be designated as an "Excellent" School District.~~

[NOTE: END OF OPTIONS]

The Superintendent shall develop a plan annually that outlines the steps the District ~~needs to take if at least the required percentage of students is to meet or exceed the performance levels established by the State Board of Education for each of the performance indicators.~~

(x) and each eligible school building

need(s) to take if at least the required percentage of students is to meet or exceed the performance levels established by the State Board of Education for each of the performance indicators.



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S/He shall also estimate the additional resources that will or may be necessary to be able to implement the annual plan and the annual cost to the District to provide such resources. These estimated costs shall then be incorporated into the budget proposals submitted to the Board each year and identified as such.

Option #1

☐ — Maintaining a designation as an "Excellent" School District will require both the understanding and support of parents and the community at large. Thus it will be the responsibility of the Superintendent to establish and maintain a communications program to the community to keep them informed of:

☒ and "A" school buildings

will require both the understanding and support of parents and the community at large. Thus it will be necessary to establish and maintain a communications program to the community to keep them informed of:

Option #2

☐ — Maintaining a designation as **at least** an "Effective" School District will require both the understanding and support of parents and the community at large. Thus it will be the responsibility of the Superintendent to establish and maintain a communications program to the community to keep them informed of:

(NOTE: END OF OPTIONS)

☒ the current performance status of the District and the resources that are needed to ☐ continue to function as ☐ become an "Excellent" District;

☒ and each eligible school building

and the resources that are needed to ☒ continue to function as ☒ become

☒ an "A" District;

☒ and "A" school buildings;

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- (+) ~~the current performance status of the District and the resources that are needed to () continue to function as () become an "Effective" District;~~
- (+) ~~the impact on students and staff if high performance standards are not met.~~

R.C. 3302.02, 3302.03

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Recommend to
revise as indicated
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REVISED POLICY - SPECIAL UPDATE APRIL 2015

POSTSECONDARY ENROLLMENT PROGRAMS COLLEGE CREDIT PLUS PROGRAM

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

The Board will approve participation by students who **apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's established standards for admission and course placement to enroll in an approved postsecondary program during the seventh, eighth, meet the participating college's established placement standards for college level courses to which credit is awarded, to enroll in approved postsecondary programs during the ninth, tenth, eleventh, or twelfth grade year while in attendance in the District. Students will be eligible to receive secondary credit for completing any of these programs.**

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

All students must meet the requirements for participating in the College Credit Plus program outlined in AG 2271. ~~No student may participate without the written consent of the Superintendent and for those students under the age of eighteen (18), the written consent of the parents or without attending the counseling services offered in relation to this educational option.~~

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

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

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

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

R.C. 3313.613, 3365.01 through 3365.09

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Please adopt NEW
policy as indicated
below.



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NEW POLICY - VOL. 33, NO. 2

CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

- A. Grade-level examples that link students' schoolwork to one (1) or more career field
 - (-) ~~, by initially implementing the Career Connections Learning Strategies offered by the Ohio Department of Education.~~
- B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6.
 - [+] ~~Advisors will meet with students at least once each semester to explore, evaluate, and plan academic and career pathways.~~

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- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

☒ These may include:

1. Identifying students who are at risk of dropping out of school using a local, research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff.
2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education and experiential learning when appropriate.
3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.

- D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.

☒ This may also include training on other online tools provided that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.

- E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.

- F. Information on courses that can award students both traditional academic and career-technical credit.

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- G. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future.
- ☒ This may include activities that support the student's academic, career and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack.
- H. The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English language arts.

R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

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NEW policy: due to OLSD health plan changes.

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PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☒ Medical Plan
- ☒ Prescription Drug Plan
- ☐ Dental Plan
- ☐ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Health Flexible Spending Accounts (FSA)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Treasurer's Office to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.

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The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

[X] Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Current policy: revisions due to
health plan changes.

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PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- ☒ ~~Medical Plan~~
- ☒ ~~Prescription Drug Plan~~
- ☒ Dental Plan
- ☒ Vision Plan
- ☒ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.

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The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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New Policy: due to OLSD health plan changes.

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PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☒ Medical Plan
- ☒ Prescription Drug Plan
- ☐ Dental Plan
- ☐ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Health Flexible Spending Accounts (FSA)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Treasurer's Office to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.

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The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board, necessary amendments to the policies and procedures.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the Administrative Guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his or her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

- [X] Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.

29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 1320d-5(a)(1)
45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)

Current Policy: revision due to OLSD health plan changes.

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PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- ☒ ~~Medical Plan~~
- ☒ ~~Prescription Drug Plan~~
- ☒ Dental Plan
- ☒ Vision Plan
- ☒ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Treasurer's Office to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.

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The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information. All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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REVISED POLICY - VOL. 33, NO. 2

FOREIGN-NONIMMIGRANT STUDENTS AND FOREIGN-EXCHANGE
STUDENTS

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign-exchange **visitor** students as members of the student body of this District's **high school(s)**.

An exchange visitor student is a foreign national who has been selected by a sponsor that has been approved by the United States Department of State (USDOS) to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

~~The Board will permit the admission of foreign-exchange students (from recognized and approved student exchange programs) who are residing in this District. This policy only applies in such instances wherein a student is entering the United States to attend public school by way of an organization recognized and approved by the United States Department of State as an exchange visitor program sponsor. It is not intended to apply to other foreign students residing in the District who must be enrolled in accordance with State law. Nonresident foreign-exchange students shall be eligible for admission on the same basis as other nonresident students.~~

~~The Superintendent shall prepare administrative guidelines to ensure that these programs function effectively.~~

Exchange Visitor Program for Nonimmigrant Students with J-1 Visas

The Board authorizes the Superintendent^{or designee} to consider a request to admit an exchange visitor student who meets the USDOS requirements and applies for admission through a sponsoring organization, and determine whether or not that student should be accepted.

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In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the Superintendent for the placement of an exchange visitor student

☐ ~~in the District high school.~~

☒ in a District high school.

After written acceptance of school placement is secured, the sponsoring agency should issue the certificate of eligibility for J-1 Visas to the exchange visitor student who meets the criteria established in Federal law for participation in an EVP.

Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family who resides in the District for each exchange visitor student.

Lastly, pursuant to Federal law, a sponsoring agency can place no more than five (5) exchange visitor students

☐ ~~in the District high school.~~

☒ in a District high school.

[NOTE: The following section is optional. If appropriate, include the following language that will permit a sponsor to place more than five (5) exchange visitor students.]

☒ However, with Board approval, the Superintendent may request, in writing, the placement of more than five (5) students from a sponsoring agency.

[Choose one of the following two options to complete the sentence above.]

☐ ~~in the high school.~~

☒ in a specific high school.

[END OF OPTION]

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[NOTE: The following section is optional]**☒ Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas**

The Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa.

Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:

- A. the student possess sufficient English language proficiency to participate in the high school curriculum;
- B. the student's participation does not exceed an academic year;
- C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance;
- D. the student otherwise maintains his/her lawful temporary immigration status.

[END OF OPTIONAL SECTION]**Other Nonimmigrant Students**

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program at a District school

- (x) or who are not sponsored by the District so they can attend a school in the District as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.



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All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

8 C.F.R. 214 et seq.

8 U.S.C. 1101 (Immigration Reform and Control Act)

R.C. 3313.64

Mutual Educational and Cultural Exchange Act of 1961, as amended

Immigration and Nationality Act

22 C.F.R. 62, Exchange Visitor Program

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REVISED POLICY - VOL. 33, NO. 2

STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The Superintendent shall develop administrative guidelines to include the reporting of accidents, when appropriate.

On an annual basis, physical education teachers and coaches of intramural athletics shall review the Ohio Department of Health's concussion information sheet.

Physical education teachers and coaches of intramural athletics shall remove from P.E. class participation or the intramural athletic activity any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal shall notify parents or guardians about the possible concussion or head injury. See also Policy 2431 Interscholastic Athletics.

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Any student who has been removed from a P.E. class, or intramural athletic practice or competition, by a teacher, coach, or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any P.E. class, or intramural athletic practice or competition, for which the teacher, coach, or referee is responsible **on the same day as the removal and not** until both of the following occur:

- A. The student's condition is assessed by a physician (X) or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- B. The student receives written clearance that it is safe to return to the P.E. class, or intramural athletic practice or competition, from a physician (X) or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

R.C. 2305.23 (Good Samaritan), 3313.20, 3313.539

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REVISED POLICY - VOL. 33, NO. 2

STUDENT SUICIDE

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

Beginning with the 2015-16 school year,

~~In accordance with Policy 8462, staff shall receive professional development training in the risk factors, warning signs, and resources regarding youth suicide awareness and prevention. (-) Such training shall include the warning signs of non-suicidal self-injurious behaviors.~~

Additional professional development training in youth suicide risk assessment and intervention shall be provided to ~~mental health employees~~, counselors, psychologists, and school nurses.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up



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Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

A.C. 5101:2-34/35
767 F2d 651 (1985)

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REVISED POLICY - VOL. 33, NO. 2

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. ~~Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.~~ **In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.**

CHOOSE OPTION #1 OR OPTION #2

[] ~~Option #1~~

~~The requirements for graduation from high school include earning twenty (20) units of credit in grades nine through twelve as established in State law. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.~~



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☒ **Option #2**

The requirements for graduation from high school include earning 22 units of credit in grades nine through twelve as follows:

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	.5
Physical Education	.5
Mathematics	4
Science	3
Social Studies	3
Fine Arts, including music	1
<u>6</u> electives (must include one (1) or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science, or social studies courses not otherwise required) (including at least 1 whole unit, or 2 half units, in business/technology, fine arts, and/or foreign language)	

[NOTE: END OF OPTIONS]

All students must receive instruction in economics and financial literacy during Grades 9 - 12.

(NOTE: Credit requirements in State law must still be met)

[NOTE: ~~END OF OPTIONS~~]



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- [X] Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the high school student handbook, while enrolled in grades 9 through 12, and as documented by the guidance counselor **[athletic director, assistant principal, guidance counselor, etc.]** may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

~~++~~ **Ohio Core Opt-Out**

~~In accordance with the provisions of R.C. 3313.603, a student who enters ninth grade on or after July 1, 2010 and before July 1, 2014 may opt out of the Ohio core curriculum requirements for graduation if all of the following conditions as specified in law and as detailed in AG 5460C are satisfied. [END OF OPTION]~~

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An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08

R.C. 3301.07, 0710, 0711

A.C. 3301-41-01, 3301-13-01 to 07

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NEW POLICY - VOL. 33, NO. 2

AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS

The Board of Education authorizes electronic fund transfers (EFTs) for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFTs are consistent with the provisions of R.C. Chapter 1304 and the Electronic Fund Transfer Act. Upon the recommendation of the Treasurer/CFO, the Board shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium.

Upon the recommendation of the Treasurer/CFO, the Board shall then approve written agreements with financial institutions with whom EFTs will be made.

Such agreements shall set forth internal controls required by State law and State Administrative Code that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

- A. ~~the official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;~~
- B. ~~the manual signatures of the Board President, Treasurer/CFO, and the employees authorized to initiate EFTs shall be contained therein;~~
- C. ~~a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;~~
- D. ~~a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;~~
- E. ~~a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or cancelled warrants, shall be provided so that it may be kept in the official files of the District, which shall be maintained in a manner which facilitates easy review and validation of transactions.~~

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All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

R.C. Chapter 1304, Chapter 1306
Electronic Fund Transfer Act, 92 Stat. 3728 (1978)
15 U.S.C.A. 1693, as amended

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REVISED POLICY - VOL. 33, NO. 2

ANIMALS ON DISTRICT PROPERTY

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: includes any living creature that is not a human being.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."



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The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

| **OPTION 1**

[NOTE: The following section should be included in the policy only if the District intends to require this of any animal brought onto District property for official purposes or on a regular / recurring basis.]

| **[X] Vaccination, Licensing and/or Veterinary Requirements**

~~Animals, including service animals,~~ housed on or brought on to District property **for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property** on a regular basis **for any purpose, including service animals,** must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

| **[END OF OPTION 1]**| **Non-Service 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 (e.g., who has a seizure disorder)**, or those that serve as service animals as required by Federal and State law.



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Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit **non-service** animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a **non-service** animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 - 4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a **non-service** animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.



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Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be. ~~The student's need for and use of the 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 does not assume responsibility for training, daily care, or healthcare (x) or supervision of service animals. The Board 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.

~~A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.~~ **A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.**

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.



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Required Documentation

~~The following documentation is required prior to a service animal being allowed at school or other Board property:~~

- A. ~~Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal.~~
- B. ~~Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property.~~
- C. ~~Criminal background check for the handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board by Policy 8142 Criminal History Record Check for Contracted School Services.~~

~~The Principal is responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the student with a disability anywhere on the school campus where students are permitted to be.~~

Removing and/or Excluding a Student's Service Animal

~~In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Principal is also responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.~~ **If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.**

~~In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.~~ **Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.**



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The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity**. ~~AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures.~~

The procedures set forth in **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity** ~~AG 2260B - Complaint Procedures for Nondiscrimination and Equal Educational Opportunity/Access~~ are not intended to **do not** interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights **or the Department of Justice.**

Eligibility of a Student's Service Animal for Transportation

~~In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and his/her accompanying service dog to access School District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.~~ **A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.**



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When Before a service animal is **going** permitted to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall ~~comply with the following:~~

- A. The ~~()~~ Principal ~~()~~ Transportation Supervisor ~~()~~ shall meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, and the driver and bus assistant, if any. The student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation. **meet with the (X) Principal (X) Transportation Supervisor (X) and/or pupil services supervisor** to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.
- B. The Principal shall make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal. **At the discretion of the (X) Principal (X) Transportation Supervisor (X) and/or pupil services supervisor, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.**
- C. The service animal must participate in bus evacuation drills with the student.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. **The service animal must participate in bus evacuation drills with the student.**

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. ~~A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to determine whether the service animal should be secured on the bus/vehicle with a tether or harness.~~



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Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the

- Director of
- ☒ Transportation ~~Supervisor.~~
 - ☐ ~~Principal.~~
 - ☒ Director of Pupil Services.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with **reasonable** accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. **The request will be handled in accordance with the ADA mandated interactive process.** ~~As required of all animals under this policy, an employee with a disability who utilizes a service animal as an accommodation must provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.~~

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Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

~~As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.~~

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events. ~~If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.~~

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

R.C. 955.43

R.C. 1717.01

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Recommend to
adopt as indicated
below.



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REVISED POLICY - VOL. 33, NO. 2

SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) **or threat**, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan ("EMP")

~~To that end, the Superintendent shall develop, and the Board shall adopt, an Emergency Management Plan ("EMP") with input from community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building.~~

~~The EMP shall be comprehensive and consider each school building under the Board's control. In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall also consider whether operating changes are needed to prevent potential danger, noting particular remediation strategies to address previously documented safety problems, if any.~~



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To that end, the Superintendent ^{or designee} shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve ^{or designee} community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building.

In developing the EMP, the Superintendent ^{or designee} shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred. ^{or designee}

The ~~Each~~ EMP will include:

- A. protocols for addressing serious threats and emergency events that affect the safety of school property, students, employees, or administrators;

These protocols will include appropriate procedures for responding to these threats and emergencies, such as notifying law enforcement, contacting specified emergency response personnel, and alerting parents **of affected students.**;

- B. a floor plan unique to each floor of each ~~school~~ **the** building;
- C. a site plan that includes all ~~school~~ **building** property and surrounding property; and

- D. ^{All buildings} an emergency contact information sheet.

~~The Superintendent~~ shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs **s/he previously developed and adopted**, and certify in writing to the ODE that the EMPs **are** is current and accurate. The Superintendent shall update ~~and the Board shall adopt the EMP at least every three (3) years, or earlier if a major modification to a school building requires changes to the EMP, or emergency contact information is no longer accurate and requires changes to the EMP.~~



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~~Upon approval and adoption of the EMP by the Board, the Superintendent shall submit an electronic copy of the EMP to the ODE. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the EMP with the following:~~

~~The Superintendent~~^{or designee} shall submit an electronic copy of each EMP s/he developed and adopted to the ODE not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

- A. each law enforcement agency that has jurisdiction over the school building
- B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the school district **building** is located

~~The Superintendent will also file copies of the EMP with the above agencies within thirty (30) days of the Board's adoption of a revised EMP. The Superintendent will also file copies of an updated EMP with ODE and the above agencies within ten (10) days after s/he adopts the revised EMP.~~

or
designee

The EMP is not a public record.

~~The Board~~ **Superintendent** shall grant access to each school building **under his/her control** to law enforcement personnel and any local fire department, emergency medical service organization, **and/or** county emergency management agency that has requested a copy of the EMP, to enable such personnel **and entities** to conduct training sessions for responding to threats and emergency events affecting ~~the School District and/or a~~ **the** school building. Such access shall be provided outside of student instructional hours and ~~an employee of the Board~~ **the Superintendent or designee** shall be present in the building during the training sessions.

~~Prior to July 1st or every year~~ **the opening day of each school year**, the Superintendent shall inform each enrolled student and the student's parent of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Also, see Policy 8420 - Emergency Situations at School.

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OPTION**Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates* for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

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The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining the types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

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Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

[END OF OPTION]Safe and Drug Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include ~~(see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):~~

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1. allows a teacher to communicate effectively to all students in the class;
 - 2. allows all students in the class the opportunity to learn;
 - 3. has consequences that are fair, and developmentally appropriate;
 - 4. considers the student and the circumstances of the situation; and
 - 5. is enforced accordingly.



