

**OLENTANGY LOCAL SCHOOLS**  
**ADMINISTRATIVE SALARY INCREASE (2.50%)**  
**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Last Name	First Name	MI	Position	Location
Arganbright	James	M.	Director, Pupil Services	OAO
Aylward	Jennifer	C.	Supervisor, OASIS	OASIS
Baker	Kristin	E.	Principal	OMES
Beard	Timothy	A.	Supervisor, Data and Assessment	OAO
Berendts	Allisha	M.	Supervisor, Student Well-Being	OAO
Betz	John	W.	Director, Athletics	OBHS
Bobek	Brandy	L.	Assistant Principal (0.50 FTE)	TRES
Burton	Amanda	E.	Accountant	OAO
Carter-Evans	Lori	J.	Director, Transportation	TRANS
Casto	Traci	A.	Supervisor, Pupil Services	OAO
Clifford	Jennifer	L.	Assistant Principal	OCES
Cunningham	Scott	A.	Principal	OOMS
Daberkow	Stefanie	L.	Assistant Director, Pupil Services	OAO
Damceski	Anna	A.	Assistant Principal	OHMS
Davis	Krista	S.	Director, Communications	OAO
Davis	Nathan	R.	Assistant Principal	OHS
DeTillio	Vincent	P.	Supervisor, Curriculum and Instruction	OAO
Elkins	Anthony	A.	Principal	CES
Fette	Jack	J.	Chief Academic Officer	OAO
Fields	Jessica	M.	Supervisor, Instructional Technology	OAO
Gilliam	Derrick	S.	Principal	OHMS
Gnagy	Greta	K.	Assistant Principal	OOMS
Griffith	Melissa	S.	Assistant Treasurer	OAO
Griffiths	Robert	H.	Principal	OHS
Halls	Allyson	L.	Assistant Principal	OLHS
Heitkamp	Lauren	R.	Supervisor, Gifted	OAO
Jefferson	Malika	R.	Supervisor, Pupil Services	OAO
Jones	Erin	C.	Supervisor, Pupil Services	OAO
Kelly	Kimberly	J.	Assistant Principal	OBHS
Kimchi	Dana	M.	Assistant Principal	OMES
Knopp	Marisa	S.	Supervisor, Pupil Services	OAO
Lather	Julie	A.	Principal	OCES
Leeds	Heidi	J.	Assistant Principal	ACES, CES
Lenko	Bethany	A.	Supervisor, Food Services	OAO
Linscott	Ross	E.	Supervisor, Pupil Services	OAO
Maurer	Daniel	M.	Supervisor, Transportation	OAO
Mazza	Jennifer	S.	Principal	TRES
McDaniels	Joshua	D.	Principal	OSMS
McMillen	Bridget	A.	Principal	AES
McMurry	Peggy	S.	Director, Curriculum and Instruction	OAO
Meeker	Darin	J.	Director, Athletics	OLHS
Merkle	Jacqueline	P.	Supervisor, Equity and Inclusion	OAO
Meyer	Todd	R.	Chief Operations Officer	OAO
Mitchell	Jeremy	J.	Supervisor, Custodial	OAO

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Last Name	First Name	MI	Position	Location
Morgan	Amy	M.	Supervisor, Transportation	Liberty - West
Murph	Daniel	S.	School Social Worker	OAD
Nagel	Morgan	A.	Supervisor, Curriculum and Instruction	OAD
Norman	Samantha	J.	School Social Worker	OAD
Ondrus	Melany	F.	Principal	SRES
Pulfer	Kevin	W.	Assistant Principal	HES, LTES
Rohrer	Brent	R.	Supervisor, Instructional Technology	OAD
Ross	Jeremy	W.	Principal	WRES
Sargent	Stephen	W.	Principal	FTES
Sedoti	Karen	E.	Program Administrator, STEM	OA
Sexton	Robert	E.	Director, Technology	OAD
Sherman	Kevin	W.	Assistant Principal	JCES, WCES
Shultz	Melinda	B.	Assistant Principal	SRES, WRES
Smith	Trond	L.	Principal	OOHS
Starnier	Michael	W.	Principal	OLHS
Stern	Peter	J.	Principal	JCES
Suozzi	Joseph	P.	Director, Safety, Security and Preparedness	OAD
Tartt	Christine	R.	Assistant Principal	OOHS
Tressel	Christopher	D.	Assistant Principal	OBHS
Wabwire	Alisa	F.	School Social Worker	OAD
Warfield	William	D.	Supervisor, Curriculum and Instruction	OAD
Wilson	Kristyn	M.	Assistant Director, Communications	OAD
Wilson	Susan	L.	Principal	HES
Wolfe IV	John	H.	Director, Athletics	OHS
Worth	Brandy	J.	Principal	ACES
Wright	Randall	D.	Chief of Administrative Services	OAD
Young	Garry	E.	Assistant Principal	OOHS
Zeller	Christina	M.	Assistant Principal	OSMS



# **OLENTANGY SCHOOLS<sup>SM</sup>**

**MAY 2019**

## **FIVE-YEAR FORECAST**

**GENERAL FUND**

Fiscal Years ended June 30, 2016, 2017, 2018

Forecasted Fiscal Years ending June 30, 2019 through 2023

Presented by:

Emily Hatfield, Treasurer/CFO



OLENTANGY LOCAL SCHOOL DISTRICT -- DELAWARE COUNTY								
Schedule Of Revenue, Expenditures and Changes In Fund Balances								
Actual and Forecasted Operating Fund								
	ACTUAL			FORECASTED				
	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
<b>Revenue:</b>								
1.010 - General Property Tax (Real Estate)	129,057,847	140,825,729	162,798,897	155,643,758	161,343,955	166,194,376	169,858,412	173,060,203
1.020 - Public Utility Personal Property	6,894,709	9,133,832	10,980,009	11,796,281	12,441,117	12,670,236	12,907,387	13,150,311
1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	11,525,017	11,477,555	12,542,496	13,494,290	13,925,256	14,413,541	15,068,186	15,744,580
1.040 - Restricted Grants-in-Aid	235,653	348,360	440,437	348,109	350,945	353,536	356,144	358,835
1.045 - Restricted Federal Grants-in-Aid - SFSF	-	-	-	-	-	-	-	-
1.050 - Property Tax Allocation	16,510,061	16,984,415	17,552,496	17,901,045	18,308,644	18,721,661	19,139,754	19,504,010
1.060 - All Other Operating Revenues	22,199,319	24,973,953	26,194,423	32,283,478	32,452,798	32,270,916	32,336,107	32,404,962
<b>1.070 - Total Revenue</b>	<b>186,422,606</b>	<b>203,743,844</b>	<b>230,508,759</b>	<b>231,466,961</b>	<b>238,822,715</b>	<b>244,624,266</b>	<b>249,665,990</b>	<b>254,222,901</b>
<b>Other Financing Sources:</b>								
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 - Advances-In	-	-	-	-	-	-	-	-
2.060 - All Other Financing Sources	68,488	81	3,502	1,785,277	25,000	25,000	25,000	25,000
2.070 - Total Other Financing Sources	68,488	81	3,502	1,785,277	25,000	25,000	25,000	25,000
<b>2.080 - Total Revenues and Other Financing Sources</b>	<b>186,491,094</b>	<b>203,743,925</b>	<b>230,512,260</b>	<b>233,252,238</b>	<b>238,847,715</b>	<b>244,649,266</b>	<b>249,690,990</b>	<b>254,247,901</b>
<b>Expenditures:</b>								
3.010 - Personnel Services	112,862,106	121,213,007	130,099,292	141,056,079	151,832,692	161,343,812	170,146,025	179,053,221
3.020 - Employees' Retirement/Insurance Benefits	43,395,793	47,275,258	51,764,022	54,727,412	58,646,601	63,984,254	70,158,885	77,406,951
3.030 - Purchased Services	12,716,167	13,341,992	14,097,550	16,098,149	19,163,831	19,904,784	20,474,863	21,267,223
3.040 - Supplies and Materials	4,954,566	4,868,203	6,064,642	6,716,709	6,580,575	6,876,701	7,186,153	7,509,530
3.050 - Capital Outlay	277,608	288,155	432,307	417,186	436,450	445,179	454,083	463,165
3.060 - Intergovernmental	-	-	-	-	-	-	-	-
<b>Debt Service:</b>								
4.010 - Principal-All Years	-	-	-	-	-	-	-	-
4.020 - Principal - Notes	-	-	-	-	-	-	-	-
4.030 - Principal - State Loans	-	-	-	-	-	-	-	-
4.040 - Principal - State Advances	-	-	-	-	-	-	-	-
4.050 - Principal - HB264 Loan	-	-	-	419,912	711,758	728,385	746,129	763,935
4.055 - Principal - Other	-	-	-	-	-	-	-	-
4.060 - Interest and Fiscal Charges	-	-	63,939	125,518	142,679	126,053	108,309	90,502
4.300 - Other Objects	9,106,557	9,928,112	11,332,454	12,149,394	11,374,821	11,900,023	12,453,591	13,037,165
<b>4.500 - Total Expenditures</b>	<b>183,312,797</b>	<b>196,914,728</b>	<b>213,854,208</b>	<b>231,710,359</b>	<b>248,889,407</b>	<b>265,309,191</b>	<b>281,728,038</b>	<b>299,591,692</b>
<b>Other Financing Uses</b>								
5.010 - Operating Transfers-Out	-	-	-	-	-	-	-	-
5.020 - Advances-Out	-	-	-	-	-	-	-	-
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-
5.040 - Total Other Financing Uses	-	-	-	-	-	-	-	-
<b>5.050 - Total Expenditures and Other Financing Uses</b>	<b>183,312,797</b>	<b>196,914,728</b>	<b>213,854,208</b>	<b>231,710,359</b>	<b>248,889,407</b>	<b>265,309,191</b>	<b>281,728,038</b>	<b>299,591,692</b>
<b>Excess of Rev &amp; Other Financing Uses Over (Under)</b>								
<b>6.010 - Expenditures and Other Financing Uses</b>	<b>3,178,297</b>	<b>6,829,197</b>	<b>16,658,053</b>	<b>1,541,879</b>	<b>(10,041,692)</b>	<b>(20,659,925)</b>	<b>(32,037,048)</b>	<b>(45,343,791)</b>
<b>Cash Balance July 1 - Excluding Proposed Renewal/</b>								
<b>7.010 - Replacement and New Levies</b>	<b>59,087,921</b>	<b>62,266,218</b>	<b>69,095,415</b>	<b>85,753,468</b>	<b>87,295,347</b>	<b>77,253,655</b>	<b>56,593,730</b>	<b>24,556,682</b>
<b>7.020 - Cash Balance June 30</b>	<b>62,266,218</b>	<b>69,095,415</b>	<b>85,753,468</b>	<b>87,295,347</b>	<b>77,253,655</b>	<b>56,593,730</b>	<b>24,556,682</b>	<b>(20,787,109)</b>
<b>8.010 - Estimated Encumbrances June 30</b>	<b>2,430,269</b>	<b>2,761,684</b>	<b>2,553,978</b>	<b>2,850,000</b>	<b>2,900,000</b>	<b>2,950,000</b>	<b>3,000,000</b>	<b>3,050,000</b>
<b>Reservations of Fund Balance:</b>								
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	-	-	-	-	-	-	-	-
<b>Fund Balance June 30 for Certification</b>								
<b>10.010 - of Appropriations</b>	<b>59,835,949</b>	<b>66,333,731</b>	<b>83,199,490</b>	<b>84,445,347</b>	<b>74,353,655</b>	<b>53,643,730</b>	<b>21,556,682</b>	<b>(23,837,109)</b>
<b>Rev from Replacement/Renewal Levies</b>								
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030 - Cumulative Balance of Replacement/Renewal Lev	-	-	-	-	-	-	-	-
<b>Fund Balance June 30 for Certification</b>								
<b>12.010 - of Contracts, Salary and Other Obligations</b>	<b>59,835,949</b>	<b>66,333,731</b>	<b>83,199,490</b>	<b>84,445,347</b>	<b>74,353,655</b>	<b>53,643,730</b>	<b>21,556,682</b>	<b>(23,837,109)</b>
<b>Revenue from New Levies</b>								
13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
<b>14.010 - Revenue from Future State Advancements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>15.010 - Unreserved Fund Balance June 30</b>	<b>59,835,949</b>	<b>66,333,731</b>	<b>83,199,490</b>	<b>84,445,347</b>	<b>74,353,655</b>	<b>53,643,730</b>	<b>21,556,682</b>	<b>(23,837,109)</b>
<b>Days Unreserved Cash on Hand - Based upon 365 days</b>	<b>119</b>	<b>123</b>	<b>142</b>	<b>133</b>	<b>109</b>	<b>74</b>	<b>28</b>	<b>(29)</b>



## NOTES AND ASSUMPTIONS

### OVERVIEW

#### Revenue

Olentangy Local School District continues to be a locally funded district. Approximately only 6% of the District's revenue comes from State funding. 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, represented in legislation as House Bill (HB) 49, calculated that Olentangy should receive over \$55 million in state basic aid. Unfortunately, HB49 placed a cap on funding growth at an average of 5% for Fiscal Years (FY) 2018 and 2019 (fiscal years run July 1 through June 30 of the following year). This limited Olentangy's State basic aid to approximately \$1.7 million over the past two years despite the District's continued student growth. Caps limit Olentangy's State basic aid per pupil to approximately \$600 per pupil, while the State average is closer to \$4,800<sup>1</sup> per pupil. This amount does not adequately fund our student growth year over year. This forecast continues to estimate the growth-funding caps will remain at 7.5% and funding increases will be limited to 4.5% growth fiscal years 2020 through 2023. We continue to have important discussion with State legislative representatives regarding the insufficient funding of our District and appreciate the continued work towards a fair funding model. Please see additional notes on this matter in **Risk Assessment** section.

As a locally funded district, Olentangy continues to rely on local tax revenue to sustain operations. HB920 governs the collection of local tax dollars. Due to the effect of HB920, an increase or decrease in valuation will affect our un-voted, or inside, millage. This means that if total valuations increase, revenue from our five (5) inside mills will increase and vice versa, if valuations decrease. Additionally, HB920 causes the District's voted, or outside, millage to adjust so that the District does not receive more or less revenue than the voted mills provided when approved by the voters. The Treasurer's page of the District's website provides additional information regarding the effect of HB920 and residential real estate tax collection. Please visit the District's site at [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us). The District continues to monitor unreserved cash balances in the forecast to identify when, not if, the need for future levy campaigns will occur.

#### 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. Olentangy's FY2018 cost per pupil was \$11,007 while comparable districts per pupil expenditures and the state average per pupil expenditure were higher at \$11,839 and \$11,953 respectively<sup>2</sup>. At the same time, Olentangy's academic performance index ranks fourth highest in central Ohio, and twenty-fifth for the entire state<sup>3</sup>. Strategic planning provides District leadership with objectives that lead to moderate expenditure increases, while improving academic performance.