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Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

- () ~~discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~
- (^X) convene a meeting of the building administrator, representative(s) of the local law enforcement () ~~agency~~ (^X) **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.



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In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

() ~~discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

(X) convene a meeting of the building administrator, representative(s) of the local law enforcement () **agency** (X) **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

[] ~~If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.~~

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 6301 et seq.

Public Law 107-110

Exhibit B.1 ~ May 14, 2015

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OLENTANGY LOCAL SCHOOL DISTRICT - - DELAWARE COUNTY Schedule Of Revenue, Expenditures and Changes In Fund Balances Actual and Forecasted Operating Fund								
	ACTUAL			FORECASTED				
	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Revenue:								
1.010 - General Property Tax (Real Estate)	106,623,772	118,416,569	120,004,063	124,753,755	126,525,502	128,268,382	130,780,642	133,338,430
1.020 - Public Utility Personal Property	5,283,158	5,746,517	5,792,785	6,036,904	6,251,358	6,376,385	6,503,913	6,633,991
1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	7,330,465	7,546,989	9,273,732	9,831,347	10,212,933	10,692,623	11,194,461	11,714,592
1.040 - Restricted Grants-in-Aid	19,679	19,680	66,545	143,349	101,040	102,260	103,506	104,776
1.045 - Restricted Federal Grants-in-Aid - SFSF	394,926	-	-	-	-	-	-	-
1.050 - Property Tax Allocation	15,803,622	15,253,783	15,497,696	16,156,384	16,337,938	16,659,920	17,004,500	17,355,957
1.060 - All Other Operating Revenues	18,361,120	19,170,327	18,097,420	21,189,584	20,393,894	20,410,864	20,427,918	20,445,070
1.070 - Total Revenue	153,816,742	166,153,865	168,732,241	178,111,323	179,822,665	182,510,434	186,014,940	189,592,816
Other Financing Sources:								
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 - Operating Transfers-In	8,382	-	-	-	-	-	-	-
2.050 - Advances-In	-	-	-	-	-	-	-	-
2.060 - All Other Financing Sources	127	1,443	1,826,397	25,000	25,000	25,000	25,000	25,000
2.070 - Total Other Financing Sources	8,509	1,443	1,826,397	25,000	25,000	25,000	25,000	25,000
2.080 - Total Revenues and Other Financing Sources	153,825,251	166,155,308	170,558,638	178,136,323	179,847,665	182,535,434	186,039,940	189,617,816
Expenditures:								
3.010 - Personnel Services	93,542,391	95,481,851	99,029,166	104,767,526	112,475,734	117,910,076	123,395,255	128,557,545
3.020 - Employees' Retirement/Insurance Benefits	34,642,140	35,105,079	37,872,851	40,581,594	43,882,674	47,741,914	52,253,704	57,058,635
3.030 - Purchased Services	10,258,527	11,008,432	12,006,456	13,070,780	14,213,814	14,782,367	15,373,661	15,988,608
3.040 - Supplies and Materials	4,012,908	4,182,482	4,472,969	4,809,937	6,045,165	5,983,065	6,002,303	6,272,407
3.050 - Capital Outlay	214,604	268,065	268,739	413,190	285,350	291,057	296,878	302,815
3.060 - Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4.010 - Principal-All Years	-	-	-	-	-	-	-	-
4.020 - Principal - Notes	-	-	-	-	-	-	-	-
4.030 - Principal - State Loans	-	-	-	-	-	-	-	-
4.040 - Principal - State Advances	-	-	-	-	-	-	-	-
4.050 - Principal - HB264 Loan	-	-	-	-	-	-	-	-
4.055 - Principal - Other	-	-	-	-	-	-	-	-
4.060 - Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.300 - Other Objects	6,482,136	7,052,877	7,438,526	7,627,090	8,505,046	9,130,953	9,772,713	10,293,168
4.500 - Total Expenditures	149,152,706	153,098,786	161,088,707	171,270,117	185,407,783	195,839,431	207,094,514	218,473,177
Other Financing Uses								
5.010 - Operating Transfers-Out	8,382	-	-	-	-	-	-	-
5.020 - Advances-Out	-	-	-	-	-	-	-	-
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-
5.040 - Total Other Financing Uses	8,382	-	-	-	-	-	-	-
5.050 - Total Expenditures and Other Financing Uses	149,161,088	153,098,786	161,088,707	171,270,117	185,407,783	195,839,431	207,094,514	218,473,177
Excess of Rev & Other Financing Uses Over (Under)								
6.010 - Expenditures and Other Financing Uses	4,664,163	13,056,522	9,469,931	6,866,206	(5,560,118)	(13,303,997)	(21,054,575)	(28,855,362)
Cash Balance July 1 - Excluding Proposed Renewal/								
7.010 - Replacement and New Levies	24,024,345	28,688,508	41,745,030	51,214,961	58,081,167	52,521,049	39,217,052	18,162,478
7.020 - Cash Balance June 30	28,688,508	41,745,030	51,214,961	58,081,167	52,521,049	39,217,052	18,162,478	(10,692,884)
8.010 - Estimated Encumbrances June 30	2,719,602	2,527,434	2,600,000	2,650,000	2,700,000	2,750,000	2,800,000	2,800,000
Reservations of Fund Balance:								
9.010 - Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020 - Capital Improvements	-	-	-	-	-	-	-	-
9.030 - Budget Reserve	-	-	-	-	-	-	-	-
9.040 - DPIA	-	-	-	-	-	-	-	-
9.050 - Debt Service	-	-	-	-	-	-	-	-
9.060 - Property Tax Advances	-	-	-	-	-	-	-	-
9.070 - Bus Purchases	-	-	-	-	-	-	-	-
9.080 - Subtotal	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
10.010 - of Appropriations	25,968,906	39,217,596	48,614,961	55,431,167	49,821,049	36,467,052	15,362,478	(13,492,884)
Rev from Replacement/Renewal Levies								
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
12.010 - of Contracts, Salary and Other Obligations	25,968,906	39,217,596	48,614,961	55,431,167	49,821,049	36,467,052	15,362,478	(13,492,884)
Revenue from New Levies								
13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
14.010 - Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	25,968,906	39,217,596	48,614,961	55,431,167	49,821,049	36,467,052	15,362,478	(13,492,884)

OLENTANGY LOCAL SCHOOL DISTRICT
NOTES AND ASSUMPTIONS RELATED TO THE
FIVE YEAR FORECAST
May 2015

OVERVIEW

Revenue

The May 2015 forecast includes the impact of House Bill 59, which is the State budget approved in June 2013. While the state funding formula created by this budget bill did not have a significant impact on revenue as a whole, it is significant to note that this budget bill does at least acknowledge that Olentangy has been and continues to be underfunded by the State. Olentangy has been the fastest growing school district in the State for over a decade, yet over that same decade our state basic aid has remained relatively flat. The current State funding formula calculates that Olentangy should receive over \$45 million in state basic aid. Unfortunately, HB 59 also put a cap on funding growth of 6.25% for FY14 and 10.5% for FY15. This limits Olentangy's state basic aid increase to approximately \$500k in FY14 and \$800k in FY15 despite the district's continued student growth. While any additional funding is appreciated, this amount doesn't even come close to keeping up with the costs associated with our student growth each year, not to mention catching up for the past decade of student growth that hasn't been funded adequately by state basic aid. As a result of this new formula and the growth caps, Olentangy's state basic aid per pupil is projected at just under \$500 per pupil, while the state average is closer to \$4,100 per pupil. See Unrestricted Grants Note for additional discussion of state basic aid, as well as the Risk Assessment following the notes.

Academic Excellence and Financial Efficiency

The District is continually working to maximize learning for every student, while maintaining fiscal responsibility as evidenced by our cost per pupil continuing to rank near the lowest in central Ohio. At the same time, Olentangy's academic performance index is near the top for central Ohio, as well as for the entire state. As a continual objective to find more efficient ways to deliver our educational product, District administration is in constant discussion to find ways to moderate expenditure increases, while improving academic performance. Pivotal to the accuracy of this forecast is the ability of the District to accommodate the persistent student growth without significantly altering its building plan. In an effort to reduce operating and capital expenditures associated with building new schools, the District is not projecting to construct any new school buildings in this forecast. By accommodating the student growth in our current buildings, as well as through alternative solutions such as Olentangy Academy and college credit plus at Columbus State Community College, the District will realize operating savings on personnel, supplies, utilities, etc. as well as capital expenditure savings. This and other efficiencies will be discussed throughout the notes to the financial statements. These processes are ongoing and updates to the forecast will be made as significant changes occur.

GENERAL

- The number of students is essential for financial planning and the timing of opening new buildings.
- The District used the most recent enrollment projections as presented by the Facilities Committee to estimate student population. This plan was approved by the District's Facilities Committee and was presented to and approved by the Board.

The District used the Development Committee's Enrollment Projections dated October 2014 (summary of Future Think Report) for enrollment projections to determine staffing requirements. The following student enrollment projections were used (FY15 Actual as of date of forecast):

Grades	2015 - Actual	2015	2016	2017	2018	2019
Preschool	391	319	299	300	302	303
K-5	9,080	8,981	8,911	8,831	8,729	8,745
6-8	4,603	4,590	4,874	5,094	5,245	5,145
9-12	5,132	5,183	5,578	5,885	6,249	6,613
Total K-12	18,815	18,754	19,363	19,810	20,223	20,503

- No buildings are projected to be built and opened in fiscal years 2015 through 2019. The Board of Education leases classroom space effective September 11, 2014 at 7774 Graphics Way, Lewis Center. This space was utilized beginning second semester of the 2014-15 school year to house OASIS. For 2015-16 school, it will also accommodate the district's high school STEM initiative the Olentangy Academy.

	2015	2016	2017	2018	2019
# of Buildings	24	24	24	24	24
Certified Staff	1,179	1,229	1,260	1,288	1,306
Classified Staff	717	738	747	756	764
Administrative Staff	77	81	83	83	83
Pupil Teacher Ratio	15.91	15.76	15.72	15.70	15.70
Enrollment	18,754	19,363	19,810	20,223	20,503

REVENUE

Note 1.01 - GENERAL PROPERTY TAX (REAL ESTATE)

The County Auditor conducted a reappraisal of existing property values in calendar year 2011 and the triennial update was done in 2014. The economic downturn had a negative impact on property values. The 2011 reappraisal resulted in a decrease in property valuation of approximately 6% and the 2014 update resulted in just a small increase of approximately 2%. This is an unusual occurrence as the District saw double digit percentage growth in the previous reappraisals. Due to the effect of HB920, this decrease in valuation will negatively affect our un-voted, or inside, millage. This means that the total valuation that our five (5) inside

mills is multiplied by is decreasing, which decreases that revenue. Also, HB920 causes the District's voted, or outside, millage to adjust so that the District does not receive less revenue than the voted mills provided when they were approved by the voters.

Sales of existing homes and construction of new homes have slowly increased, although not nearly at the levels experienced prior to the economic downturn. The forecast assumes that growth in new residential and commercial real estate will continue at a gradual rate. Therefore, outside of the impact of a new levy, tax collections are anticipated to grow at a rate consistent with new construction. The District continues to have conversations with the Delaware County Auditor concerning this matter.

The District estimates a collection rate of approximately 97% based on historical trends. Delinquencies are expected to remain at their current level.

It is worth noting that a half percent change in valuation equates to over \$500,000 in revenue. A minor change in new construction, BOR cases, delinquencies, etc. will have a significant dollar impact on the forecast.

	2015	2016	2017	2018	2019
Residential					
Inflation/Reappraisal/BOR	2.76%	0.00%	0.00%	2.00%	0.00%
New Construction	2.74%	2.00%	2.00%	2.00%	2.00%
Commercial					
Inflation/Reappraisal/BOR	0.92%	0.00%	0.00%	2.00%	0.00%
New Construction	5.74%	1.50%	1.50%	1.50%	1.50%

Based on the above discussion, the real estate tax revenue is projected as follows:

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Real Estate					
Tax Revenue	<u>\$ 124,753,755</u>	<u>\$ 126,525,502</u>	<u>\$ 128,268,382</u>	<u>\$ 130,780,642</u>	<u>\$ 133,338,430</u>

Fiscal Year runs July 1 – June 30 (for example, Fiscal Year 2015 is July 1, 2014 through June 30, 2015)

Note 1.02 – PUBLIC UTILITY PERSONAL PROPERTY TAX

The forecast takes into account the impact of HB153, the biennial budget for FY12-13. Per HB153, the phase out of state tangible personal property reimbursement was accelerated and completely eliminated after FY13. HB153 caused a total loss in tangible personal property reimbursements of \$2.5 million in FY12 and \$4.6 million per year thereafter. These reimbursements were recorded in “Property Tax Allocation”.

Personal property utility tax (PPUT) is the tangible personal property used in the operations of a public utility company, such as telephone and electric lines. The District expects to continue collecting this portion of taxes, which is based on voted millage.

	Forecasted				
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2015	2016	2017	2018	2019
Personal Property Utility Tax	\$6,036,904	\$6,251,358	\$6,376,385	\$6,503,913	\$6,633,991

Note 1.035 - UNRESTRICTED GRANTS-IN-AID

In the FY10-11 biennial budget, the state funding model saw substantial changes as it went through the legislative process. The state legislature approved the biennial budget known as House Bill 1 (HB1) on June 30, 2009, which was then signed by the Governor. HB1 implemented an evidence based model (EBM) of funding. The legislature put gain caps on this funding model. Olentangy went from being a formula funded school district to a guarantee district. This is significant in that the District started seeing growth in the state funding based on our enrollment growth beginning in FY09. However, due to the passage of HB1 and becoming a guarantee district, Olentangy received no additional funding for our tremendous student growth during that time.

The FY12-13 biennial budget, HB153, took effect on July 1, 2011. HB153 created a “Bridge Formula” for calculating state foundation funding until a new formula could be created. This Bridge Formula basically meant Olentangy was still a guarantee district, receiving approximately the same amount of state foundation funding in FY12-13 that was received in FY11. Also, HB153 did not replace the State Fiscal Stabilization Funds we had previously received as part of the federal American Recovery and Reinvestment Act, which was a loss of close to \$600 thousand compared to FY11.

This forecast will include three state biennial budgets during the remainder of the forecast period, including HB 59 for FY14-15 that was discussed on page 1 with annual increases of approximately 5% in FY16-19. Projected increases in the Autism Scholarship deduction from the state have a negative impact on state basic aid. In January 2013, the District began receiving Casino Tax Revenue based on the opening of casinos in Ohio as approved by the State legislature. It is projected that this revenue will continue to be received each January and August. This forecast assumes Casino Tax Revenue of approximately \$51 per pupil.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
State Basic Aid	\$ 9,047,092	\$ 9,501,242	\$ 9,978,135	\$ 10,478,910	\$ 11,004,761
Spec Ed Preschool and Transportation Funding	\$ 1,263,667	\$ 1,154,000	\$ 1,154,000	\$ 1,154,000	\$ 1,154,000
Autism and Peterson Scholarship Deductions	\$ (1,418,385)	\$ (1,409,230)	\$ (1,429,230)	\$ (1,449,230)	\$ (1,469,230)
Casino Tax Revenue	\$ 938,973	\$ 966,921	\$ 989,718	\$ 1,010,781	\$ 1,025,061
Total State Aid	\$ 9,831,347	\$ 10,212,933	\$ 10,692,623	\$ 11,194,461	\$ 11,714,592

Note 1.04 - RESTRICTED GRANTS-IN-AID

Special state funding programs are included in this category including special education catastrophic aid. The District also receives money from the state to assist in career tech funding.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Restricted Grants in Aid	\$ 143,349	\$ 101,040	\$ 102,260	\$ 103,506	\$ 104,776

Note 1.05 - PROPERTY TAX ALLOCATION

Revenue in this category is from reimbursements from the state for tax credits given to owner occupied residences known as homestead/rollback equaling 12.5% of the gross property taxes charged to residential taxpayers and up to 10% for commercial and industrial taxpayers. These amounts will increase and decrease with property valuation fluctuations (discussed in Note 1.01) and the number of residents applying for the credit.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Rollback/Homestead	\$16,156,384	\$16,337,938	\$16,659,920	\$17,004,500	\$17,355,970

Note 1.06 - ALL OTHER OPERATING REVENUES

Included in this category are various items such as tax increment financing payments (TIF's), investment income, facility rentals, pay-to-participate fees, tuition, donations, income tax sharing agreements and other miscellaneous items. A large portion of this revenue is from tax sharing agreements with the City of Westerville and the City of Columbus. These two entities abated several businesses, and due to the size of the abatements, they are required to share tax revenue with the District. This portion of revenue is expected to increase slightly based on discussion with the City of Westerville finance department.

TIF payments make up the majority of revenue in this category at approximately \$17 million of the total. The TIF district includes Bank One (Chase), the Polaris Mall and most of the commercial property along the Polaris corridor. Changes in TIF valuation will affect revenue, as well as changes to millage. Increases in valuation and revenue could be offset by a decrease in valuation caused by various other businesses filing with the County to decrease their respective valuations through the BOR process. Approximately \$950,000 was received on 2nd half 2014 settlement due to result of BOR decisions that favored the District.