#### Continuing Growth

Pivotal to the accuracy of this forecast is the ability of the District to accommodate the persistent student enrollment growth. The most recent levy success occurred at the March 15, 2016 election. The Board levy included a "no new millage" bond issue to fund the construction of Berlin High School, purchase the Olentangy Academy building, purchase buses, and to provide resources for other facility and technology needs. Additionally, the issue included a 5.9 mill operating levy and 1.0 mill permanent improvement levy. Other

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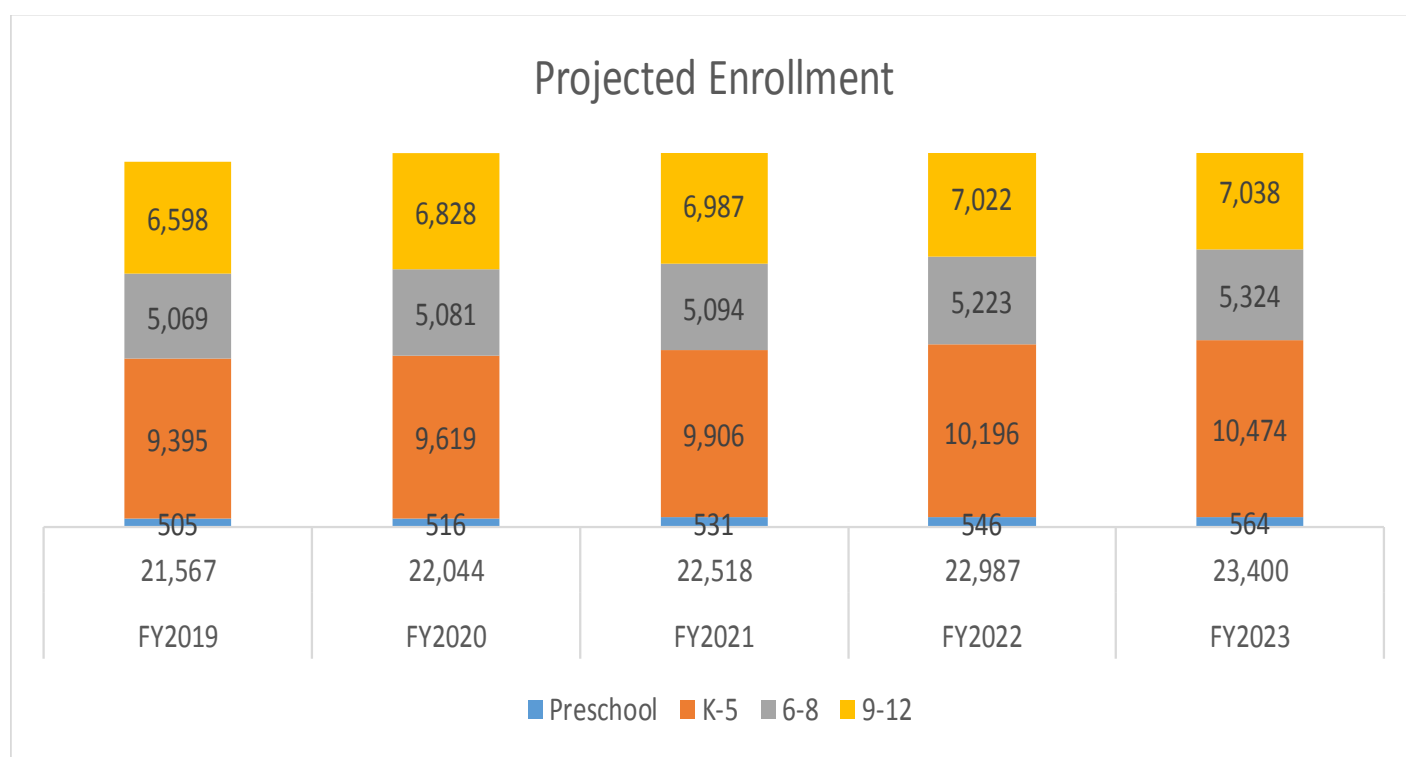
<sup>1</sup> Source: Ohio Department of Education, School Finance Payment Report, FY2019 March #1 Payment.

<sup>2</sup> Source: Ohio Department of Education, District Profile Report FY18 (CUPP Report).

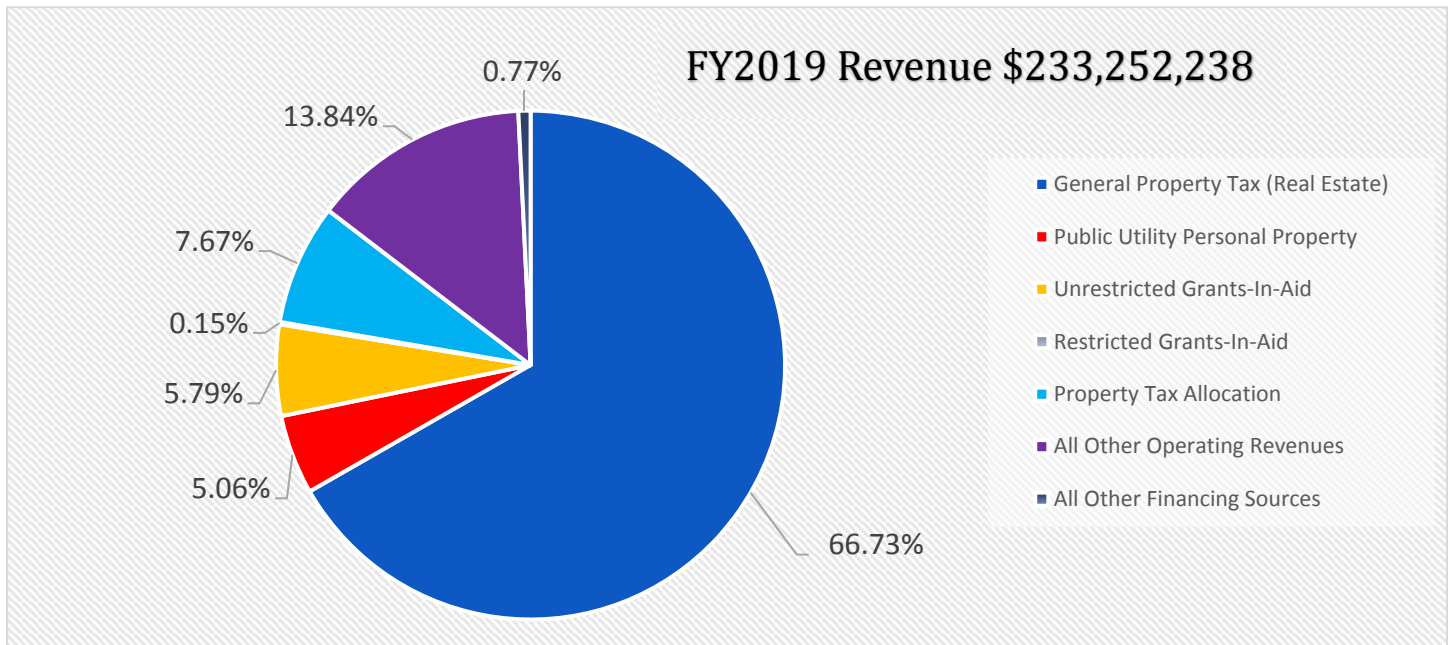
<sup>3</sup> Source: Ohio Department of Education, 2018 Ohio Report Card

measures taken to accommodate student enrollment growth include entering into a lease agreement allowing the relocation of central office staff to an office facility within the District boundaries and restoring classroom space within Shanahan Middle School. Additions to three elementary facilities will expand capacity for the 2019-2020 school year and beyond. Funding of this project, also a “no new millage” project, occurred with the sale of 2011 voted authority. Assumptions related to the staffing and operations of these additional facility spaces have been included in this forecast.