The District began receiving a guaranteed payment from Citicorp in the amount of \$453,000 per year beginning in FY08 as part of a 15 year CRA agreement. As TIF and CRA agreements expire, resulting in a loss of revenue in the Other Revenue line, that valuation becomes taxable and increases revenue in the Property Tax line.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
TIF Tax Revenue	\$ 17,812,575	\$ 17,000,000	\$ 17,000,000	\$ 17,000,000	\$ 17,000,000
Tax Revenue Sharing	\$ 1,287,800	\$ 1,294,239	\$ 1,300,710	\$ 1,307,214	\$ 1,313,750
CRAs	\$ 453,000	\$ 453,000	\$ 453,000	\$ 453,000	\$ 453,000
Other Revenue	\$ 1,636,209	\$ 1,646,655	\$ 1,657,154	\$ 1,667,704	\$ 1,678,307
Total	\$ 21,189,584	\$ 20,393,894	\$ 20,410,864	\$ 20,427,918	\$ 20,445,057

Note 2.07 - TOTAL OTHER FINANCING SOURCES

Included in this category are operating transfers, advances-in, refunds and sales of notes.

EXPENDITURES

Note 3.01 - PERSONNEL SERVICES

Based on a continued lack of significant growth in state funding and the District's commitment to maintain its levy promise, District employees have made noteworthy concessions in salaries and benefits. The District has three unions: Olentangy Teachers Association (OTA), Ohio Association of Public School Employees (OAPSE) for bus drivers and OAPSE for custodial, maintenance, and field service technicians. The 2012 OTA contract called for no step increase in FY13 resulting in savings of approximately \$1.8 million in that year. Base increases were 1% in FY13 and 0.5% in FY14 and FY15. The most significant savings came from changes made to the health insurance plan as a result of the contract. These changes shift more of the costs to the employee and created a High Deductible option for employees. Step increases are expected to average 2.7% in FY15 through

FY19. Following the approval of the certified union contract, the classified unions also approved three year contracts beginning July 1, 2012. Base increases under these contracts were 1% in FY13 and 0.5% in FY14 and FY15. The contract also included a one-time payment of \$200 for classified employees and step increases each year. The classified unions agreed to the same insurance concessions as the certified union. Administrators also have the same health insurance plan as the unions, while receiving 2% raises in FY13 through FY16. Extension of the union contract agreements resulted in base increase of 2% for FY16. Base increases of 1% have been included for FY17-19.

In addition to base and step increases, certified staff can increase their salaries by increasing their education (i.e. Bachelor's Degree to Master's Degree, etc.). This cost will continue over the years as the number of employees continues to grow.

The District estimates future staffing needs based on student enrollment projections and the opening of schools. (See discussion relating to growth in the "General Assumptions" section). Attrition savings is due to staff resigning/retiring and being replaced at a lower than projected salary, or positions were not replaced at all.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Base Wages	\$ 99,029,166	\$ 104,767,526	\$ 112,475,734	\$ 117,910,076	\$ 123,395,255
Pay/Step Increase	\$ 3,475,367	\$ 4,924,074	\$ 4,161,602	\$ 4,362,673	\$ 4,565,624
New Staffing/ Attrition/Other	\$ 2,262,993	\$ 2,784,134	\$ 1,272,740	\$ 1,122,506	\$ 596,666
Total	\$ 104,767,526	\$ 112,475,734	\$ 117,910,076	\$ 123,395,255	\$ 128,557,545

Classroom/Teacher ratio for hiring purposes is based on 25:1 at the middle school/high school level and 24:1 at the elementary level.

Note that certified staff includes special classes such as librarians, physical education, art, music, foreign language, etc. which decreases the actual classroom ratio.

Pupil/Teacher ratios are as follows:

	FY15			FY 16			FY 17			FY 18			FY 19		
Grade	Cert Staff	Actual Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio
K-5	560	8,981	16.04	563	8,911	15.83	566	8,831	15.60	568	8,729	15.37	569	8,745	15.37
6-8	311	4,590	14.76	330	4,874	14.77	341	5,094	14.94	350	5,245	14.99	351	5,145	14.66
9-12	308	5,183	16.83	336	5,578	16.60	353	5,885	16.67	370	6,249	16.89	386	6,613	17.13
Total	1,179	18,754	15.91	1,229	19,363	15.76	1,260	19,810	15.72	1,288	20,223	15.70	1,306	20,503	15.70

Note 3.02 – EMPLOYEES’ RETIREMENT/INSURANCE BENEFITS

Benefits include the following:

- Employer pension payments to STRS/SERS equal to 14% of payroll. Participation in STRS/SERS is governed by Ohio Revised Code (ORC). The rate of 14% is also governed by ORC. SERS charges a surcharge for any employee who does not make \$20,250 per year. This surcharge means that any employee salary less than the surcharge amount will be charged by SERS to the District as if the employee was paid the surcharge amount. There is a maximum amount per year based on total payroll. The SERS surcharge is dictated by the SERS board. The District has no control over these rates.
- The District pays the employee contribution portion of retirement or pick-up on the pick-up for all administrative staff as part of their compensation package. An additional 11% on administrative salaries only is also included in this line.
- The District was previously fully-insured for health insurance. The insurance plan negotiated by the unions contained concessions that lead to an increase of health insurance premiums of only 2.7% for FY13. The District also negotiated with the insurance carrier to make the changes effective 1/1/13 and waive the 25%-30% premium increase on the current plan which was to be effective 9/1/12. This had a substantial positive effect on the District’s financial position. The District went self-insured for health insurance as of 1/1/15. This allowed the district to avoid some Affordable Care Act and state fees associated with fully-insured plans. The switch to self-insured, along with other factors such as better claim experience resulted in no increase in premiums for the 2015 plan year. Future increases are expected to be approximately 8% to 11% based on estimates from the District’s insurance broker. Additional expenses will be incurred due to new staff or plan enrollment changes that occur during open enrollment.

A. STRS/SERS

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
STRS/SERS/Pickup	\$ 15,168,122	\$ 15,971,492	\$ 17,050,641	\$ 17,811,449	\$ 18,579,374
Pay/Step Increase	\$ 486,551	\$ 689,370	\$ 582,624	\$ 610,774	\$ 639,187
New Staffing/ Attrition/Other	\$ 316,819	\$ 389,779	\$ 178,184	\$ 157,151	\$ 83,533
Total	\$ 15,971,492	\$ 17,050,641	\$ 17,811,449	\$ 18,579,374	\$ 19,302,094

B. Insurance

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Base Cost	\$ 20,751,935	\$ 22,554,974	\$ 24,654,416	\$ 27,663,116	\$ 31,316,293
Trend/New Staff/ Open					
Enroll	\$ 1,803,039	\$ 2,099,442	\$ 3,008,700	\$ 3,653,177	\$ 3,995,982
Total	\$ 22,554,974	\$ 24,654,416	\$ 27,663,116	\$ 31,316,293	\$ 35,312,274

C. Other

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Medicare Premiums	\$ 1,519,129	\$ 1,630,898	\$ 1,709,696	\$ 1,789,231	\$ 1,864,084
BWC/Unempl/Tuition	\$ 535,999	\$ 546,719	\$ 557,653	\$ 568,806	\$ 580,183
Total	\$ 2,055,128	\$ 2,177,617	\$ 2,267,349	\$ 2,358,037	\$ 2,444,267
Note 3.02 Total	\$ 40,581,594	\$ 43,882,674	\$ 47,741,914	\$ 52,253,704	\$ 57,058,635

Note 3.03 - PURCHASED SERVICES

Purchased services include various contracted services such as utilities, legal fees, insurance, professional development, and substitute teachers hired through the Educational Service Center of Central Ohio Council of Governments. Other factors include:

- \$200,000 annually for the lease of classroom space at 7774 Graphics Way, Lewis Center, OH.
- Educational purchased services increase approximately 5% as staff is added for increased enrollment.
- Community school costs, post-secondary educations costs, and other foundation payments increase 4% per year.
- Utilities are forecasted to increase between 6% - 8% each year.

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Purchased Services	\$ 4,362,031	\$ 5,020,872	\$ 5,110,262	\$ 5,196,867	\$ 5,280,214
Educational Purchased Service	\$ 3,080,863	\$ 3,280,000	\$ 3,444,000	\$ 3,616,200	\$ 3,797,010
Foundation Payments	\$ 1,904,473	\$ 1,980,652	\$ 2,059,878	\$ 2,142,273	\$ 2,227,964
Utilities	\$ 3,723,413	\$ 3,932,290	\$ 4,168,227	\$ 4,418,321	\$ 4,683,420
Total	\$13,070,780	\$14,213,814	\$14,782,367	\$15,373,661	\$15,988,608

Note 3.04 - SUPPLIES AND MATERIALS

Fuel is expected to increase around 5% per year to keep up with growth and inflation. Supplies and materials will have varying increases due to planned textbook adoptions for certain subjects that are more costly.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Supplies and Materials	\$ 3,494,794	\$ 4,684,665	\$ 4,554,540	\$ 4,502,352	\$ 4,697,458
Fuel	\$ 1,315,143	\$ 1,360,500	\$ 1,428,525	\$ 1,499,951	\$ 1,574,949
Total	\$ 4,809,937	\$ 6,045,165	\$ 5,983,065	\$ 6,002,303	\$ 6,272,407

Note 3.05 - CAPITAL OUTLAY

Capital outlay consists of any equipment type items the District purchases over \$2,000. The capital outlay projection for FY15 is based on the FY15 budget and is expected to increase approximately 2% each year. The majority of the District's capital outlay expenditures are taken out of bond funds; therefore, the capital outlay from the General fund is low compared to the size of the District.

Note 4.3 - OTHER OBJECTS

The majority of expenses in this category relate to contracted services with the Educational Service Center of Central Ohio (ESCCO), most of which are due to contract services needed for special education curriculum. Additionally, the County Auditor fees for collection of taxes are also included. As tax revenue increases, collection fees also increase. The District has no control over the collection fee assessed by the County Auditor. The expected increase each year is 2% along with additional services contracted with the ESCCO as the District's enrollment continues to grow.

	Forecasted				
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
ESCCO Services	\$ 5,162,942	\$ 5,696,201	\$ 6,265,125	\$ 6,850,428	\$ 7,312,437
County Auditor Fees	\$ 2,150,000	\$ 2,193,000	\$ 2,236,860	\$ 2,281,597	\$ 2,327,229
Additional Fees and Services	\$ 314,148	\$ 615,845	\$ 628,968	\$ 640,688	\$ 653,502
Total	\$ 7,627,090	\$ 8,505,046	\$ 9,130,953	\$ 9,772,713	\$ 10,293,168

RISK ASSESSMENT (Note affected listed in parenthesis)

- (1.035 Unrestricted Grants-in-Aid) One of the most critical areas of risk in this forecast is the Unrestricted Grants-In-Aid or state funding payments. State funding was completely changed by HB1 passed by legislators in June 2009. HB1 caused the District to be placed back on a guarantee. This significantly decreased anticipated state aid as the District was beginning to receive additional money resulting from our rapid student growth. To add to this loss of anticipated revenue, HB153 accelerated the phase-out of TPP reimbursement to OLSD and kept the District on a guarantee for state foundation funding for FY12-13. As discussed on page one, the formula created by HB 59 does provide minimal increases in our state foundation funding for FY14-15, but the growth cap prevented the District from receiving the fully calculated funding it is entitled to due mainly to the continual growth in enrollment. District residents receive \$0.04 per each \$1 in state income tax paid in state foundation funding. The state average is \$0.65 with some districts in the Central Ohio receiving close to \$3. Considering our local taxpayers provide the majority of our funding through tax levies, this additional state aid could have helped stretch the levy cycle to provide property tax relief. Administration has and continues to lobby local and state legislators to provide additional state funding for the District. This forecast assumes minimal growth in state basic aid in future biennial budgets, but the level of success of lobbying efforts to increase state funding could significantly impact revenue, as well as the timing of the District's levy cycle.
- (1.035 Unrestricted Grants-in-Aid) The Jon Peterson Scholarship (established in FY13) and the Autism Scholarship programs lead to a significant amount of funding being deducted out of our state foundation revenue for special education programs for qualified special education students. Each additional scholarship could result in a deduction of up to \$20,000.
- (1.035 Unrestricted Grants-in-Aid and all expenditures & 3.01 –Personnel Services) Enrollment may be a key driver in the Unrestricted Grants-in-Aid revenue area or state foundation payments. New growth will impact not only personnel and benefit expenditures, but also operating costs associated with opening new buildings. Elementary #16 has been pushed out of the forecast in an effort to reduce operating costs, as well as the associated construction costs that would be expended out of bond funds. The timing of future buildings is a risk factor to the forecast due to the operating costs a new building adds. Administration is currently looking at ways to continue to offer different educational opportunities to maximize the learning of all students, while reducing the need for new buildings such as a potential fourth high school.
- (3.02 Retirement and Benefits) As in prior years, there is risk to the medical insurance premiums. As stated earlier in the notes, the District separated from the healthcare consortium to which it belonged, with the goal of long term savings and more control over the level of coverage. However, based on claims experience, these premiums can fluctuate significantly from year to year. The new insurance plan negotiated with the unions provides a high deductible insurance option with a health savings account. Increased enrollment in this plan as opposed to the PPO option would lead to premium savings. We will continue to monitor healthcare premiums as it relates to the "Cadillac Tax" provisions

of Affordable Care Act and potential future liabilities for the District. The District, beginning with the January 1, 2015 plan year, became self-insured for medical insurance to avoid some of the state and ACA fees. There is a chance with bad claim experience for costs to rise greater than expected. That is the risk with going self-insured.

- (3.03 Purchased Services) Utility costs are also a risk factor depending on weather conditions, as well as utility rate increases from year to year.
- (3.04 Supplies and Materials) The cost of fuel in the transportation budget is a significant portion of the Supplies and Materials line. A significant fluctuation in fuel prices will significantly impact this note.
- (3.05 Capital Outlay) The District has previously funded most of its capital expenditures for buses, technology, building maintenance and improvements, etc. with bond dollars. The District has identified over \$90 million in the next 20 years for building maintenance and improvements. When remaining bond and permanent improvement funds are depleted, those expenditures for necessary capital improvements will have to come out of the general fund unless new revenue is generated for capital needs through a bond or permanent improvement levy.

***Olentangy Local Schools
Expenditures by Object
Fiscal Year 2016 Budget
General Fund***

OBJECT	DESCRIPTION	FY 2016 Grand Total
PERSONAL SERVICES/ BENEFITS		
111	CERTIFICATED - REGULAR SALARY	88,179,340.00
113	CERTIFICATED - SUPPLEMENTARY SALARY	1,793,802.00
119	OTHER CERTIFICATED SALARY	76,800.00
123	CERTIFIED - VACATION LEAVE	19,000.00
132	CERTIFICATED - SEVERENCE	560,000.00
139	OTHER CERTIFICATED COMP	11,400.00
141	CLASSIFIED - REGULAR SALARY	19,390,792.00
142	CLASSIFIED - SUBSTITUTE SALARY	650,000.00
143	CLASSIFIED - SUPPLEMENTAL SALARY	791,000.00
144	CLASSIFIED - OT SALARY	629,000.00
149	CLASSIFIED - OTHER SALARY	255,000.00
151	CLASSIFIED - SICK LEAVE	10,000.00
153	CLASSIFIED - VACATION LEAVE	31,600.00
162	CLASSIFIED - SEVERENCE	60,000.00
169	OTHER CLASSIFIED COMP	3,000.00
171	BOARD MEMBER COMPENSATION	15,000.00
		\$ 112,475,734.00
EMPLOYEES' RETIREMENT/ INSURANCE BENEFITS		
211	CERTIFICATED - EMPLOYER'S SHARE RETIREMENT	12,672,986.00
212	CERTIFICATED - EMPLOYER'S (PICK UP) RETIREMENT	795,752.00
221	CLASSIFIED - EMPLOYER'S SHARE RETIREMENT	3,398,860.00
222	CLASSIFIED - EMPLOYER'S (PICK UP) RETIREMENT	182,143.00
223	CLASSIFIED - SOCIAL SECURITY	900.00
231	TUITION REIMBURSEMENT	31,500.00
241	CERTIFICATED - MEDICAL INSURANCE	16,207,539.00
242	CERTIFICATED - LIFE INSURANCE	89,357.00
243	CERTIFICATED - DENTAL INSURANCE	864,446.00
244	CERTIFICATED - VISION INSURANCE	204,622.00
249	CERTIFICATED MEDICARE	1,310,747.00
251	CLASSIFIED - MEDICAL INSURANCE	6,797,033.00
252	CLASSIFIED - LIFE INSURANCE	32,830.00
253	CLASSIFIED - DENTAL INSURANCE	367,368.00
254	CLASSIFIED - VISION INSURANCE	91,221.00
259	CLASSIFIED - MEDICARE	320,151.00
261	CERTIFICATED WORKERS COMP	358,548.00
262	CLASSIFIED - WORKERS COMP	79,720.00
273	CERTIFIED - ANNUITIES	43,951.00
282	CLASSIFIED UNEMPLOYEMENT	33,000.00
		\$ 43,882,674.00

***Olentangy Local Schools
Expenditures by Object
Fiscal Year 2016 Budget
General Fund***

OBJECT	DESCRIPTION	FY 2016 Grand Total
PURCHASED SERVICES		
410	PROFESSIONAL AND TECHNICAL SERVICES	571,000.00
411	INSTRUCTION SERVICES	3,486,920.00
413	HEALTH SERVICES	104,000.00
414	STAFF SERVICES	18,000.00
416	DATA PROCESSING SERVICES	466,600.00
418	PROFESSIONAL/LEGAL SERVICES	650,000.00
419	OTHER PROFESSIONAL AND TECHNICAL SERVICE	633,823.00
422	GARBAGE REMOVAL CLEANING SERVICES	88,600.00
423	REPAIRS & MAINTENANCE SERVICES	735,067.00
424	PROPERTY SERVICES	233,000.00
425	RENTAL	230,620.00
426	LEASE-PURCHASE AGREEMENTS	364,000.00
431	TRAVEL REIMBURSEMENT	100.00
433	NON-CERTIFICATED TRAVEL REIMBURSEMENT	2,000.00
434	NON-CERTIFICATED MEETING EXPENSE	1,500.00
439	OTHER TRAVEL/MTG EXPENSE PROFESSIONAL DEVELOPMENT	248,000.00
441	TELEPHONE SERVICES	550,000.00
443	POSTAGE	43,810.00
446	ADVERTISING	6,150.00
451	ELECTRICITY	2,342,750.00
452	WATER AND SEWER	343,250.00
453	GAS	608,300.00
460	CONTRACTED SERVICES	48,500.00
461	PRINTING AND BINDING	28,472.00
471	TUITION PAID TO OTHER DISTRICTS WITHIN THE STATE	72,800.00
472	TUITION AND OTHER PAYMENTS PAID TO OTHER DISTRICTS OUTSIDE THE STATE	56,000.00
474	EXCESS COSTS	104,000.00
475	PYMTS FOR SPECIAL ED STUDENTS RESIDING IN DISTRICT	26,000.00
477	PYMTS UNDER OPEN ENROLLMENT PROGRAM	104,000.00
478	PAYMENTS TO COMMUNITY SCHOOLS	1,274,000.00
479	OTHER PYMTS	399,852.00
483	STUDENT TRANSPORTATION PURCH.FROM OTHER SOURCES	52,000.00
489	OTHER PUPIL TRANSPORTATION SERVICES	199,000.00
490	OTHER PURCHASED SERVICES	121,700.00
		<hr/>
		\$ 14,213,814.00

***Olentangy Local Schools
Expenditures by Object
Fiscal Year 2016 Budget
General Fund***

OBJECT	DESCRIPTION	FY 2016 Grand Total
SUPPLIES & MATERIALS		
511	INSTRUCTIONAL SUPPLIES	1,058,161.00
512	OFFICE SUPPLIES	131,179.00
514	HEALTH & HYGIENE SUPPLIES	14,900.00
516	SOFTWARE SUPPLIES	700,458.00
519	OTHER GENERAL SUPPLIES	137,350.00
520	TEXTBOOKS	881,244.00
521	NEW TEXTBOOKS	6,219.00
524	SUPPLEMENTAL TEXTBOOKS	35,040.00
531	NEW LIBRARY BOOKS	63,815.00
532	LIBRARY REPLACEMENT BOOKS	10,010.00
539	OTHER LIBRARY BOOKS	4,000.00
541	NEWSPAPERS	800.00
542	PERIODICALS	15,249.00
568	CANDIES & SNACKS	240.00
571	LAND	225,000.00
572	BUILDINGS	1,023,000.00
581	SUPL & PARTS FOR MAINT.& REPAIR MOTOR VEHICLES	285,000.00
582	FUEL	1,360,500.00
583	TIRES AND TUBES	93,000.00
		<u>\$ 6,045,165.00</u>
CAPITAL OUTLAY		
640	EQUIPMENT	285,350.00
		<u>\$ 285,350.00</u>
OTHER OBJECTS		
841	MEMBERSHIP (PROFESSIONAL ORGANIZATION)	54,710.00
843	AUDIT EXAMINATION	43,000.00
844	COUNTY BOARD OF EDUCATION CONTRIBUTIONS	5,816,201.00
845	PROPERTY TAX COLLECTION FEES	2,193,000.00
846	GENERAL FISCAL ELECTION EXPENSE	30,000.00
848	BANK CHARGES	46,000.00
849	OTHER DUES AND FEES	157,635.00
851	LIABILITY INSURANCE	119,000.00
853	FIDELITY BOND PREMIUMS	8,500.00
870	TAXES AND ASSESSMENTS	30,000.00
880	AWARDS AND PRIZES	7,000.00
		<u>\$ 8,505,046.00</u>
TOTAL GENERAL FUND		<u><u>\$ 185,407,783.00</u></u>

Exhibit B.3 ~ May 14, 2015

Appropriations Adjustments

Fund	5/14/2015 Adjustments	Explanation:
018 - Public School Support	\$ 10,000.00	Fundraisers/Donations
200 - Student Activity	\$ 4,800.00	New Activities/Fundraisers
551 - Limited Eng Prof	<u>\$ 3,504.88</u>	Additional ODE allocation
Total	\$ 18,304.88	

Exhibit B.4 ~ May 14, 2015

Donations to the District ***Presented for Board of Education Approval May 14, 2015***

- 1) **\$500 for supplies for community garden**
From: Jarret Feucht Memorial Fund
To: Freedom Trail Elementary School
- 2) **\$861.11 towards a digital piano for music department**
From: Indian Springs PTO
To: Indian Springs Elementary School
- 3) **\$530 visual arts grant**
From: Delaware Arts Festival
To: Liberty Tree Elementary School (Jonathan Juravich)
- 4) **\$500 each**
From: Olentangy Rotary Club
To: Hyatts Middle School
Liberty High School
- 5) **\$2,500**
From: John Howenstein (Planet Smoothie)
To: Olentangy Orange Middle School Athletics
- 6) **\$1,968.00 visual arts grant**
From: Delaware Arts Festival
To: Katie Kikta, Orange High School
- 7) **\$500 toward cost of districtwide presentation by Jim Clemente, May 12 and 13**
From: Olentangy Youth Athletic Association
To: Olentangy Local School District
- 8) **\$1,000 toward cost of districtwide presentation by Jim Clemente, May 12 and 13**
From: YMCA of Central Ohio
To: Olentangy Local School District

Exhibit C.1 ~ May 14, 2015

CERTIFIED CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Employee Name			Position	Location	Contract		
Last Name	First Name	Middle			Effective Date	Term	Salary
Buckley	Tifanie	L.	World Language	OHS/OLHS	08/10/15	1-Year	\$ 55,265.00
Coen	Cris	J.	Intervention Specialist	OA	08/10/15	1-Year	\$ 53,345.00
Dobney	Rachel	M.	Gifted Intervention Specialist Coordinator	OHS/OLHS/OOHS	08/10/15	1-Year	\$ 62,265.00
Risaliti	Laura		Integrated Language Arts	OLHS	08/10/15	1-Year	\$ 40,178.00
Swetnam	Laura	J.	Integrated Language Arts	OLHS	08/10/15	1-Year	\$ 51,042.00

Exhibit C.2 ~ May 14, 2015

CERTIFIED NEW TEACHER ACADEMY STIPEND PAID THROUGH MEMORANDUM BILLING

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Last Name	First Name	Middle
Buckley	Tifanie	L.
Coen	Cris	J.
Dobney	Rachel	M.
Risaliti	Laura	
Swetnam	Laura	J.

Exhibit C.3 ~ May 14, 2015

CERTIFIED CONTRACT RENEWALS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

1-Year Limited Contract

Bassitt, Christine L.
Boyle, Jessica L.
Dando, Tressi L.
Echelberry, Kelly A.
Fisher, Alison M.
Halpin, Olivia K.
Hamp, Karen E.
Henderson, Heather L.
Koski, Katelyn R.
Malone, Krista M.
Minneci, Katie M.
Morycz, Sarah A.
Muntean, Nicole V.
Swan, Stacy A.
Todd, Stefanie R.
Vasila, Brittni E.
Waterwash, Thomas A.
Williamson, William E.

1-Year Post-retirement Contract

Adams, Zana G.
D'Amato, Dora E.
Fritch, Bruce A.
Krammes, Stephen L.

CERTIFIED EXTENDED SERVICE CONTRACT DAYS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Employee Name	Position / Area	Location	Contract Days	Contract Salary
Wells, Eric B.	DECA/Marketing	OHS	2	\$ 612.48
Rees, Michael S.	DECA/Marketing	OLHS	2	\$ 1,080.27
Shanahan, Chrystal L.	DECA/Marketing	OOHS	2	\$ 713.58
Glew, Trevor C.	Guidance	OA	15	\$ 4,138.54
Ameen, Erin M.	Guidance	OHS	15	\$ 5,351.84
Hamilton, Whitney C.	Guidance	OHS	15	\$ 4,593.57
McKnight, Selena N.	Guidance	OHS	15	\$ 4,745.19
Naveau, Michael P.	Guidance	OHS	15	\$ 8,102.03
Roberts, Meghan B.	Guidance	OHS	15	\$ 4,441.86
Purlee, Jenna K.	Guidance	OLHS	15	\$ 5,910.57
Rafey, Angela M.	Guidance	OLHS	15	\$ 6,476.03
Sisko, Bobbie M.	Guidance	OLHS	15	\$ 4,801.46
Vallier, Brittany A.	Guidance	OLHS	15	\$ 4,441.86
Waterwash, Ron G.	Guidance	OLHS	15	\$ 7,727.76
Baumgartner, Matthew J.	Guidance	OOHS	15	\$ 4,138.54
Carder, Laura E.	Guidance	OOHS	15	\$ 5,503.54
Gunther, Stephen P.	Guidance	OOHS	15	\$ 5,545.70
Harry, Debra D.	Guidance	OOHS	15	\$ 5,874.08
Otten, Pamela L.	Guidance	OOHS	15	\$ 7,864.38
Smith, Abigail M.	Guidance	OBMS	12	\$ 3,796.15
Yochum, Dana L.	Guidance	OBMS	12	\$ 5,252.11
Davis, Latoya D.	Guidance	OHMS	12	\$ 4,883.09
Fritch, Bruce A.	Guidance	OHMS	12	\$ 4,436.56
Durell, Jason D.	Guidance	OLMS	12	\$ 4,883.09
Washington, Holly L.	Guidance	OLMS	12	\$ 5,627.35
Davis, Jayme M.	Guidance	OOMS	12	\$ 4,203.89
D'Errico, Nick D.	Guidance	OOMS	12	\$ 5,070.75
Decaminada, Gina M.	Guidance	OSMS	12	\$ 5,031.96
Magill, Jacqueline E.	Guidance	OSMS	12	\$ 3,068.17
Palmer, Christine E.	Guidance	OSMS	12	\$ 4,038.81
Maxey, Elizabeth A.	Guidance	ACES	6	\$ 1,978.12
Bucco, Katie E.	Guidance	AES	6	\$ 1,837.43
Strayer, Kathleen C.	Guidance	CES	6	\$ 2,201.42
Fry, Cassandra S.	Guidance	FTES	6	\$ 1,716.10
Bickley, James H.	Guidance	GOES	6	\$ 2,941.49
Malone, Krista M.	Guidance	HES	6	\$ 1,473.44
Litzenberg, Kristi, S.	Guidance	ISES	6	\$ 2,813.68
Cook, Sarah C.	Guidance	LTES	6	\$ 2,590.41
Hall, Amanda C.	Guidance	OCES	6	\$ 2,739.24
Sipes, Kimberly J.	Guidance	OMES	6	\$ 2,888.08
Otero, Edlyn R.	Guidance	SRES	6	\$ 2,163.89
Faber, Lisa M.	Guidance	TRES	6	\$ 3,111.34
Perry, Jaimie L.	Guidance	WCES	6	\$ 1,958.76
Gutierrez, Jamie M.	Guidance	WRES	6	\$ 2,140.74
Harrison, Kaelin E.	Library/Media	OHS	4	\$ 1,265.38
Poindexter, Leeann M.	Library/Media	OLHS	4	\$ 1,400.06
Starcher, Robyn D.	Library/Media	OOHS	4	\$ 1,716.93
Chan, Melissa B.	Library/Media	OBMS	4	\$ 1,528.48
Miller, Melanie M.	Library/Media	OHMS	4	\$ 1,444.26
Burkey, Mary E.	Library/Media	OLMS	4	\$ 2,097.17
Silwani, Kelly R.	Library/Media	OOMS	4	\$ 1,401.30

CERTIFIED EXTENDED SERVICE CONTRACT DAYS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Employee Name	Position / Area	Location	Contract Days	Contract Salary
Moffett, Pamela J.	Library/Media	OSMS	4	\$ 1,545.15
Dangel, Betty A.	Library/Media	AES	6	\$ 2,201.42
Chisek, Amy F.	Library/Media	CES	6	\$ 2,080.09
Moore, Angela J.	Library/Media	FTES	6	\$ 2,565.37
Hetterscheidt, Susan R.	Library/Media	GOES	6	\$ 2,201.42
Waltz, Elizabeth L.	Library/Media	HES	6	\$ 3,111.34
Jones, Christy B.	Library/Media	ISES	6	\$ 3,111.34
Acox, Nicole D.	Library/Media	JCES	6	\$ 2,535.37
Adelsberger, Bridget D.	Library/Media	LTES	6	\$ 2,030.04
Sattler, Michelle R.	Library/Media	OCES	6	\$ 2,507.22
Dennison, Julie M.	Library/Media	OMES	6	\$ 1,854.29
Olson, Peggy A.	Library/Media	SRES	6	\$ 2,140.74
Savage, Heather M.	Library/Media	TRES	6	\$ 2,208.91
Laughbaum, Laura J.	Library/Media	WCES	6	\$ 1,916.21
Bussard, Kara L.	Library/Media	WRES	6	\$ 3,145.75

Exhibit C.5 ~ May 14, 2015

CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING

2014-15 School Year

Recommended for Board of Education Approval on May 14, 2015

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
Extended School Year Services						
Arganbright	Dawn	M.	Instructor, OLSD	15.00	\$ 25.00	\$ 375.00
Clark	Tiffany	R.	Instructor, OLSD	9.00	\$ 25.00	\$ 225.00
Morris	Melissa	R.	Instructor, OLSD	14.00	\$ 25.00	\$ 350.00
Schwartz	Sarah	M.	Instructor, OLSD	13.00	\$ 25.00	\$ 325.00
Spahr	Brecka	M.	Instructor, OLSD	16.00	\$ 25.00	\$ 400.00
Tekaucic	Mary	A.	Instructor, OLSD	10.00	\$ 25.00	\$ 250.00
Warner	Stacy	A.	Instructor, OLSD	12.00	\$ 25.00	\$ 300.00
Home Instruction Services						
Chase	Erin	J.	Instructor, OLSD	35.00	\$ 25.00	\$ 875.00
Moore	Rachael	A.	Instructor, OLSD	30.00	\$ 25.00	\$ 750.00
Robbertz	Holly	E.	Instructor, OLSD	40.00	\$ 25.00	\$ 1,000.00
Ross	Alysse	M.	Instructor, OLSD	5.00	\$ 25.00	\$ 125.00

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Band						
Band Director	OLMS	Given, Aaron J.	5	5	\$ 3,664.00	All Year
Band Director	OOMS	Cabral-Hever, Jennifer A.	5	10	\$ 4,628.00	All Year
Building Department Chairs						
Language Arts	OBMS	Nagel, Morgan A.	7	3	\$ 2,507.00	All Year
Mathematics	OBMS	Holmberg, Monica L.	7	3	\$ 2,507.00	All Year
Science	OBMS	Callif, Holly M.	7	2	\$ 2,314.00	All Year
Social Studies	OBMS	Emrich, Justin D.	7	1	\$ 2,121.00	All Year
Special Education	OBMS	Palmer, Beth A.	7	3	\$ 2,507.00	All Year
Technology	OBMS	Tomas, Christin M.	7	9	\$ 3,664.00	All Year
Language Arts	OHMS	Brown, Julie C.	7	3	\$ 2,507.00	All Year
Mathematics	OHMS	Helline, Todd J.	7	3	\$ 2,507.00	All Year
Science	OHMS	Stried, Jessica N.	7	10	\$ 3,857.00	All Year
Social Studies	OHMS	Kern, Tami R.	7	3	\$ 2,507.00	All Year
Special Education	OHMS	Spencer, Hillary A.	7	10	\$ 3,857.00	All Year
Technology	OHMS	Meta, James R.	7	10	\$ 3,857.00	All Year
Language Arts	OLMS	Cherubino, Joseph A.	7	3	\$ 2,507.00	All Year
Mathematics	OLMS	Nichols, Lisa M.	7	5	\$ 2,892.00	All Year
Science	OLMS	Racette, Margaret E.	7	3	\$ 2,507.00	All Year
Social Studies	OLMS	Chittock, Fred J.	7	10	\$ 3,857.00	All Year
Special Education	OLMS	Buckerfield, Abby M.	7	10	\$ 3,857.00	All Year
Technology	OLMS	Long, Cynthia M.	7	10	\$ 3,857.00	All Year
Language Arts	OOMS	Bragg, Jennifer R.	7	2	\$ 2,314.00	All Year
Mathematics	OOMS	Durbin, Jamie R.	7	5	\$ 2,892.00	All Year
Science	OOMS	Syrocka, Kelly S.	7	2	\$ 2,314.00	All Year
Social Studies	OOMS	Marconi, Kristin E.	7	3	\$ 2,507.00	All Year
Special Education	OOMS	McGuinness, Jennifer L.	1/2 of 7	5	\$ 1,446.00	All Year
Special Education	OOMS	Ross, Alysse M.	1/2 of 7	2	\$ 1,157.00	All Year
Technology	OOMS	Morgan, Heather L.	7	3	\$ 2,507.00	All Year
Language Arts	OSMS	Biggam, Valerie N.	1/2 of 7	0	\$ 964.00	All Year
Language Arts	OSMS	Ross, Chelsea R.	1/2 of 7	0	\$ 964.00	All Year
Mathematics	OSMS	Luttrell, Thomas J.	7	1	\$ 2,121.00	All Year
Science	OSMS	Thomas, Jaimie A.	7	7	\$ 3,278.00	All Year
Social Studies	OSMS	Hanna, Eric O.	7	3	\$ 2,507.00	All Year
Special Education	OSMS	Moore, Rachael A.	7	0	\$ 1,928.00	All Year
Foreign Language	OHS	Thomson, Margaret O.	7	3	\$ 2,507.00	All Year
Guidance Counselor	OHS	Naveau, Michael P.	1/2 of 7	2	\$ 1,157.00	All Year
Guidance Counselor	OHS	Roberts, Meghan B.	1/2 of 7	0	\$ 964.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Lewis, Jennifer L.	1/3 of 7	1	\$ 707.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Shank, Linda S.	1/3 of 7	10	\$ 1,285.66	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Wells, Eric B.	1/3 of 7	1	\$ 707.00	All Year
Language Arts	OHS	Hartley, Jill C.	7	3	\$ 2,507.00	All Year
Mathematics	OHS	Humes, Elaine K.	7	10	\$ 3,857.00	All Year
Performing Arts	OHS	Beck, Michelle L.	1/2 of 7	3	\$ 1,253.50	All Year
Performing Arts	OHS	Brun, Ian J.	1/2 of 7	7	\$ 1,639.00	All Year
Science	OHS	Fairbanks, Nancy L.	7	3	\$ 2,507.00	All Year
Social Studies	OHS	Shaw, S. Tyler	7	1	\$ 2,121.00	All Year
Special Education	OHS	Timple, Jacqueline E.	7	6	\$ 3,085.00	All Year