Enrollment numbers are essential for staffing assumptions and the timing of opening new buildings. The District uses the most recent enrollment projections as presented by the Facilities Committee to estimate student population in future years. This most recent projection, approved by the Board of Education at the November 2018 Board meeting, indicates that our student population will grow from 21,567 students in the current fiscal year to 23,400 students by the end of this forecasting cycle. This is an increase of more than 1,800 students in this 5-year planning period and includes Pre-Kindergarten through Twelfth grades. Additional facility space may be needed in the near future. No additional costs have been added to forecast while the District continues to plan for these needs. Actual enrollment as of April 3, 2019 reached 21,786.



## REVENUE



### Note 1.01 – General Property Tax (Real Estate)

A change in new construction, Board of Revision cases, collection splits, delinquencies, reappraisals, etc. could have a significant dollar impact on the forecast. Construction of new homes valuation increased 0.8% over October estimations. The forecast assumes that further growth in new residential and commercial real estate will continue at a gradual rate. The first half collection of 2017 taxes was higher than anticipated due to changes in federal tax law. The change in tax law provided significant benefit for taxpayers that paid 2017 real estate taxes in full by December 2017. This change in legislation caused our first half collections, collected in FY2018, to increase by approximately 5% or \$6 million. Conversely, second half collections were less than previous estimates by the same 5%, which affects FY2019 revenue. The District estimates a collection rate of approximately 97% based on historical trends. Delinquency assumptions remain at the current level. The District continues to have conversations with the Delaware County Auditor concerning these matters. The Delaware County Auditor conducted a reappraisal of existing property values for the triennial update in 2017. The 2017 triennial update and board of revision cases resulted in an 11.4% increase in property valuations. The 2017 valuation increase was nearly double historical trends. Historical trends and analysis provide projected valuation percentage changes for the 2020 reappraisal. First half collections of 2020 tax revenue will occur in January and February of 2021.

	Projected Collection Year 2019	Projected Collection Year 2020	Projected Collection Year 2021	Projected Collection Year 2022	Collection Year 2023
Residential					
Inflation/Reappraisal/BOR	0.00%	0.00%	7.00%	0.00%	0.00%
New Construction	2.00%	2.00%	2.00%	2.00%	2.00%
Commercial					
Inflation/Reappraisal/BOR	0.00%	0.00%	5.00%	0.00%	0.00%
New Construction	2.00%	2.00%	2.00%	2.00%	2.00%

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

	FY2019	FY2020	FY2021	FY2022	FY2023
Real Estate					
Tax Revenue	\$ 155,643,758	\$ 161,343,955	\$ 166,194,376	\$ 169,858,412	\$ 173,060,203

**Note 1.02 – Public Utility Personal Property Tax**

Public Utility Personal Property Tax (PUPT) 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 voted millage on this portion of taxes.

	FY2019	FY2020	FY2021	FY2022	FY2023
Personal Property					
Utility Tax	\$ 11,796,281	\$ 12,441,117	\$ 12,670,236	\$ 12,907,387	\$ 13,150,311

**Note 1.035 - Unrestricted Grants-In-Aid**

This forecast will include three state biennial budgets during the remainder of the forecast period, including HB49 for FY2019 as discussed on page one. Estimated total state aid annual increases of approximately 4.5% affect FY2020 through FY2023. Projected increases in the Autism and Jon Peterson Scholarship Deductions from the state have a negative impact on state basic aid. This forecast assumes Casino Tax Revenue of approximately \$52 per pupil.

	FY2019	FY2020	FY2021	FY2022	FY2023
State Basic Aid	\$ 12,163,339	\$ 12,701,330	\$ 13,332,229	\$ 14,009,653	\$ 14,713,054
Spec Ed Preschool and					
Transportation Funding	\$ 2,148,274	\$ 2,057,808	\$ 1,934,012	\$ 1,934,012	\$ 1,934,012
Autism and Peterson					
Scholarship Deductions	\$ (1,911,247)	\$ (1,948,934)	\$ (1,987,375)	\$ (2,026,584)	\$ (2,066,578)
Casino Tax Revenue	\$ 1,093,924	\$ 1,115,052	\$ 1,134,675	\$ 1,151,105	\$ 1,164,092
Total State Aid	\$ 13,494,290	\$ 13,925,256	\$ 14,413,541	\$ 15,068,186	\$ 15,744,580

**Note 1.04 – Restricted Grants-In-Aid**

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

	FY2019	FY2020	FY2021	FY2022	FY2023
Restricted Grants in Aid	\$ 348,109	\$ 350,945	\$ 353,536	\$ 356,144	\$ 358,835

**Note 1.05 – Property Tax Allocation**

The State reimburses 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. Credits are not available for taxes levied after tax year 2013, thus the District will not receive any homestead and rollback for the 2016 voted millage. Collections are estimated to grow at an approximate average of 2%.

	FY2019	FY2020	FY2021	FY2022	FY2023
Homestead/					
Rollback	\$ 17,901,045	\$ 18,308,644	\$ 18,721,661	\$ 19,139,754	\$ 19,504,010

**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, which abated several businesses. Due to the size of the abatements, they are required to share tax revenue with the District. Fluctuations will occur in the Tax Revenue Sharing line as abatements on those businesses expire.

TIF district areas include JP Morgan Chase, the Polaris Mall, IKEA and most of the commercial property along the Polaris corridor. Changes in TIF valuation, additions and expirations of agreements, as well as millage rates will affect revenue. Decreases in valuation caused by various businesses filing with the County to decrease their respective valuations through the Board of Revision process offset a portion of increases in valuation.