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Technology	OHS	Gammill, Adam W.	1/2 of 7	1	\$ 1,060.50	All Year
Technology	OHS	Gavula, Erin R.	1/2 of 7	1	\$ 1,060.50	All Year
Visual Arts/Industrial Technology	OHS	Harman, David M.	1/2 of 7	3	\$ 1,253.50	All Year
Visual Arts/Industrial Technology	OHS	Shawberry, Teresa A.	1/2 of 7	7	\$ 1,639.00	All Year
Foreign Language	OLHS	Baehr, Lisa E.	1/2 of 7	2	\$ 1,157.00	All Year
Foreign Language	OLHS	Fejko, Stephanie A.	1/2 of 7	2	\$ 1,157.00	All Year
Guidance Counselor	OLHS	Sisko, Bobbie M.	7	2	\$ 2,314.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OLHS	Underman, Abby M.	7	2	\$ 2,314.00	All Year
Language Arts	OLHS	Moore, Christopher C.	1/2 of 7	0	\$ 964.00	All Year
Language Arts	OLHS	Overbeck, Christa W.	1/2 of 7	0	\$ 964.00	All Year
Mathematics	OLHS	Ross, Kate E.	7	5	\$ 2,892.00	All Year
Performing Arts	OLHS	O'Neal, R. Douglas	7	10	\$ 3,857.00	All Year
Science	OLHS	Johnson, Erin M.	7	1	\$ 2,121.00	All Year
Social Studies	OLHS	Lawrensen, Valerie L.	7	0	\$ 1,928.00	All Year
Special Education	OLHS	Banig, Kathryn P.	1/2 of 7	3	\$ 1,253.50	All Year
Special Education	OLHS	Kriss, Emily L.	1/2 of 7	3	\$ 1,253.50	All Year
Technology	OLHS	Hale, David G.	1/2 of 7	2	\$ 1,157.00	All Year
Technology	OLHS	Poindexter, Leeann M.	1/2 of 7	0	\$ 964.00	All Year
Visual Arts/Industrial Technology	OLHS	Heckelman, Nadene L.	7	2	\$ 2,314.00	All Year
Foreign Language	OOHS	Sink, Sonia L.	7	10	\$ 3,857.00	All Year
Guidance Counselor	OOHS	Otten, Pamela L.	7	4	\$ 2,700.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OOHS	Frye, Ginger D.	1/2 of 7	6	\$ 1,542.50	All Year
Health/Physical Education/ Business/Family/Consumer Science	OOHS	Wade, Claudia A.	1/2 of 7	10	\$ 1,928.50	All Year
Language Arts	OOHS	Vescelius, Andrea L.	7	7	\$ 3,278.00	All Year
Mathematics	OOHS	Burcham, Joanna C.	7	9	\$ 3,664.00	All Year
Performing Arts	OOHS	Brooks, Cheryl E.	7	5	\$ 2,892.00	All Year
Science	OOHS	Didio, Louis J.	7	0	\$ 1,928.00	All Year
Social Studies	OOHS	Jordan, John R.	7	6	\$ 3,085.00	All Year
Special Education	OOHS	Lower, Marcia S.	7	5	\$ 2,892.00	All Year
Technology	OOHS	Guse, Kevin R.	7	5	\$ 2,892.00	All Year
Visual Arts/Industrial Technology	OOHS	Schmidt, Rory J.	7	10	\$ 3,857.00	All Year
Building Leadership Teams						
Building Leadership Team	ACES	Buckner, Amber S.	7	2	\$ 2,314.00	All Year
Building Leadership Team	ACES	Huskey, Susan E.	7	8	\$ 3,471.00	All Year
Building Leadership Team	ACES	Saksa, Allison A.	7	4	\$ 2,700.00	All Year
Building Leadership Team	ACES	Scaltreto, Erin D.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	ACES	LeGros, Jacob J.	7	0	\$ 1,928.00	All Year
Building Leadership Team	AES	Boone, Erica L.	7	0	\$ 1,928.00	All Year
Building Leadership Team	AES	Dodson, Jennifer N.	7	0	\$ 1,928.00	All Year
Building Leadership Team	AES	Shondell, Bethany A.	7	3	\$ 2,507.00	All Year
Building Leadership Team	AES	Walsh, Cara V.	7	3	\$ 2,507.00	All Year
Instruction Technology Department Chair	AES	Dangel, Betty A.	7	0	\$ 1,928.00	All Year
Building Leadership Team	CES	Casto, Katherine J.	7	1	\$ 2,121.00	All Year
Building Leadership Team	CES	Hausman, Lauren A.	7	3	\$ 2,507.00	All Year
Building Leadership Team	CES	Strayer, Kathleen C.	7	2	\$ 2,314.00	All Year
Building Leadership Team	CES	Taglione, Regina K.	7	3	\$ 2,507.00	All Year
Building Leadership Team	CES	Waters, William E.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	CES	Miracle, Aileen N.	7	0	\$ 1,928.00	All Year

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Building Leadership Team	FTES	Bass, Franchesca E.	7	3	\$ 2,507.00	All Year
Building Leadership Team	FTES	Gillman, Desiree L.	7	2	\$ 2,314.00	All Year
Building Leadership Team	FTES	Raiff, Catherine A.	7	3	\$ 2,507.00	All Year
Building Leadership Team	FTES	Vogel, Angela R.	7	3	\$ 2,507.00	All Year
Instruction Technology Department Chair	FTES	Laughlin, Donna M.	7	0	\$ 1,928.00	All Year
Building Leadership Team	GOES	Beals, Carrie S.	7	0	\$ 1,928.00	All Year
Building Leadership Team	GOES	King, Michelle E.	7	0	\$ 1,928.00	All Year
Building Leadership Team	GOES	Petersen, Jill E.	7	1	\$ 2,121.00	All Year
Building Leadership Team	GOES	Rohrer, Brent R.	7	1	\$ 2,121.00	All Year
Building Leadership Team	GOES	Schroeder, Courtney M.	7	2	\$ 2,314.00	All Year
Instruction Technology Department Chair	GOES	Hettterscheit, Susan R.	7	0	\$ 1,928.00	All Year
Building Leadership Team	HES	Halsey, Amy J.	7	0	\$ 1,928.00	All Year
Building Leadership Team	HES	Honigford, Amy M.	7	0	\$ 1,928.00	All Year
Building Leadership Team	HES	Janakievski, Natalia M.	7	1	\$ 2,121.00	All Year
Building Leadership Team	HES	Livelsberger, Jessica M.	7	2	\$ 2,314.00	All Year
Building Leadership Team	HES	Murdock, Karrie J.	7	9	\$ 3,664.00	All Year
Instruction Technology Department Chair	HES	Carlson, Alicia N.	1/2 of 7	0	\$ 964.00	All Year
Instruction Technology Department Chair	HES	Schwamburger, Heather W.	1/2 of 7	0	\$ 964.00	All Year
Building Leadership Team	ISES	Deck, Ashley J.	7	1	\$ 2,121.00	All Year
Building Leadership Team	ISES	Greisberger, Lauren L.	7	3	\$ 2,507.00	All Year
Building Leadership Team	ISES	Hoover, Alissa A.	7	3	\$ 2,507.00	All Year
Building Leadership Team	ISES	Maurer, Whitney D.	7	0	\$ 1,928.00	All Year
Building Leadership Team	ISES	Rogers, Lindsey L.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	ISES	Jones, Christy B.	7	0	\$ 1,928.00	All Year
Building Leadership Team	JCES	Baker, Emily F.	7	3	\$ 2,507.00	All Year
Building Leadership Team	JCES	Crisp, Amy L.	7	3	\$ 2,507.00	All Year
Building Leadership Team	JCES	Deacon, Susan A.	7	6	\$ 3,085.00	All Year
Building Leadership Team	JCES	Winand, Karen S.	7	9	\$ 3,664.00	All Year
Building Leadership Team	JCES	Zercher, Amanda G.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	JCES	Rodriguez, Tammy E.	7	0	\$ 1,928.00	All Year
Building Leadership Team	LTES	Hilsher, Aimee M.	7	2	\$ 2,314.00	All Year
Building Leadership Team	LTES	Juravich, Jonathan D.	7	3	\$ 2,507.00	All Year
Building Leadership Team	LTES	Kleinhenz, Kelly A.	7	4	\$ 2,700.00	All Year
Building Leadership Team	LTES	Pederson, Ashley E.	7	0	\$ 1,928.00	All Year
Building Leadership Team	LTES	Smith, Lindsay E.	7	5	\$ 2,892.00	All Year
Instruction Technology Department Chair	LTES	Adelsberger, Bridget D.	1/2 of 7	0	\$ 964.00	All Year
Instruction Technology Department Chair	LTES	Vedder, Kimberlee A.	1/2 of 7	0	\$ 964.00	All Year
Building Leadership Team	OCES	Adair, Elizabeth J.	7	7	\$ 3,278.00	All Year
Building Leadership Team	OCES	Jacobsen, Roy D.	7	10	\$ 3,857.00	All Year
Building Leadership Team	OCES	Sekula, Natalie A.	7	0	\$ 1,928.00	All Year
Building Leadership Team	OCES	Sherman, Kevin M.	7	5	\$ 2,892.00	All Year
Building Leadership Team	OCES	Spahr, Brecka M.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	OCES	Bice, Emily J.	1/2 of 7	0	\$ 964.00	All Year
Instruction Technology Department Chair	OCES	Thompson, Ramona L.	1/2 of 7	0	\$ 964.00	All Year
Building Leadership Team	OMES	Dunham, Hilary A.	7	6	\$ 3,085.00	All Year
Building Leadership Team	OMES	Gallo, Jaime P.	7	2	\$ 2,314.00	All Year
Building Leadership Team	OMES	Rindler, Cara R.	7	3	\$ 2,507.00	All Year
Building Leadership Team	OMES	Small, Ashley N.	7	0	\$ 1,928.00	All Year
Building Leadership Team	OMES	Wypasek, Lynn E.	7	1	\$ 2,121.00	All Year
Instruction Technology Department Chair	OMES	Pulfer, Kevin W.	7	0	\$ 1,928.00	All Year
Building Leadership Team	SRES	Butte, Emily D.	7	3	\$ 2,507.00	All Year

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Building Leadership Team	SRES	Giangardella, Susan L.	7	0	\$ 1,928.00	All Year
Building Leadership Team	SRES	Karr, Sarah R.	7	3	\$ 2,507.00	All Year
Building Leadership Team	SRES	Mentel, Joan C.	7	0	\$ 1,928.00	All Year
Building Leadership Team	SRES	Richardson, Kristyn L.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	SRES	McNaughton, Hallie M.	7	0	\$ 1,928.00	All Year
Instruction Technology Department Chair	TRES	Stull, Ryan E.	7	0	\$ 1,928.00	All Year
Building Leadership Team	WCES	Dutiel, Valerie M.	7	1	\$ 2,121.00	All Year
Building Leadership Team	WCES	Finefrock, Lori A.	7	1	\$ 2,121.00	All Year
Building Leadership Team	WCES	Hoffman, Lori E.	7	6	\$ 3,085.00	All Year
Building Leadership Team	WCES	McDonough, Julie L.	7	7	\$ 3,278.00	All Year
Building Leadership Team	WCES	McKenna, Diane M.	7	1	\$ 2,121.00	All Year
Instruction Technology Department Chair	WCES	Laughbaum, Laura J.	7	0	\$ 1,928.00	All Year
Building Leadership Team	WRES	Heironimus, Stephanie M.	7	0	\$ 1,928.00	All Year
Building Leadership Team	WRES	Mathews, Emily M.	7	0	\$ 1,928.00	All Year
Building Leadership Team	WRES	Payne, Jill E.	7	0	\$ 1,928.00	All Year
Building Leadership Team	WRES	Scott, Tara L.	7	3	\$ 2,507.00	All Year
Building Leadership Team	WRES	Smith, Kathleen J.	7	6	\$ 3,085.00	All Year
Instruction Technology Department Chair	WRES	Mickens, Shawn J.	7	0	\$ 1,928.00	All Year
District Department Chairs						
Diversity (K-12)	CO	Cole, Heather L.	7	3	\$ 2,507.00	All Year
Foreign Language (6-8)	OHMS	Jackson, Angie M.	1/2 of 7	8	\$ 1,735.50	All Year
Foreign Language (6-8)	OSMS	Ralph, Ashlee M.	1/2 of 7	8	\$ 1,735.50	All Year
Gifted (K-8)	TRES	Dittman, Rebecca S.	7	4	\$ 2,700.00	All Year
Guidance (K-5)	CES	Strayer, Kathleen C.	7	2	\$ 2,314.00	All Year
Guidance (6-8)	OLMS	Durell, Jason D.	7	3	\$ 2,507.00	All Year
Health/Physical Education (6-8)	OSMS	Gast, Katy A.	7	2	\$ 2,314.00	All Year
Media (K-12)	WRES	Bussard, Kara L.	1/3 of 7	4	\$ 900.00	All Year
Media (K-12)	OHMS	Miller, Melanie M.	1/3 of 7	3	\$ 835.66	All Year
Media (K-12)	HES	Waltz, Elizabeth L.	1/3 of 7	7	\$ 1,092.66	All Year
Performing Arts (K-5)	CES	Miracle, Aileen N.	1/2 of 7	3	\$ 1,253.50	All Year
Performing Arts (K-5)	LTES	Walls, Lori M.	1/2 of 7	7	\$ 1,639.00	All Year
Performing Arts (6-8)	OBMS	Kelley, Jessica G.	1/2 of 7	2	\$ 1,157.00	All Year
Performing Arts (6-8)	OSMS	Young, Meagan A.	1/2 of 7	2	\$ 1,157.00	All Year
Physical Education (K-5)	ISES	Gnagy, Greta K.	1/2 of 7	9	\$ 1,832.00	All Year
Physical Education (K-5)	ISES	Riebold, Kirsti J.	1/2 of 7	0	\$ 964.00	All Year
Special Education (K-5)	SRES	Davis, Molly K.	1/3 of 7	10	\$ 1,285.66	All Year
Special Education (K-5)	FTES	Hall, Rebecca D.	1/3 of 7	6	\$ 1,028.33	All Year
Special Education (K-5)	JCES	Schumacher, Andrea N.	1/3 of 7	3	\$ 835.66	All Year
Visual Arts (K-5)	LTES	Juravich, Jonathan D.	1/2 of 7	3	\$ 1,253.50	All Year
Visual Arts (K-5)	WRES	Stake, Jan K.	1/2 of 7	7	\$ 1,639.00	All Year
Visual Arts (6-8)	OLMS	Kardas, Rebecca O.	7	10	\$ 3,857.00	All Year
Diversity Liason						
Diversity Liaison	ACES	Nye, Mollie B.	7	2	\$ 2,314.00	All Year
Diversity Liaison	AES	Ailiff, Connie J.	1/2 of 7	2	\$ 1,157.00	All Year
Diversity Liaison	AES	Walker, Kristin A.	1/2 of 7	0	\$ 964.00	All Year
Diversity Liaison	CES	Thomas, Mikela R.	7	2	\$ 2,314.00	All Year
Diversity Liaison	FTES	Agronoff, Cheryl L.	7	2	\$ 2,314.00	All Year
Diversity Liaison	HES	Mickens, Shannon M.	7	0	\$ 1,928.00	All Year
Diversity Liaison	ISES	Barboza, Carolyn M.	1/2 of 7	0	\$ 964.00	All Year
Diversity Liaison	ISES	Garcia, Renee N.	1/2 of 7	1	\$ 1,060.50	All Year
Diversity Liaison	JCES	Conaway, Melanie L.	7	2	\$ 2,314.00	All Year