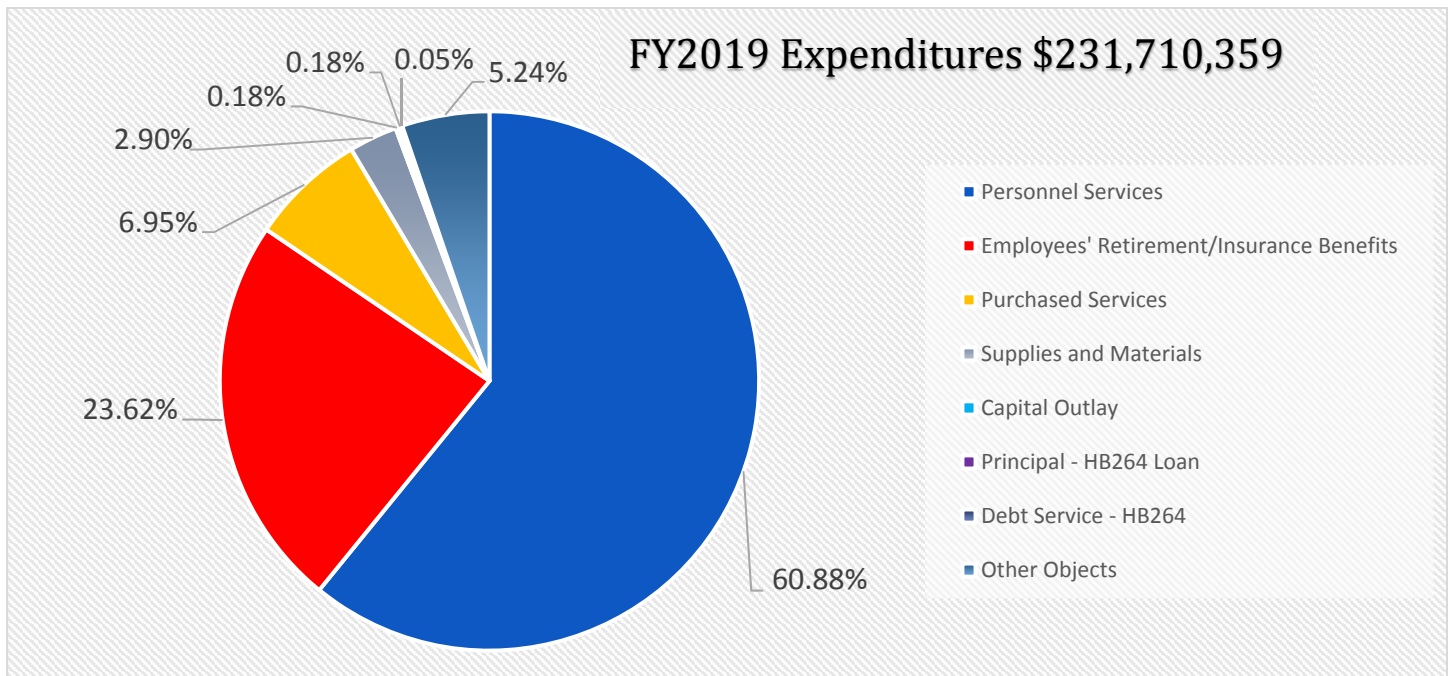
The District began receiving guaranteed payments from Citicorp of \$453,000 per year beginning in FY2008 as part of a 15-year CRA agreement. As TIF and CRA agreements expire, a loss of revenue in the Other Revenue line occurs; however, that valuation becomes taxable and increases revenue in the General Property Tax line.

	FY2019	FY2020	FY2021	FY2022	FY2023
TIF Tax Revenue	\$24,390,213	\$26,134,115	\$26,395,456	\$26,659,411	\$26,926,005
Tax Revenue Sharing	\$2,184,739	\$1,021,904	\$794,018	\$809,898	\$826,096
CRA's	\$453,000	\$453,000	\$453,000	\$453,000	\$453,000
Other Revenue	\$5,255,526	\$4,843,779	\$4,628,442	\$4,413,798	\$4,199,861
Total	\$32,283,478	\$32,452,798	\$32,270,916	\$32,336,107	\$32,404,962

**Note 2.07 - Total Other Financing Sources**

Included in this category are operating transfers, advances-in, refunds and sales of notes. The District received a one-time \$1.7 million refund of fees from the Delaware County Auditor related to the 2017 reappraisal.

## EXPENDITURES



### Note 3.01 - Personnel Services

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. Step increases average 2.7% in FY2019 through FY2023. Negotiations with OTA and OAPSE occurred in the second quarter of 2018, resulting in the passage of a 3-year contract with each union. Negotiations included base increases of 2.5% for each of the three years as well as member health insurance plan concessions. The new contracts expire June 30, 2021. A base increase of 2% has been included for FY2022 and FY2023.

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 to increase over the years as the number of employees continues to grow.

Staffing Summary	FY2019	FY2020	FY2021	FY2022	FY2023
No. of Buildings	25	25	25	25	25
Certified Staff	1,369.0	1,421.0	1,449.0	1,474.0	1,495.0
Classified Staff	840.0	855.5	867.5	878.5	884.5
Administrative Staff	107.5	110.5	110.5	110.5	110.5
Total	2,316.5	2,387.0	2,427.0	2,463.0	2,490.0

The District estimates future staffing needs based on student enrollment projections, student needs and the opening of schools. Classroom ratios for hiring purposes are 25:1 at the middle school/high school level and 24:1 at the elementary level. Note that certified staff also includes specialized staff such as intervention specialists, media specialists, guidance counselors, nurses, gifted specialists, literacy support, etc. which decreases the classroom ratios. Pupil/Teacher ratios are as follows:

Grade	FY2019		FY2020		FY2021		FY2022		FY2023	
	Cert. Staff	Ratio	Cert. Staff	Ratio	Cert. Staff	Ratio	Cert. Staff	Ratio	Cert. Staff	Ratio
K-5	609	15.38	637	15.10	655	15.12	672	15.17	687	15.25
6-8	358	14.18	362	14.04	365	13.96	372	14.04	377	14.12
9-12	402	16.41	422	16.18	429	16.29	430	16.33	431	16.33
Total	1,369	15.37	1,421	15.15	1,449	15.17	1,474	15.22	1,495	15.27

Position vacancies or staff replacements hired at lower than average salaries contribute to attrition savings as current staff retire or resign. Expenditures in new staffing reflect the additional staffing requirements of opening Berlin High School in FY2019 and transitioning additional Intervention Specialists from long-term substitute positions to full-time staff positions in FY2020. The transitioning of the Intervention Specialists to full-time staff allows for greater stability and consistency of services provided to our most vulnerable students.

	FY2019		FY2020		FY2021		FY2022		FY2023	
Base Wages	\$	130,099,292	\$	141,056,079	\$	151,832,692	\$	161,343,812	\$	170,146,025
Pay/Step Increase	\$	6,374,865	\$	6,911,748	\$	7,439,802	\$	7,179,800	\$	7,571,498
New Staffing/ Attrition/Other	\$	4,581,922	\$	3,864,865	\$	2,071,318	\$	1,622,413	\$	1,335,698
Total	\$	141,056,079	\$	151,832,692	\$	161,343,812	\$	170,146,025	\$	179,053,221

### Note 3.02 – Employees’ Retirement/Insurance Benefits

Ohio Revised Code (ORC) governs participation in the State Retirement systems (STRS and SERS). ORC also governs employer liability by setting the rate of 14% of total payroll expenditures. Also included in this line is the District paid employee contribution portion of retirement, or pick-up on the pick-up, for all administrative staff.

SERS charges a surcharge for any employee earning less than \$21,600 per year. The District is liable for retirement contributions related to the difference between that surcharge amount and the employees’ actual earnings. There is a statewide limit of total qualified payroll of 1.5% for all employers, generating approximately \$350,000 to \$450,000 in additional expense to the District. The SERS Board dictates the amount of surcharge due. The District has no control over these rates.

Insurance premiums are another significant cost within this category. For the 2018 calendar year, the District received a 5% increase in premiums and is assuming a 6% increase in premiums for calendar year 2019. These increases are trending on the positive end of the normal market range for a self-insured District of our size. Premium rates reflect the continued work of the District to manage expenditures through employee education of plan utilization, negotiation of greater cost sharing with employees, and request for proposals to ensure competitive market rates for services. Future assumptions reflect continued success of these efforts through FY2021. Market trend increases equate to be approximately 10% in FY2022 and FY2023 based on estimates from the District’s insurance broker. Additional staffing and plan enrollment changes occurring during open enrollment impacts costs in this category. Changes in these trends may cause adjustments to future assumptions.

	FY2019	FY2020	FY2021	FY2022	FY2023
Insurance					
Medical	\$ 29,808,671	\$ 31,960,721	\$ 35,664,361	\$ 40,265,276	\$ 45,899,484
Dental	\$ 1,375,818	\$ 1,364,095	\$ 1,434,697	\$ 1,561,573	\$ 1,711,796
Vision	\$ 334,564	\$ 346,241	\$ 351,435	\$ 356,707	\$ 362,057
Life	\$ 145,690	\$ 150,899	\$ 154,048	\$ 156,454	\$ 158,412
Sub Total	\$ 31,664,743	\$ 33,821,956	\$ 37,604,541	\$ 42,340,010	\$ 48,131,749
STRS/SERS	\$ 20,368,498	\$ 21,924,641	\$ 23,298,046	\$ 24,569,086	\$ 25,855,285
Medicare Premiums	\$ 2,045,313	\$ 2,201,574	\$ 2,339,485	\$ 2,467,117	\$ 2,596,272
BWC/Unempl/Tuition	\$ 648,858	\$ 698,430	\$ 742,182	\$ 782,672	\$ 823,645
Total	\$ 54,727,412	\$ 58,646,601	\$ 63,984,254	\$ 70,158,885	\$ 77,406,951

**Note 3.03 - Purchased Services**

Purchased services include various contracted services such as utilities, legal fees, liability insurance, professional development, data processing, and substitute teachers hired through the Educational Service Center of Central Ohio Council of Governments. Purchased Services increases in FY2020 and beyond reflect the change in expending General Funds versus the use of Federal funds. The change has been made due to changes in Federal procurement regulations. Redirected Federal funds will pay for ESCCO contracted services in **4.30 - Other Objects**. Other significant factors include:

- META student data processing fees using an actual student count to calculate processing fees.
- Educational purchased services increase at an average of approximately 4% annually.
- Community school costs, post-secondary educations costs, and other foundation payments increase an average of 4% each year.
- Utilities increase approximately 4% each year. We anticipate the realization of savings in our utility bills due to the HB264 project (see notes 4.050 & 4.060 below); however, we are also incurring additional utility expenses at our new administrative office space and our new high school in FY2019 and beyond.

	FY2019	FY2020	FY2021	FY2022	FY2023
Purchased Services	\$ 5,371,769	\$ 8,354,725	\$ 8,688,914	\$ 8,836,470	\$ 9,189,929
Educational Purchased Services	\$ 4,786,032	\$ 4,724,975	\$ 4,913,974	\$ 5,110,533	\$ 5,314,954
Foundation Payments	\$ 2,401,483	\$ 2,451,311	\$ 2,523,763	\$ 2,598,602	\$ 2,675,912
Utilities	\$ 3,538,865	\$ 3,632,820	\$ 3,778,133	\$ 3,929,258	\$ 4,086,428
Total	\$ 16,098,149	\$ 19,163,831	\$ 19,904,784	\$ 20,474,863	\$ 21,267,223

**Note 3.04 – Supplies and Materials**

General supplies include materials for the classrooms, offices, clinic, software items, computer supplies and other general items. Textbook (traditional and electronic) adoption costs vary depending on the applicable course subject. For FY2019 textbook adoptions will occur at the elementary, middle and high school. The District has benefited from lower than average fuel prices in previous fiscal years. The forecast is projecting higher market trends in fuel prices for FY2020 through FY2023.



	FY2019	FY2020	FY2021	FY2022	FY2023
Supplies & Materials	\$ 4,923,250	\$ 4,668,221	\$ 4,836,664	\$ 5,008,942	\$ 5,184,889
Textbooks	\$ 944,809	\$ 987,325	\$ 1,031,755	\$ 1,078,184	\$ 1,126,702
Fuel	\$ 848,650	\$ 925,029	\$ 1,008,282	\$ 1,099,027	\$ 1,197,939
Total	\$ 6,716,709	\$ 6,580,575	\$ 6,876,701	\$ 7,186,153	\$ 7,509,530

**Note 3.05 – Capital Outlay**

Capital outlay consists of any equipment type items the District purchases over \$2,000. Capital outlay projections increase 2% in FY2020 through FY2023. The majority of the District's capital outlay expenditures are budgeted within bond or permanent improvement funds; therefore, the capital outlay from the General Fund is low as compared to the size of the District.

**Notes 4.050 & 4.060 – Principal and Interest Charges HB264**

The Energy Conservation Program, which passed in 1985 as House Bill 264, allows school districts to make energy improvements to facilities and use the savings to pay for those improvements. In this instance, the District is able to borrow funds without voted authority. The Ohio Facilities Construction Commission (OFCC) provides oversight for the program. The District began work on a \$7.3 million HB264 project in the spring of 2017. This work includes changing the indoor and outdoor lighting to LED lighting that is more efficient. It also includes updating HVAC controls and other heating and cooling system components. The District received rebates from AEP due to the energy conservation achieved. Those rebates reduced the amount of principal drawn against the notes to \$6,612,413. This saved the District approximately \$368,000 in interest costs. General Fund utility savings pay for the un-voted debt payments on the financing structure procured to complete the project over a seven-year period. As approved by the Ohio Facilities Construction Commission, expected utility savings within the General Fund will average just over \$984,000 annually once the project is completed.

**Note 4.30 - Other Objects**

The majority of expenses in this category relate to contracted services with the Educational Service Center of Central Ohio (ESCCO). Most of the services provided are for special education curriculum. Please see **Note 3.03 – Purchased Services** regarding changes in FY2020 ESCCO Services. The County Auditor fees for the collection of taxes are also included. As tax revenue increases, collection fees also increase. Audit examination fees, liability insurance and other miscellaneous fees comprise the remaining expenses.

	FY2019	FY2020	FY2021	FY2022	FY2023
ESCCO Services	\$ 8,611,000	\$ 7,442,636	\$ 7,889,194	\$ 8,362,546	\$ 8,864,299
County Auditor Fees	\$ 2,558,290	\$ 2,610,000	\$ 2,662,200	\$ 2,715,444	\$ 2,769,753
Other Fees and Services	\$ 980,104	\$ 1,322,185	\$ 1,348,629	\$ 1,375,601	\$ 1,403,113
Total	\$ 12,149,394	\$ 11,374,821	\$ 11,900,023	\$ 12,453,591	\$ 13,037,165

## RISK ASSESSMENT

### General Assumptions

The District uses enrollment projections, discussed on page 2, to project facility needs and staffing requirements. Each of those components significantly contribute to forecasted expenditures.

#### 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. As discussed on page 1, the formula created by HB49 provides minimal increases in our state foundation funding for FY2019. Growth caps prevent the District from receiving the fully calculated funding it is entitled to mainly due to the continual growth in enrollment. Each \$1 of state income tax paid by a District resident equates to approximately \$0.07 in state funding received by the District, while the state average is \$0.94<sup>4</sup>. Considering our local taxpayers provide the majority of our funding through tax levies, additional state aid would help stretch levy cycles providing property tax relief. Administration continues to lobby local and state legislators to provide additional state funding for the District.

House Bill 166, the current biennium budget proposal, holds traditional K-12 funding flat over the biennium with the exception of an additional \$250 million in FY20 and \$50 million in FY21 for funding of wrap around services that affect the social and emotional well-being of students. At the same time, Representatives Cupp and Patterson have sponsored a Fair School Funding Plan (FSFP). The FSFP model goes much deeper into K-12 education funding. It takes a deep dive into restructuring the current funding formula. The FSFP model identifies the cost components of educating a typical student in Ohio and a community's capacity to pay for its fair share while treating all districts as fairly as possible. It also tries to remedy favoring one district over another and to allow funding to flow directly to where students are educated. Budget hearings are occurring throughout the coming months. Final approval by the Governor is expected in June. The timing of which does not allow the District to change our assumptions regarding potential additional funding from the State. 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 affect revenue as well as the timing of the District's levy cycle. We continue to monitor the progress of the 2020-2021 State biennium budget through the legislative process.