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Diversity Liaison	LTES	Charley, Laurie A.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OCES	Simpson, Laura G.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OMES	Cunningham, Bethany M.	1/2 of 7	1	\$ 1,060.50	All Year
Diversity Liaison	OMES	Amy Lewis M.	1/2 of 7	0	\$ 964.00	All Year
Diversity Liaison	SRES	Dahman, Amalee C.	7	2	\$ 2,314.00	All Year
Diversity Liaison	WCES	Shaver, Katie D.	7	1	\$ 2,121.00	All Year
Diversity Liaison	WRES	Anderson, Angela M.	1/2 of 7	2	\$ 1,157.00	All Year
Diversity Liaison	WRES	Gutierrez, Jamie M.	1/2 of 7	1	\$ 1,060.50	All Year
Diversity Liaison	OLMS	Tate, Elisabeth A.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OOMS	Barkhurst, Brian M.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OSMS	Foster, Kimberly A.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OHS	Zettler, Sarah B.	7	2	\$ 2,314.00	All Year
Diversity Liaison	OLHS	Lawrensen, Valerie L.	7	2	\$ 2,314.00	All Year
Drama						
Drama Club Advisor	OLMS	Cherubino, Joseph A.	10	10	\$ 1,157.00	All Year
French Club						
French Club Advisor	OHS	Lammers, Pascale	1/2 of 11	3	\$ 250.50	All Year
Freshman Mentor						
Freshman Mentor	OHS	Lewis, Jennifer L.	1/4 of 4	3	\$ 916.00	All Year
Freshman Mentor	OHS	Middleton, Kathleen M.	1/4 of 4	3	\$ 916.00	All Year
Freshman Mentor	OHS	Williams, Mia A.	1/4 of 4	10	\$ 1,253.50	All Year
German Club						
German Club Advisor	OHS	Krammes, Stephen L.	11	10	\$ 771.00	All Year
In the Know Advisor						
In the Know Advisor	OHS	Lammers, Pascale	1/2 of 8	0	\$ 771.50	All Year
In the Know Advisor	OHS	Poston, Amy M.	1/2 of 8	4	\$ 964.00	All Year
Math Counts						
Math Counts Advisor ¹	OLMS	Vagnier, Carolyn G.	10	1	\$ 810.00	All Year
Math Counts Advisor ¹	OOMS	Callaghan, Philip D.	10	1	\$ 810.00	All Year
Math Counts Advisor ¹	OSMS	Savage, Adam M.	1/2 of 10	1	\$ 405.00	All Year
Math Counts Advisor ¹	OSMS	Wisniewski, Sarah B.	1/2 of 10	1	\$ 405.00	All Year
Music						
Strings/Orchestra Director	OLMS	Bartelt, Tiffany S.	8	4	\$ 1,928.00	All Year
Strings/Orchestra Director	OOMS	Cornett, Lori L.	8	10	\$ 2,507.00	All Year
Vocal Music Director	OLMS	Ruff, Amy R.	5	10	\$ 4,628.00	All Year
Vocal Music Director	OOMS	Testa, Nina A.	5	3	\$ 3,278.00	All Year
National Honor Society						
National Honor Society Advisor	OHS	Thomson, Margaret O.	11	4	\$ 540.00	All Year
School Newspaper						
School Newspaper Advisor	OHS	Roads, Jessica E.	10	7	\$ 1,041.00	All Year
Senior Class Advisor						
Senior Class Advisor	OHS	Centa, Erin C.	1/2 of 9	6	\$ 867.50	All Year
Senior Class Advisor	OHS	Hamilton, Whitney C.	1/2 of 9	6	\$ 867.50	All Year
Spanish Club						
Spanish Club Advisor	OHS	Williams, Mia A.	11	3	\$ 501.00	All Year
Student Council						
Student Council Advisor	OLMS	Asbury, Veronica L.	1/2 of 11	3	\$ 250.50	All Year
Student Council Advisor	OLMS	Greenwell, Mallory J.	1/2 of 11	2	\$ 231.50	All Year
Student Council Advisor	OOMS	Williams, Melanie J.	11	6	\$ 617.00	All Year
Washington, DC - 8th Grade Trip						
Washington, DC Coordinator	OLMS	Cherubino, Joseph A.	7	1	\$ 2,121.00	All Year

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Washington, DC Coordinator	OOMS	Green, David L.	2/3 of 7	3	\$ 1,671.34	All Year
Yearbook						
Yearbook Advisor	OHS	Roads, Jessica E.	6	6	\$ 3,471.00	All Year
Yearbook Advisor	OOMS	Snivley, Christine M.	11	1	\$ 424.00	All Year
Cheerleading						
Head Cheerleading Coach	OOHS	Axelrod, Samantha M.	5	0	\$ 2,700.00	Fall
8th Grade Cheerleading Coach	OBMS	Hoehn, Amanda N.	3/4 of 9	4	\$ 1,157.25	Fall
7th Grade Cheerleading Coach	OBMS	Hoehn, Amanda N.	3/4 of 9	4	\$ 1,157.25	Fall
8th Grade Cheerleading Advisor	OHMS	Hull, Jennifer B.	9	3	\$ 1,446.00	Fall
Football						
Head Football Coach	OOHS	Schroeder, Stephen Z.	1	10	\$ 6,942.00	Fall
Asst Football Coach	OOHS	Berndt, Matthew A.	3	9	\$ 5,592.00	Fall
8th Grade Football Coach	OBMS	Evancho, Stephen T.	6	1	\$ 2,507.00	Fall
8th Grade Asst Football Coach	OBMS	Pauff, Franklin P.	7	5	\$ 2,892.00	Fall
7th Grade Head Football Coach	OBMS	Williamson, William E.	6	5	\$ 3,278.00	Fall
7th Grade Asst Football Coach	OBMS	Dills, Scott R.	7	3	\$ 2,507.00	Fall
7th Grade Football Coach	OHMS	Rose, Mark S.	6	4	\$ 3,085.00	Fall
7th Grade Football Coach	OOMS	Sansbury, Christopher M.	6	4	\$ 3,085.00	Fall
Golf						
Boys Head Golf Coach	OLHS	Snivley, Ryan R.	4	10	\$ 5,014.00	Fall
Girls JV Golf Coach	OLHS	Helline, Todd J.	5	5	\$ 3,664.00	Fall
Boys JV Golf Coach	OOHS	Fraley, Andrew J.	5	1	\$ 2,892.00	Fall
Golf Coach	OBMS	Moss, Jacob A.	6	2	\$ 2,700.00	Fall
Golf Coach	OOMS	Farmer, William E.	6	0	\$ 2,314.00	Fall
Soccer						
Boys Asst Soccer Coach	OOHS	Colotto, Camilo J.	4	7	\$ 4,435.00	Fall
Girls Head Soccer Coach	OHS	Kirsten, Megan E.	2	3	\$ 5,206.00	Fall
Girls Head Soccer Coach	OOHS	Daugherty, James R.	2	10	\$ 6,556.00	Fall
Volleyball						
Head Volleyball Coach	OHS	Mimna, Michelle L.	2	10	\$ 6,556.00	Fall
8th Grade Volleyball Coach	OHMS	Burggraf, Jennifer M.	6	6	\$ 3,471.00	Fall
7th Grade Volleyball Coach	OHMS	Ortman, Kristen M.	6	7	\$ 3,664.00	Fall
8th Grade Volleyball Coach	OOMS	Beckstedt, Lana A.	6	2	\$ 2,700.00	Fall
7th Grade Volleyball Coach	OOMS	Snoke, Elizabeth A.	6	3	\$ 2,892.00	Fall
Washington, DC - 8th Grade Trip						
Washington, DC Trip - Chaperone	OBMS	Bickley, Jennifer C.	11	6	\$ 617.00	Fall
Washington, DC Trip - Chaperone	OBMS	Callif, Holly M.	11	1	\$ 424.00	Fall
Washington, DC Trip - Chaperone	OBMS	Dible, Justin T.	11	1	\$ 424.00	Fall
Washington, DC Trip - Chaperone	OBMS	Evancho, Stephen T.	11	0	\$ 386.00	Fall
Washington, DC Trip - Chaperone	OBMS	Good, Joy R.	11	5	\$ 578.00	Fall
Washington, DC Trip - Chaperone	OBMS	Pauff, Franklin P.	11	3	\$ 501.00	Fall
Washington, DC Trip - Chaperone	OBMS	Schreiber, Adam C.	11	1	\$ 424.00	Fall
Washington, DC Trip - Chaperone	OBMS	Tullis, Jenna L.	11	0	\$ 386.00	Fall
Washington, DC Trip - Chaperone	OBMS	Ubry, Catherine E.	11	0	\$ 386.00	Fall
Washington, DC Trip - Chaperone	OBMS	Ward, Meredith D.	11	1	\$ 424.00	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Beabout, Bree L.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Dill, Scott R.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Febus, Lisa K.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Mellen, Justin M.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Milligan, Heather	N/A	N/A	\$ -	Fall

SUPPLEMENTAL CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Supplemental Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Washington, DC Trip - Chaperone Volunteer	OBMS	Preston, Laurie J.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Tomas, Christin M.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Tressel, Mark D.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Wheeler, Madonna L.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Whiteside, Jeffrey L.	N/A	N/A	\$ -	Fall
Washington, DC Trip - Chaperone Volunteer	OBMS	Yochum, Dana L.	N/A	N/A	\$ -	Fall
Cheerleading						
Head Cheerleading Coach	OOHS	Axelrod, Samantha M.	5	0	\$ 2,700.00	Winter
8th Grade Cheerleading Advisor	OHMS	Hull, Jennifer B.	9	3	\$ 1,446.00	Winter
Swimming						
Boys Swimming Coach	OHS	Berry, Denise K.	3/4 of 2	10	\$ 4,917.00	Winter
Girls Swimming Coach	OHS	Berry, Denise K.	3/4 of 2	10	\$ 4,917.00	Winter
Science Fair						
Science Fair Advisor	OLMS	Gilliam, Kelly C.	10	1	\$ 810.00	Spring
Spelling Bee						
Spelling Bee Advisor	OOMS	Bragg, Renea J.	1/2 of 11	3	\$ 250.50	Spring
Spelling Bee Advisor	OOMS	Hire, Jenna M.	1/2 of 11	3	\$ 250.50	Spring

¹Math Counts Advisor - approved by the Board of Education on 01/08/2015

²High School Diversity Liaison - approved by the Board of Education on 02/25/2013

³Middle School Diversity Liaison - approved by the Board of Education on 02/25/2013

⁴Elementary School Diversity Liaison - approved by the Board of Education on 02/25/2013

⁵Elementary Instruction Technology (K-5) Department Chair - approved by the Board of Education on 01/08/2015

⁶Gifted (K-8) District Department Chair - approved by the Board of Education on 05/23/2013; approved to move from Group 9 to 7 on 06/26/2014

Exhibit C.7 ~ May 14, 2015

PUPIL ACTIVITY SUPERVISOR CONTRACTS

2015-16 School Year

Recommended for Board of Education Approval on May 14, 2015

Pupil Activity Supervisor Contracts 2015-16						
Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Drama						
Drama Director	OOMS	Reza, Amy E.	10	2	\$ 848.00	All Year
Washington, DC - 8th Grade Trip						
Washington, DC Coordinator	OOMS	Rambo, Lisa	1/3 of 7	3	\$ 835.67	All Year
Yearbook						
Yearbook Advisor	OLMS	Fenneman, Nancy J.	11	7	\$ 656.00	All Year
Cheerleading						
8th Grade Cheerleading Coach	OOMS	Keeler, Kristen L.	9	1	\$ 1,253.00	Fall
7th Grade Cheerleading Coach	OOMS	Starcher, Ayla J.	9	1	\$ 1,253.00	Fall
Field Hockey						
Head Field Hockey Coach	OHS	Brehm, Elizabeth R.	4	1	\$ 3,278.00	Fall
Head Field Hockey Coach	OLHS	Flannery, Marrienne B.	4	8	\$ 4,628.00	Fall
Head Field Hockey Coach	OOHS	Karousis, Anna K.	4	1	\$ 3,278.00	Fall
Asst Field Hockey Coach	OOHS	Karousis, Sarantis S.	6	1	\$ 2,507.00	Fall
Football						
Football - Volunteer	OOHS	Lubera, Ethan	N/A	N/A	\$ -	Fall
8th Grade Head Football Coach	OOMS	Snowden, Cole G.	6	1	\$ 2,507.00	Fall
Golf						
Girls JV Golf Coach	OOHS	Cross, Karen L.	5	3	\$ 3,278.00	Fall
Soccer						
Boys Head Soccer Coach	OLHS	Collins, Richard A.	2	10	\$ 6,556.00	Fall
Boys Asst Soccer Coach	OLHS	Vazquez, Brendan F.	4	2	\$ 3,471.00	Fall
Boys Soccer - Volunteer	OLHS	Hrusovsky, Nathaniel J.	N/A	N/A	\$ -	Fall
Boys Head Soccer Coach	OOHS	Bryant, Scott A.	2	10	\$ 6,556.00	Fall
Boys Asst Soccer Coach	OOHS	Arefi, Mirbehzad	4	2	\$ 3,471.00	Fall
Boys Asst Soccer Coach	OOHS	Bayer, Jason E.	4	10	\$ 5,014.00	Fall
Girls Asst Soccer Coach	OHS	Coddington, Brianna N.	4	2	\$ 3,471.00	Fall
Tennis						
Head Tennis Coach	OHS	Luxenburger, Jeffrey D.	4	5	\$ 4,049.00	Fall
Volleyball						
Freshman Volleyball Coach	OHS	Irwin, Morgan E.	5	1	\$ 2,892.00	Fall
8th Grade Volleyball Coach	OBMS	Willis, Kristy	6	1	\$ 2,507.00	Fall
Wrestling						
Head Wrestling Coach	OHS	Lyberger, Dennis R.	2	10	\$ 6,556.00	Winter
Spelling Bee						
Spelling Bee Advisor	OLMS	Fraser, Diane H.	11	4	\$ 540.00	Spring

OLENTANGY LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION

May 14, 2015

WHEREAS, Nicole LeMire-Hecker (“Ms. LeMire”) currently is employed by the Olentangy Local School District Board of Education as a teacher; and

WHEREAS, the Board believes a teacher must maintain a position of trust as a positive role model for students, and thereby be responsible for presenting healthy life styles and attitudes and credibly assert authority to enforce provisions of the District’s student handbooks and other Board policies; and

WHEREAS, the Board believes a teacher properly can be held to a standard of behavior consistent with the teacher’s responsibilities as a positive role model for students; and

WHEREAS, the Board believes Ms. LeMire’s misconduct, as alleged hereinbelow, is wholly contrary to her responsibilities, duties and obligations as a teacher; and

WHEREAS, the Superintendent and his designee have recommended that the Board initiate termination proceedings against Ms. LeMire for her misconduct, as alleged hereinbelow, and has further recommended that she be suspended without pay or benefits pending the resolution of such proceedings; and

WHEREAS, the Board agrees with the aforesaid recommendations; and

WHEREAS, Ms. LeMire was informed of the charges against her, as alleged hereinbelow, was afforded an opportunity to respond to these charges, and attended a meeting with her attorney and an Ohio Education Association representative to respond to the charges on May 6, 2015;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 3319.16 of the Ohio Revised Code, that the Olentangy Local School District Board of Education intends to consider the termination of Nicole LeMire’s contracts of employment for good and just cause. The grounds for such consideration, each of which is asserted by paragraph below and each of which is asserted independent of, and/or in combination with, some or all of the other grounds enumerated, are:

1. Ms. LeMire exercised poor professional judgment when she disciplined a student in an inappropriate and/or unprofessional manner. On April 14, 2015, Ms. LeMire asked students in her classroom to take turns saying how the student (“Student A”) had acted badly, violated rules or insulted them, and/or why Student A was annoying or had no friends. Ms. LeMire required Student A to listen to classmates’ complaints and refused to allow him to respond or defend himself against potentially embellished complaints. Instead, she told Student A that he would lose a recess privilege each time he attempted to respond or defend himself, and Ms. LeMire kept a written tally sheet of the number of recesses that he lost.
2. Ms. LeMire admittedly engaged in the incident stated in paragraph #1 and incorporated herein. After Student A’s parent reported Ms. LeMire’s incident to her supervisor(s), on April 15, 2015, Assistant Principal Pamela Bridges asked Ms. LeMire about the incident. In

response, she admitted to this incident and blamed Student A because of his behavior. Ms. LeMire also admitted that Student A cried during this incident.

3. Ms. LeMire again exercised poor professional judgment when she attempted to resolve the first incident. On April 15, 2015, Ms. LeMire held a class meeting to discuss the incident stated in paragraph #1 and incorporated herein. During this meeting, students were crying, and one student left the room crying and looking for a guidance counselor. Upon entering Ms. LeMire's classroom, Assistant Principal Bridges had to stop the meeting, direct her to resume instruction and ask her students to see Ms. Bridges if they still had concerns.
4. Ms. LeMire again displayed poor professional judgment when she made an unauthorized disclosure of confidential student information. After the incident stated in paragraph #1 and incorporated herein, Ms. LeMire had two conversations with a latchkey employee about Student A's behavior. Ms. LeMire breached confidentiality by disclosing this information to a person who is not a Board employee. Ms. LeMire also admitted to Assistant Principal Bridges that she made these unauthorized disclosures and/or told Ms. Bridges that she could not understand why her conduct was a problem.
5. Ms. LeMire has displayed a repeated and persistent pattern of exercising poor professional judgment. Ms. LeMire engaged in the conduct stated in paragraphs #1, 2, 3 and/or 4, and incorporated herein, even though she received an Unpaid Suspension for ten (10) days dated December 23, 2014, and an Unpaid Suspension for two (2) days dated June 10, 2014, which both were due to missed deadlines and a lack of and/or poor communication. Ms. LeMire also received a Written Reprimand dated April 11, 2014 for poor communication and a Written Reprimand dated November 11, 2013 for leaving her class unattended. These incidents reflect poor judgment and Ms. LeMire's December 23, 2014 suspension notice specifically stated if she "engage[d] in any further unprofessional or unethical behavior, violate Olentangy Board policy or do not follow an administrative directive, you will face disciplinary action up to and/or including termination."

BE IT FURTHER RESOLVED that, in the Board's judgment, the character of the aforesaid charges warrants Ms. LeMire's suspension without pay or benefits pending final action to terminate her contracts, and Ms. LeMire hereby is suspended, without pay or benefits, effective May 15, 2015;

BE IT FURTHER RESOLVED that the Board intends to proceed with formal action to terminate Ms. LeMire's contracts of employment, unless within ten days after receipt of the notice from the Treasurer of the District of this resolution, Ms. LeMire files with the Treasurer a written demand for a hearing before the Board or before a referee, in which case the procedures appearing in Sections 3319.16 and 3319.161 of the Ohio Revised Code will be observed;

BE IT FURTHER RESOLVED that the Treasurer is authorized and directed promptly to furnish Ms. LeMire a written notice, signed by the Treasurer, of the Board's intention to consider the termination of her contracts of employment with a full specification of the grounds for such consideration.

Exhibit C.9 ~ May 14, 2015**CLASSIFIED ADDITIONAL CONTRACT DAYS****2014-15 and 2015-16 School Year***Recommended for Board of Education Approval on May 14, 2015*

June (for closing the 2014-15 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Office Aides	2 days
July and August (for opening the 2015-16 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Athletic/Guidance Aides	10 days

Exhibit C.10 ~ May 14, 2015

CLASSIFIED SUBSTITUTE LIST

2014-15 School Year

Recommended for Board of Education Approval on May 14, 2015

Arlinghaus, Nick	James, Lori
Christensen, John	Johnson, Jason
Conerby, Michelle	Kletrovetz, Cheryl
Curtis, Jessa	Kreutzer, Andrew
Duff, Noah	Meade, Bryce
Fletcher, Wendy	Metcalf, Teresa
Gilliam, Jarrod	Ross, Tom
Gilliam, Kyle	Wallace, Colleen
Glason, Cheryl	Wright, Gloria
Heilman, Bryce	



OLENTANGY | LOCAL SCHOOLS

2015-16 ELEMENTARY STUDENT HANDBOOK EXHIBIT



Last adoption date: April 10, 2014

Revised 10/23/14/ja

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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.oletangy.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

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 communication department's page on the~~ district website.
- **Social Media:** www.facebook.com/olentangylocalschools and @olentangySD 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.

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 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.

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.
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.
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 exists 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 are:

- 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.

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 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.

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.

SPECIAL ABSENCE: ALTERNATE LEARNING EXPERIENCE (ALE)

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. Alternate Learning Experience absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE 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.

Upon receiving an ALE request, the building administrator will do one of the following:

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

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 could cause the student to fail the nine-week grading period.

An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return.

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. 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; and
3. Demonstrate satisfactory attendance history.

An ALE will not be approved for applications submitted after the experience, if there are academic concerns, or experiences that fall within district testing windows. An ALE may be denied at the discretion of the building principal when multiple ALEs are 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.

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.

~~In physical education, students can earn the following marks for motor skills~~

- ~~———— Advanced – Consistently meeting grade level expectations and beyond.~~
- ~~———— Proficient – Consistently meeting grade level expectations.~~
- ~~———— Limited – Moving towards grade level expectations.~~

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

4	Consistently	2	Sometimes
3	Usually	1	Rarely

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.

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.

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.

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/>.

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.

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.

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.

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.

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.

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 cabinet 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 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, ~~height, weight, posture and blood pressure~~. 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.

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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

~~Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.~~

~~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 and/or Bullying-** Students or group of students shall not harass and/or bully other student(s),

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. (Refer to Hazing, Harassment, Intimidation, and Bullying 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

- 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. ~~(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 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

Hazing, harassment, intimidation or bullying 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.

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 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/ cyberbullying 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.

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 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.

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 exists 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.

~~The following rules must be followed in detention:~~

- ~~1. No talking or moving from assigned seat.~~
- ~~2. No headphones or radios~~
- ~~3. Students need to bring schoolwork or reading material~~
- ~~4. No sleeping~~

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 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 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

- 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.
- 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 ~~locked in a cabinet~~ 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. CONSEQUENCES

~~a) Possession, use or application of any mood-altering chemical, as defined above:~~

~~i. First Offense:~~

- ~~(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) Parent/guardian (hereafter referred to as parent) will be notified immediately and the student may be removed from classes or the school event for the remainder of the day.~~
- ~~(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.~~
- ~~(d) Parents will meet with the principal or the principal's designee that day, if possible.~~
- ~~(e) The student shall be assigned: Ten days out of school suspension. The principal may waive five of the ten days Out of School Suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and notifies the principal or the principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments 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 or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or the principal's designee. It is the responsibility of the student and parents to keep the principal or the principal's designee apprised of the student's progress throughout this entire process.~~
- ~~ii. Second and Subsequent 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 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. School officials may file charges in the appropriate court.~~
 - ~~(d) Parents will consult with the principal or the principal's designee.~~
 - ~~(e) The principal will suspend the student for not more than ten days.~~
 - ~~(f) The principal will recommend expulsion.~~
- ~~b) Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.~~
 - ~~i. First Offense and Subsequent Offenses:~~
 - ~~(a) Will follow the process described in Second and Subsequent Offenses and receive a ten-day suspension with a recommendation for expulsion.~~

11. 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.

12. TOBACCO

~~a) Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products:~~

~~i. First Offense: The student shall be assigned two Wednesday/Saturday Schools.~~

~~ii. Second Offense: The student shall be assigned three days of In-School Detention.~~

~~iii. Third and Subsequent Offenses: The student shall be assigned five days Out of School Suspension.~~

~~b) Provided that the student, within five days, provides verification of enrollment in an out of school tobacco education/cessation program approved by the principal or principal's designee, the principal or principal's designee may reduce the above mentioned discipline as follows:~~

~~i. Two Saturday Schools reduced to one;~~

~~ii. Three days of In-School Detention reduced to two; or~~

~~iii. Five days Out of School Suspension reduced to three days In-School Detention~~

~~In all cases, parents must sign a release of information to the principal or principal's designee so that the student's progress in the program can be monitored and written verification of completion must be given to the principal or principal's designee. The student must complete the education/cessation program or receive the original disciplinary consequence.~~

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 who has a seizure disorder, ~~or~~ those that serve as service animals as required by Federal and State law, ~~or those that conduct random searches for illegal substances.~~

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 statement of your child's fees will be sent home at the beginning of the school year. Payments should be made in full by credit card online or by check/money order to the school office. Make checks payable to "Olentangy Local Schools." To pay online, please go to www.olentangy.k12.oh.us then click on "Parent Links" to access SPS EZpay. 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".

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 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. 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.** ~~should expect disciplinary measures.~~

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 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.
- 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 shooter 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 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 \$20—\$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.

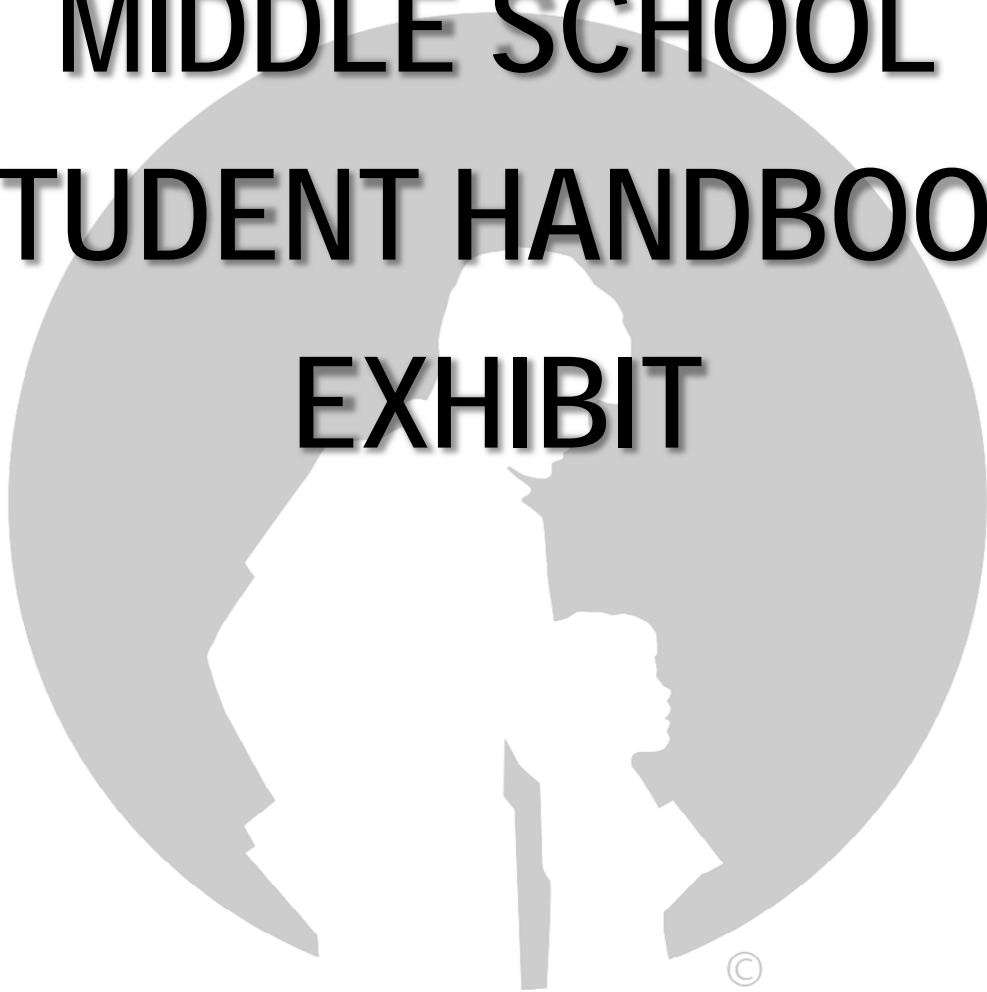
VOLUNTEERS

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

2015-16 MIDDLE SCHOOL STUDENT HANDBOOK EXHIBIT



Last adoption date: April 10, 2014

Revised 10/23/14/ja

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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.

SCHOOL INFORMATION

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

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

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** communication department's page on the district website.
- **Social Media:** www.facebook.com/olentangylocalschools and @olentangySD 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.

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 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.

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**.

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.

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.
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.
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 exists 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.

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)

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.

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.

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.

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.

SPECIAL ABSENCE: ALTERNATE LEARNING EXPERIENCE (ALE)

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. Alternate Learning Experience absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE 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.

Upon receiving an ALE request, the building administrator will do one of the following:

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

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 could cause the student to fail the nine-week grading period.

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. 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; and
3. Demonstrate satisfactory attendance history.

An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return.

An ALE will not be approved for applications submitted after the experience, if there are academic concerns, or experiences that fall within district testing windows. An ALE may be denied at the discretion of the building principal when multiple ALEs are 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.

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.

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.

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.

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.
- **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 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.

COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 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.

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- A. Attend a mandatory meeting with high school officials explaining the program.
- B. Apply to and attain acceptance from the college/university
- C. 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 students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled.

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.

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/>.

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.

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.

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.

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.

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.

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 cabinet 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, height, weight, posture and blood pressure**. 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.

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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

~~Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.~~

~~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 and/or Bullying-** Students or group of students shall not harass and/or bully other student(s),

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. (Refer to Hazing, Harassment, Intimidation, and Bullying 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

- 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. (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

Hazing, harassment, intimidation or bullying 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.

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 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/ cyberbullying 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.

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 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.

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 exists 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.

~~The following rules must be followed in detention:~~

- ~~1. No talking or moving from assigned seat.~~
- ~~2. No headphones or radios~~
- ~~3. Students need to bring schoolwork or reading material~~
- ~~4. No sleeping~~

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 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 OLSB 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 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

- 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.
- 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 ~~locked in a cabinet 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

- 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. CONSEQUENCES

~~a) Possession, use or application of any mood-altering chemical, as defined above:~~

~~i First Offense:~~

~~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. Parent/guardian (hereafter referred to as parent) will be notified immediately and the student may be removed from classes or the school event for the remainder of the day.~~

- ~~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.~~
- ~~d. Parents will meet with the principal or the principal's designee that day, if possible.~~
- ~~e. The student shall be assigned: Ten days out-of-school suspension. The principal may waive five of the ten days Out-of-School Suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and notifies the principal or the principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments 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 or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or the principal's designee. It is the responsibility of the student and parents to keep the principal or the principal's designee apprised of the student's progress throughout this entire process.~~
- ~~ii—Second and Subsequent 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 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. School officials may file charges in the appropriate court.~~
 - ~~d. Parents will consult with the principal or the principal's designee.~~
 - ~~e. The principal will suspend the student for not more than ten days.~~
 - ~~f. The principal will recommend expulsion.~~
- ~~b) Actual or attempted transmitting, selling, supplying or purchasing of mood altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.~~
- ~~i—First Offense and Subsequent Offenses:~~
 - ~~a. Will follow the process described in Second and Subsequent Offenses and receive a ten day suspension with a recommendation for expulsion.~~

11. 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.

12. TOBACCO

- ~~a) Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products:

 - ~~i First Offense: The student shall be assigned two Wednesday/Saturday Schools.~~
 - ~~ii Second Offense: The student shall be assigned three days of In-School Detention.~~
 - ~~iii Third and Subsequent Offenses: The student shall be assigned five days Out of School Suspension.~~~~
- ~~b) Provided that the student, within five days, provides verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee, the principal or principal's designee may reduce the above mentioned discipline as follows:

 - ~~i Two Saturday Schools reduced to one;~~
 - ~~ii Three days of In-School Detention reduced to two; or~~
 - ~~iii Five days Out of School Suspension reduced to three days In-School Detention~~~~

~~In all cases, parents must sign a release of information to the principal or principal's designee so that the student's progress in the program can be monitored and written verification of completion must be given to the principal or principal's designee. The student must complete the education/cessation program or receive the original disciplinary consequence.~~

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. ~~Elementary~~ Students ~~are not may be~~ permitted to carry book bags, backpacks, and/or other large bags during the school day ~~at the discretion of school administration. 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, 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)
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

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 who has a seizure disorder, ~~or~~ those that serve as service animals as required by Federal and State law, **or those that conduct random searches for illegal substances.**

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 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 check/money order to the school office. Make checks payable to "Olentangy Local Schools." To pay online, please go to www.olentangy.k12.oh.us then click on "Parent Links" to access SPS EZpay.

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 extracurriculars. 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 extracurriculars. 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".

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 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. 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.* ~~should expect disciplinary measures.~~

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.

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 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.
- 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 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 \$20– \$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 a \$75 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. Athletic activity fees are to be paid by check to Olentangy Local Schools. Payments should be made in full by credit card online or by check/money order to the school office. Make checks payable to "Olentangy Local Schools." To pay online, please go to www.olentangy.k12.oh.us then click on "Parent Links" to access SPS EZpay. 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 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.



OLENTANGY | LOCAL SCHOOLS

2015-16 HIGH SCHOOL STUDENT HANDBOOK EXHIBIT



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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.

SCHOOL INFORMATION

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

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

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 communication department's page** on the district website.
- **Social Media:** www.facebook.com/olentangylocalschools and @olentangySD 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.

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 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.

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.*

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.

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.
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.
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 exists 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.

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)

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.

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.

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.

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.

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).

SPECIAL ABSENCES**ALTERNATE LEARNING EXPERIENCE (ALE)**

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. Alternate Learning Experience absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE 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.

Upon receiving an ALE request, the building administrator will do one of the following:

Approve the ALE;
Give conditional approval to the ALE; and
Deny the ALE.

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 could cause the student to fail the nine-week grading period.

An ALE of 20 school days or more require parents to withdraw the student from the school district and re-enroll upon return.

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. 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; and
3. Demonstrate satisfactory attendance history.

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

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.

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 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.

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, 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:

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.

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.

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.

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.

SCHOOL COUNSELOR

Should a student desire to talk with a school counselor, he 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

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.

SCHEDULE CHANGES

1. The following regulations will be followed:
 - a. 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:
 - b. Mechanical error changes.
 - c. Changes necessitated by failures.
 - d. Class balancing (guidance and administrative).
 - e. Subject-level changes (teacher recommendation).
 - f. Addition of a class in lieu of study hall the same period.
 - g. Administrative (teacher/guidance) recommendation.
2. If a student wishes to appeal the schedule change, the following steps will be adhered to:
 - a. Appeal Form must be obtained from the student services office.
 - b. Teachers, parents, and students must properly sign the Appeal Form.
 - c. The form must be returned to the student services office for consideration by the Appeal Committee.
 - d. The school counselor will then notify the student of the committee's decision.
 - e. Schedule change appeals must be submitted by the end of the 25th day of the school year.
3. 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.

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.
- **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 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.

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

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.

~~POST-SECONDARY ENROLLMENT OPTIONS~~ COLLEGE CREDIT PLUS (CCP)

Students 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.

Students interested in ~~post-secondary enrollment options (PSEO)~~ College Credit Plus (CCP) must meet all of the following criteria:

- A. Attend a mandatory meeting with high school officials explaining the program.
- B. Apply to and attain acceptance from the college/university
- C. Meet a minimum grade point average required by the college

Students may choose option A or B ~~and C~~ 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~~ **five**-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.