Significant amounts of funding are deducted out of our state foundation revenue for special education programs for qualified special education students due to the Jon Peterson Scholarship and the Autism Scholarship programs. Each additional scholarship could result in a deduction of up to \$27,000.

#### 3.010 - Personnel Services and 3.02 – Employees' Retirement/Insurance Benefits

Enrollment is a key driver in this and other expenditures. New growth increases staffing costs as well as retirement and benefit costs associated with those staff members.

Negotiations with OTA and OAPSE that occurred in the second quarter of 2018 resulted in the passage of 3-year contracts with base increases of 2.5% each year and increased member cost sharing of medical insurance for all three union groups. The new contracts are set to expire June 30, 2021. The District currently has good working relationships with each union. Union negotiations will have a significant impact on future personnel costs and insurance plan designs.

Medical insurance premiums are also a risk to the District. High claims utilization will negatively affect healthcare premium rates. Current insurance plans negotiated with the unions provide a High Deductible insurance option with a health savings account and a PPO option. The District's insurance committee worked to develop recommendations for plan design modifications to ensure future fiscal sustainability. We will

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<sup>4</sup> Source: Ohio Department of Education, District Profile Report FY2018 (CUPP Report)

continue to monitor healthcare premiums as they relate to the “Cadillac Tax”, other provisions of the Affordable Care Act, and potential future liabilities for the District.

### **3.030 - Purchased Services**

Utility costs are a risk factor depending on weather conditions as well as rate increases from year to year. The District is taking measures to reduce the usage and expense of utilities by implementing a HB264 energy conservation project.

### **4.300– Other Objects**

Education Service Center expenditures have a significant impact on this category. This expense relates to the staffing of our preschool and special education programs. The District continues to experience growth in these areas of student population thereby increasing the need for additional staffing services and a classroom capacity as discussed in prior notes. Administration continues to review program efficiencies.



Office of the Treasurer/CFO  
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# **OLENTANGY SCHOOLS<sup>SM</sup>**

## **GENERAL FUND EXPENDITURES BY OBJECT FISCAL YEAR 2020**

Presented by:

Emily Hatfield, Treasurer/CFO



*Olentangy Local Schools  
Expenditures by Object  
Fiscal Year 2020 Budget  
General Fund*

OBJECT DESCRIPTION	FY 2020 BUDGET
<b>PERSONAL SERVICES - EMPLOYEES SALARIES AND WAGES</b>	
111 REGULAR CERTIFICATED SALARIES	118,282,191
113 SUPPLEMENTAL	2,345,000
119 OTHER CERT SALARIES	122,000
123 VACATION LEAVE CERT	27,688
132 TERMINATION BENEFITS CERT.	550,000
141 REGULAR NON-CERTIFICATED SALARIES	26,738,294
142 SUBS NON-CERTIFICATED	1,450,000
143 SUPPLEMENTAL-NONCERT.	1,000,000
144 OVERTIME	930,000
149 OTHER	217,000
151 SICK LEAVE NONCERT.	15,000
153 VACATION LEAVE NONCERT.	49,519
162 TERMINATION BENEFITS NONCERT.	83,000
169 OTHER NONCERT.	8,000
171 BOARD OF EDUCATION	15,000
	<u>\$ 151,832,692</u>
<b>EMPLOYEES' RETIREMENT AND INSURANCE BENEFITS</b>	
211 STRS	16,025,763
212 STRS PICKUP	1,291,891
221 SERS	4,256,987
222 SERS PICKUP	349,999
223 SOCIAL SECURITY	900
231 TUITION REIMBURSEMENT	42,000
241 CERTIFICATED MEDICAL/DRUG	21,982,577
242 CERTIFICATED LIFE INS	126,151
243 CERTIFICATED DENTAL	945,848
244 CERTIFICATED VISION	236,221
249 CERTIFICATED OTHER	1,726,643
251 NON-CERTIFICATED MEDICAL/DRUG	9,978,144
252 NON-CERTIFICATED LIFE INS	24,748
253 NON-CERTIFICATED DENTAL	418,247
254 NON-CERTIFICATED VISION	110,020
259 NON-CERTIFICATED OTHER	474,031
261 WORKERS' COMP CERT	424,232
262 WORKERS' COMP NON-CERT	171,111
273 ANNUITIES-CERTIFICATED	52,086
282 UNEMPLOYMENT NON-CERT	9,000
	<u>\$ 58,646,601</u>

*Olentangy Local Schools  
Expenditures by Object  
Fiscal Year 2020 Budget  
General Fund*

OBJECT DESCRIPTION	FY 2020 BUDGET
<b>PURCHASED SERVICES</b>	
410 PROF & TECHNICAL SERVICES	504,000
411 ED PURCHASED SERVICES	4,166,350
413 HEALTH SERVICES	88,000
414 STAFF SERVICES	20,000
416 DATA PROCESSING	558,625
418 LEGAL SERVICES	550,000
419 OTHER PROF/TECH SERVICES	3,039,145
422 TRASH REMOVAL	153,500
423 MAINTENANCE & REPAIRS	705,064
424 PROPERTY INSURANCE	315,000
425 RENTALS	588,000
426 LEASE PURCHASE AGREEMENTS	392,600
434 NON-CERTIFICATED MEETING EXPENSE	1,600
439 OTHER TRAVEL/MEETING EXPENSE	357,030
441 TELEPHONE	650,000
443 POSTAGE	92,336
446 ADVERTISING	4,050
451 ELECTRICITY	2,681,800
452 WATER & SEWER	406,020
453 NATURAL GAS	545,000
460 CONTRACTED CRAFT OR TRADE	60,000
461 PRINTING & BINDING	79,350
471 TUITION PD DISTRICT IN STATE	79,427
472 TUITION PD DISTRICT OUT OF STATE	27,500
474 EXCESS COSTS	47,816
475 SPECIAL ED PAYMENTS	39,536
477 OPEN ENROLLMENT PAYMENTS	227,652
478 COMMUNITY SCHOOL PAYMENTS	1,280,000
479 OTHER TUITION PAYMENTS	749,380
483 PAYMENT IN-LIEU-OF TRANSPORTATION	70,000
489 OTHER PUPIL TRANSPORTATION	460,000
490 OTHER PURCHASED SERVICES	225,050
	<u>\$ 19,163,831</u>
<b>SUPPLIES AND MATERIALS</b>	
511 INSTRUCTIONAL SUPPLIES	1,233,320
512 OFFICE SUPPLIES	161,643
514 HEALTH & HYGIENE SUPPLIES	19,181
516 SOFTWARE	1,102,700
519 OTHER GENERAL SUPPLIES	381,200
520 TEXTBOOKS	830,000
521 NEW TEXTBOOKS	2,000
524 SUPPLEMENTAL TEXTBOOKS	44,868
531 NEW LIBRARY BOOKS	67,789
532 REPLACEMENT LIBRARY BOOKS	6,910
539 OTHER LIBRARY BOOKS	3,000
541 NEWSPAPERS	500
542 PERIODICALS	9,664
568 CANDY AND SNACKS	400
571 LAND SUPPLIES	240,000
572 BUILDING SUPPLIES	1,180,400
581 MOTOR VEHICLE PARTS & SUPPLIES	302,000
582 FUEL	917,500
583 TIRES & TUBES	76,000
590 OTHER SUPPLIES AND MATERIALS	1,500
	<u>\$ 6,580,575</u>

*Olentangy Local Schools  
Expenditures by Object  
Fiscal Year 2020 Budget  
General Fund*