~~**Option C:** Ohio law permits students, at their own expense, to take college classes and other enrichment courses while in high school. Students who take such courses may earn elective credit toward high school graduation. Students who desire high school credit must present an official transcript from an accredited high school or college/university indicating the course information, grade earned, and credit or university semester/quarter hours earned. The total credit earned, in Carnegie Units, and a grade of "P" will be placed on the student's high school transcript. Semester/quarter hours will be translated to Carnegie Units using the state of Ohio's PSEO criteria. The high school reserves the right to predetermine eligibility of a course for high school graduation requirements. For a college or enrichment course to be counted as a required graduation credit, the student must get approval from the high school principal before registering for the course.~~

Student Code of Conduct in **CCP PSEO** Settings: Students enrolled in **PSEO CCP** courses including Dual Enrollment remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, **PSEO CCP** and Dual Enrollment students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled.

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.

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.

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/>

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.

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.

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.

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.

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.

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.

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 cabinet 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, ~~height, weight, posture and blood pressure~~. 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.

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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

~~Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.~~

~~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 and/or Bullying-** Students or group of students shall not harass and/or bully other student(s), 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. (Refer to Hazing, Harassment, Intimidation, and Bullying 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
 - 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.
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

Hazing, harassment, intimidation or bullying 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.

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 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/ cyberbullying 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.

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 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.

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 exists 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.

~~The following rules must be followed in detention:~~

- ~~1. No talking or moving from assigned seat.~~
- ~~2. No headphones or radios~~
- ~~3. Students need to bring schoolwork or reading material~~
- ~~4. No sleeping~~

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 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 OLSB 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 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.
- 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.
- iv

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

~~locked in a cabinet 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

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. CONSEQUENCES

~~a) Possession, use or application of any mood altering chemical, as defined above:~~

~~i First Offense:~~

- ~~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. Parent/guardian (hereafter referred to as parent) will be notified immediately and the student may be removed from classes or the school event for the remainder of the day.~~
- ~~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.~~
- ~~d. Parents will meet with the principal or the principal's designee that day, if possible.~~
- ~~e. The student shall be assigned: Ten days out of school suspension. The principal may waive five of the ten days Out of School Suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and notifies the principal or the principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments 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 or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or the principal's designee. It is the responsibility of the student and parents to keep the principal or the principal's designee apprised of the student's progress throughout this entire process.~~

~~ii Second and Subsequent 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 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. School officials may file charges in the appropriate court.~~
- ~~d. Parents will consult with the principal or the principal's designee.~~
- ~~e. The principal will suspend the student for not more than ten days.~~
- ~~f. The principal will recommend expulsion.~~

~~b) Actual or attempted transmitting, selling, supplying or purchasing of mood altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.~~

~~i First Offense and Subsequent Offenses:~~

- ~~a. Will follow the process described in Second and Subsequent Offenses and receive a ten day suspension with a recommendation for expulsion.~~

11. 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.

12. TOBACCO

- ~~a) Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products:~~
 - ~~i First Offense: The student shall be assigned two Wednesday/Saturday Schools.~~
 - ~~ii Second Offense: The student shall be assigned three days of In-School Detention.~~
 - ~~iii Third and Subsequent Offenses: The student shall be assigned five days Out of School Suspension.~~
- ~~b) Provided that the student, within five days, provides verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee, the principal or principal's designee may reduce the above mentioned discipline as follows:~~
 - ~~i Two Saturday Schools reduced to one;~~
 - ~~ii Three days of In-School Detention reduced to two; or~~
 - ~~iii Five days Out of School Suspension reduced to three days In-School Detention~~

~~In all cases, parents must sign a release of information to the principal or principal's designee so that the student's progress in the program can be monitored and written verification of completion must be given to the principal or principal's designee. The student must complete the education/cessation program or receive the original disciplinary consequence.~~

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. 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!

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)
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.
- 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 who has a seizure disorder, ~~or~~ those that serve as service animals as required by Federal and State law, **or those that conduct random searches for illegal substances.**

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 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 check/money order to the school office. Make checks payable to "Olentangy Local Schools." To pay online, please go to www.olentangy.k12.oh.us then click on "Parent Links" to access SPS EZpay.

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 extracurriculars. 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."

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 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. 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.* ~~should expect disciplinary measures.~~

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.

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 8330).

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 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.
- 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.

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 \$20—\$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 a \$75 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. Athletic activity fees are to be paid by check to Olentangy Local Schools. Payments should be made in full by credit card online or by check/money order to the school office. Make checks payable to "Olentangy Local Schools." To pay online, please go to www.olentangy.k12.oh.us then click on "Parent Links" to access SPS EZpay. 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.

OLENTANGY LOCAL SCHOOLS

2015-16 Recommended Changes: Athletic Handbook Excerpts*Presented for Board of Education May 14, 2015 for Approval**All changes are indicated in RED***I. 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 ~~the remainder of the school year~~**. 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) 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.

II. SELLING/ATTEMPTING TO SELL ALCOHOL - TRAFFICKING IN CONTROLLED SUBSTANCES/MOOD - ALTERING CHEMICALS

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.

OLENTANGY LOCAL SCHOOLS

2015-16 Recommended Changes: Athletic Handbook Excerpts*Presented for Board of Education May 14, 2015 for Approval**All changes are indicated in RED***III. RANDOM URINE DRUG TESTING OF OLENTANGY LOCAL SCHOOL DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS**

1) Procedures in the Event of a Positive Result**B. First Positive Result**

1. Loss of any leadership position in athletic activities for **one calendar year from the date of the offense the remainder of the school year.** Future leadership positions are at the discretion of the head coach.

IV. 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

~~7) The NCAA does not allow "credit by exam" courses to be applied to core course eligibility requirements.~~

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.

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.

OLENTANGY LOCAL SCHOOLS

2015-16 Recommended Changes: Athletic Handbook Excerpts

Presented for Board of Education May 14, 2015 for Approval

All changes are indicated in RED

- 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 (~~located on the last page of this handbook~~)
- 3) Emergency Medical Form
- 4) Insurance or an Insurance Waiver
~~OHSAA Pre-Participation Physical Form, which includes Health Insurance Portability and Accountability Act (HIPPA) and O.H.S.A.A. eligibility~~
- 5) Permission to Treat Form
- 6) Concussion Form
- 7) Informed Consent
- 8) Alternate Transportation Form

School	Beginning Date of Trip	Return Date	School Days Missed	Event	Location	Trans- portation	Approximate Number of Students	Estimated Trans- portation Cost to District
HIGH SCHOOL								
All HS	5/21/2016	5/27/2016	0	Orchestra Trip to Disney	Orlando, FL	Charter	300	\$0
OLENTANGY HIGH SCHOOL								
OHS	6/18/2015	6/21/2015	0	Boys Cross Country Team Salt Fork Camp	Cambridge, OH	Parents	16	\$0
OHS	6/26/2015	6/28/2015	0	Boys Basketball OU Team Camp	Athens, OH	Parents	15	\$0
OHS	7/18/2015	7/21/2015	0	UCA Cheer Camp at Ohio Northern	Ada, OH	Parents	20	\$0
OHS	7/20/2015	7/22/2015	0	Heidelberg University Team Football Camp	Tiffin, OH	Charter	125	\$0
LIBERTY HIGH SCHOOL								
OLHS	5/29/2015	5/31/2015	0	NAQT National In the Know Quizbowl	Chicago, IL	Charter	8	\$0
OLHS	6/5/2015	6/7/2015	0	In the Know PACE Nationals	Reston, VA	Charter	12	\$0
OLHS	6/23/2015	6/26/2015	0	Boys Varsity Miami University Cross-Country Camp	Oxford, OH	Parents	20	\$0
OLHS	6/26/2015	6/28/2015	0	Girls Basketball Notre Dame Camp	South Bend, IN	Charter	35	\$0
OLHS	7/11/2015	7/12/2015	0	Senior Band Leadership Retreat	Berlin, OH	Parents	15	\$0
OLHS	7/18/2015	7/21/2015	0	MSU Field Hockey Team Camp	East Lansing, MI	Charter	30	\$0
OLHS	7/29/2015	8/1/2015	0	Ohio Northern Team Football Camp	Ada, OH	Bus	95	\$0
OLHS	8/3/2015	8/6/2015	0	Girls Cross Country Outdoor Camp	Perrysville, OH	Parents	55	\$0
OLHS	9/3/2015	9/4/2015	2	CD Trip to the Wilds	Cumberland, OH	Vans	14	\$485
OLHS	9/26/2015	9/27/2015	0	Girls Cross Country Strongsville Invitational	Strongsville, OH	Charter	70	\$0
OLHS	9/27/2015	9/28/2015	0	Varsity Chorale Fall Tour/Retreat	Cleveland, OH	Charter	55	\$0
OLHS	11/13/2015	11/14/2015	0	Pop A Cappella National Acafest	Kettering, OH	Bus	30	\$1,049
OLHS	11/21/2015	11/22/2015	0	Varsity Chorale Fall Tour/Retreat	Dayton, OH	Charter	50	\$0
OLHS	4/14/2016	4/16/2016	2	Winterline WGI World Championship	Dayton, OH	Charter	42	\$0
OLHS	12/27/2016	1/3/2017	1	New Year's Day Parade (Band)	London, England	Air	100	\$0

Student Overnight and Out-of-State Trip Requests

School	Beginning Date of Trip	Return Date	School Days Missed	Event	Location	Trans- portation	Approximate Number of Students	Estimated Transportation Cost to District
ORANGE HIGH SCHOOL								
OOHS	6/7/2015	6/13/2016	0	Theater/Thespians EF Tours-London	England	Air	40	\$0
OOHS	6/17/2015	6/18/2015	0	Boys Basketball Wooster Team Camp	Wooster, OH	Parents	25	\$0
OOHS	6/22/2015	6/23/2015	0	Univ. of Findlay Girls Team Basketball Camp	Findlay, OH	Parents	30	\$0
OOHS	6/24/2015	6/25/2015	0	Univ. of Findlay Boys Basketball Team Camp	Findlay, OH	Parents	20	\$0
OOHS	7/17/2015	7/19/2015	0	Summer Volleyball Tournament	Maumee, OH	Parents	12	\$0
OOHS	7/30/2015	8/1/2015	0	Wittenberg University Football Camp	Springfield, OH	Bus	75	\$0
OOHS	8/2/2015	8/6/2015	0	Marching Band Camp	Marengo, OH	Parents	240	\$0
OOHS	8/2/2015	8/6/2015	0	Ohio Retreat Center Band Camp	Marengo, OH	Parents	240	\$0
OOHS	3/24/2016	4/4/2016	2	Foreign Language Trip (Germany, Switzerland, Italy)	Multiple	Air	40	\$0
MIDDLE SCHOOL								
OBMS	10/21/2015	10/23/2015	3	6th Grade Camp	Marengo, OH	Bus	355	\$3,330
OBMS	11/2/2015	11/6/2015	5	8th Grade Washington DC Trip	Washington DC	Charter	250	\$0
OHMS	10/19/2015	10/23/2015	5	8th Grade Washington DC Trip	Washington DC	Charter	330	\$0
OSMS	5/18/2015	5/22/2015	4	8th Grade Washington DC Trip	Washington DC	Charter	297	\$0
OSMS	5/16/2016	5/20/2016	5	8th Grade Washington DC Trip	Washington DC	Charter	340	\$0

4/22/15

To Whom It May Concern,

Attached you will find an application for a new student club at Liberty HS and the budget proposal signed by the prospective advisors.

The club is asking for approval.

If you have any questions or concerns, please direct them to Kristy Santangelo (club advisor) or me.

Regards,

A handwritten signature in black ink, appearing to read "Michael DeMassimo", with a stylized, cursive script.

Michael DeMassimo

Asst Principal, LHS

Olentangy Liberty High School

Student Club Application Form

Please complete the following application and submit to Mr. DeMassimo for review.

Name of Club: National English Honors Society

Name of Applicant(s): Griffin Patterson + Alexa Sulewski

Purpose Statement:

See attached

Description of Activities:

See attached

Faculty Advisor (This faculty member has agreed to act in a supervisory capacity for the club and its members.)

See attached list

Faculty Advisor Signature

Printed Name

*If there will be fundraising or use of money in any way by members of the club, approval by the Board of Education must first be sought.

Date Submitted: 4-15-15

Date Approved: 4-20-15

National English Honors Society

Gelast Sceal Mid Are

"Duty goes with honor"

Proposed by Griffin Patterson and Alexa Sulewski

OLHS Juniors

The following information was found on the official website for NEHS: <http://www.nehs.us/>

Purpose Statement:

Official goals stated by NEHS

- to recognize on the national level those who, on the basis of academic grades and performance, merit special note for past and current accomplishments;
- to nurture members to further develop their abilities in the various fields of English; and
- to encourage members to use their talents in the service of others.

In the context of OLHS:

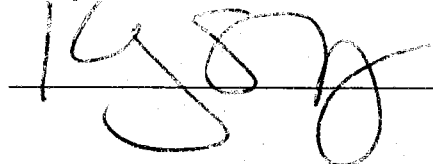
The Olentangy Liberty High School National English Honors Society Chapter will provide the proper recognition to those students whose rigorous English course-load is accompanied by a tradition of excellence in the classroom in order to foster a commendable atmosphere which nurtures appreciation for the English Language Arts both in the classroom and in the community.

Description of Activities:

- The Chapter Advisor(s), Faculty Advisory Council, and Student Officers will communicate regularly in order to maintain sound leadership and coordinate activities, which will include:
 - Establishing a Student Officer Board
 - These students will be selected by virtue of annual elections and will be responsible for specific facets of various activities in order to offset the work of Faculty Advisors
 - Promotion of English studies
 - This could include further investment into students taking AP English classes/DE English classes by helping to advocate for their success due to the difficulty of the AP English exams
 - Due to the need for English in any subject, this society could also advocate for students who struggle with English through study tables/writing labs
 - Establishment of Writing Lab services
 - Partnership with Writing Club and The Cannon
 - Building relationships in the community through:
 - Book drives
 - Volunteer opportunities at:
 - Local libraries
 - Literacy support departments at OLSD elementary schools
 - Literacy intervention classrooms in inner city schools
 - ESL programs and adult literacy advocacy groups

National English Honors Society
Gelast Scea! Mid Are
"Duty goes with honor"

Chapter Advisor:

 Kristy Santangelo

Faculty Advisory Council (3 required members):

Victoria K Lewis Victoria K. Lewis

Christa Overbeck Christa Overbeck

Jill Martin Jill Martin

FANNING HOWEY

May 1, 2015

Jeff Gordon
Director of Business Management
Olentangy Local School District
814 Shanahan Road
Lewis Center, OH 43035-9080

Re: 2015 District-Wide Paving Improvements
Olentangy Local School District
Lewis Center, OH
Project No. 215033.00

Dear Mr. Gordon:

Enclosed is the single prime base bid tabulation for the 2015 District-Wide Paving Improvements projects as bid on April 29, 2015. This recommendation was reached through an evaluation of all bids received, evaluation of the project budget, and discussions with the Administration and the project bidders.

The lowest responsible Base Bid for the 2015 District-Wide Paving Improvements was \$240,600.00 which is within the budget estimate.

In consideration of the above information, the following recommendation is made:

Recommendation: Award the following single-prime base bid for the 2015 District-Wide Paving Improvements and waive any irregularities contained therein.

<u>Bid Package</u>	<u>Contractor</u>	<u>Total Base Bid Amount</u>
Base Bid - 2015 District-Wide Paving Improvements	Chemcote, Inc. Dublin, Ohio	\$240,600.00

There was Alternate pricing provided with the bids for additional paving improvements at Olentangy High School and Olentangy Liberty High School. After review of the base Bids and the budget it is recommended that Alternate Nos. 2, 4 and 5 at Olentangy High School for student walk paths, and rear parking lot and road improvements be accepted for an additional cost of \$60,720.00 which will bring a total recommended cost of the project to \$301,320.00.

We will be in attendance at the May 14, 2015 Board Meeting to review the bid results and recommendations with the Board of Education and the Administration. Please contact us if any questions arise or if additional information is required.

Sincerely,

FANNING/HOWEY ASSOCIATES, INC.



Bruce T. Runyon, AIA, LEED AP
Project Executive / Principal

btr/ldb

enclosure

ARCHITECTURE | ENGINEERING

4930 Bradenton Avenue | Dublin, OH 43017

614.764.4661 | fax 614.764.7894 | www.fhai.com

BID TABULATION

Project Name: 2015 District Asphalt Improvements
Olentangy Local School District

Date: April 29, 2015 **Time:** 2:00 p.m., local time

CONTRACTOR	Sheedy Paving, Inc.	Neff Paving & Concrete, LLC.	Chemcote Incorporated	
Base Bid	\$250,980	\$283,100	\$240,600	
Bid Signed	Yes	Yes	Yes	
Bid Guaranty	Yes	Yes	Yes	
<u>Alternate #1A</u> (LHS stadium roadway)	\$21,865	\$30,350	\$20,330	
<u>Alternate #1B</u> (LHS rear parking lane resurface)	\$15,260	\$22,570	\$12,790	
<u>Alternate #2</u> (OHS walk path near Kroger)	\$15,810	\$20,117	\$13,950	
<u>Alternate #3</u> (OHS walk path to tennis courts)	\$31,775	\$47,718	\$26,912	
<u>Alternate #4</u> (OHS rear parking road resurface)	\$29,475	\$38,395	\$29,830	
<u>Alternate #5</u> (OHS bus loop widening project)	\$28,785	\$27,770	\$16,940	