OBJECT DESCRIPTION	FY 2020 BUDGET
<b>CAPITAL OUTLAY</b>	
640 EQUIPMENT	436,450
	<u>\$ 436,450</u>
<b>OTHER OBJECTS</b>	
841 MEMBERSHIPS IN PROF ORGANIZATIONS	58,485
843 AUDIT CHARGES	57,000
844 COUNTY BRD OF ED CONTRIBUTION	7,442,636
845 PROPERTY TAX COLLECTION FEES	2,610,000
846 ELECTION EXPENSE	35,000
848 BANK CHARGES	65,000
849 OTHER DUES & FEES	398,200
851 LIABILITY INSURANCE	150,000
853 FIDELITY BOND PREMIUMS	1,500
870 TAXES & ASSESSMENTS	47,000
880 AWARDS & PRIZES	10,000
912 CONTINGENCIES	500,000
	<u>\$ 11,374,821</u>
<b>TOTAL GENERAL FUND</b>	<u><u>\$ 248,034,970</u></u>





Office of the Treasurer/CFO  
7840 Graphics Way Drive  
Lewis Center, Ohio 43035  
(740) 657-4035

BETWEEN

**META SOLUTIONS**

AND

**OLENTANGY LOCAL SCHOOL DISTRICT**

DATE:

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THIS MASTER SERVICE AGREEMENT (hereinafter the “Agreement”) is made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between META Solutions, an Ohio Regional Council of Government whose principal office is located at 100 Executive Drive Marion, OH 43302 (hereinafter “META”) and Olentangy Local School District whose address is 7840 Graphics Way, Lewis Center, Ohio 43035 (hereinafter “Owner”), (each a “party” and together “parties”).

**WHEREAS**, META is an information technology center comprised of a consortium of member school districts (hereinafter the Member Districts”) and is organized as a regional council of government as defined in Ohio Rev. Code Chapter 167;

**WHEREAS**, Owner is an organization authorized by the Ohio Department of Education to utilize services of an information technology center; and

**WHEREAS**, Owner is a Member District of META as defined in META’s Constitution.

**NOW, THEREFORE**, for the agreements outlined herein and other good and valuable consideration the parties hereby agree as follows:

**1.0 Responsibilities of META.**

1.1 META shall perform all work and do all things necessary to perform the information technology services on behalf of Owner, as described in Schedule I attached hereto and identified as “Services Manifest”, which includes the scope of the work and other particulars with respect to the information technology services as more fully laid out in this section of the Agreement (hereinafter referred to as the “Services”). Services shall be provided in conformity with the policies of META generally applicable to recipients of similar services, as such policies currently exist or are hereafter adopted or amended.

1.2 META shall provide Owner with sufficient training opportunities as necessary for the Owner to effectively utilize the Services, based upon mutual agreement between the parties.

1.3 META will be the point of contact for all service problems experienced by Owner related to the provision of Services. If Education Management Information System (“EMIS”) Services are provided as included Services under this Agreement, META will work with Owner to fix EMIS fatal errors that may be generated regarding Owner’s data.

1.4 META will comply with any security standards necessary to meet state and federal auditing requirements.

1.5 To comply with a change in governing law or regulatory requirements, or changes to any applicable Third-Party Agreement, META may discontinue or limit Services and/or impose additional restrictions or requirements on such Services upon thirty (30) days’ written notice to

Owner or such lesser amount as may be required by law or regulatory requests at the time such notice is given.

1.6 META may enter into agreements with third-party vendors and service providers for the purpose of securing discounted pricing and other favorable contract terms for the Owner. If META has entered into an agreement with a third party vendor/service provider for such Owner benefits, and if the Owner subsequently agrees to purchase goods or services pursuant to the agreement between META and the third-party vendor/service provider, Owner agrees to be bound to the terms and conditions of the corresponding META agreement with such vendor/service provider, and to be primarily liable for any payments due to the vendor/service provider on account of the Owner's agreement to receive goods or services from the vendor/service provider. META may condition the receipt of services pursuant to this paragraph upon the Owner's execution of a separate agreement with META concerning the same.

1.7 META reserves the right to discontinue Owner's access to the Services and/or seek other legal or equitable relief for use of the Services by Owner or its users that META deems Owner to be in violation of the rules and regulations of the State Board of Education; or in violation of, or contrary to the parties' expectations regarding the Owner's conduct as expressed herein, this Agreement; or in violation of state or federal law; or for knowingly permitting or encouraging unauthorized access to the Services.

1.8 The parties acknowledge that the services META is offering at least comply with the minimum state-subsidized services as identified in Ohio Administrative Code and required by the Ohio Department of Education.<sup>1</sup> META shall conform to the quality implementation standards, as defined by the Ohio Department of Education for all core services.

## **2.0 Responsibilities of Owner.**

2.1 Owner shall fully cooperate and work with META in order to effectuate the implementation of this Agreement.

2.2 Owner shall be directly responsible to META for all charges billed by META to Owner for Services secured for Owner through this Agreement in accordance with the provisions contained in Section 5 of this Agreement.

2.3 Owner shall enter accurate data into the software and/or systems under this Agreement, and shall be responsible for maintaining the data, and for checking the accuracy of such data.

2.4 If data conversion is necessary in the course of providing Services and available from META, Owner shall pay META for data conversion costs as billed by META or, alternatively,

<sup>1</sup> OAC 3301-3-01 (B)(5), Effective 05/22/2010

Owner agrees to procure the necessary data conversion services from a third party vendor within a reasonable amount of time.

2.5 Except as specifically provided in this Agreement, Owner shall be responsible for maintaining the hardware and connections necessary to access the Services provided under this Agreement, including internet access, Local Area Networks, and other utilities as needed.

2.6 Owner shall not resell access to any of the Services provided under this Agreement.

2.7 Owner may utilize the Services provided hereunder only for educational and educational administrative-related services.

2.8 If requested for an audit of META or its Services, Owner will, to the fullest extent permissible under the law, provide such information as META or its auditors may request.

2.9 Owner shall be solely responsible for unauthorized access to the Services or data.

2.10 META will require current written authorization from Owner authorizing user access to, or the discontinuance of access to, username and password protected data.

2.11 Owner understands and agrees that, except as required by state and federal regulations, META will exercise no control over the information that Owner and its users may transmit and receive as a result of the provision of Services by META. Owner assumes full responsibility for any and all access to, transmission, and usage information accessed or sent by its users through the Services.

2.12 Owner understands and agrees that META shall have no responsibility for the Owner's or its users' accessing or transmitting offensive or unlawful information, interference, or unlawful access to others' information or networks, or other offense or unlawful activity for which the Services may be used.

2.13 Any violation of these requirements of Owner contained in this Agreement, the rules and regulations of the State Board of Education, federal law, or state law, or for knowingly permitting or encouraging unauthorized access to the Services may result in termination of Services to Owner and/or could result in legal action against Owner.

3.0 **The Contract Documents**. The Contract Documents consist of this Agreement and any Exhibits attached hereto, and META's Constitution, META's Bylaws, and any agreements with third-parties which currently impact the Services to be provided under this Agreement. These documents shall be a part of this Agreement as if attached to this Agreement or repeated herein. META and Owner acknowledge that they have received and reviewed all of the above named documents and agree that they shall be bound by the terms of those documents, as applicable.

4.0 **Term of Agreement**. The Services to be performed under this Agreement shall be commenced on July 1, 2019 and shall continue until June 30, 2020, (hereinafter the "Contract Term") subject to any amendments hereto between the parties, and shall be performed in accordance with the Contract Documents. This Agreement shall automatically renew for one year terms absent either party to this Agreement delivering written notice to the other party of their intention to not continue under the terms of this Agreement no later than thirty (30) days prior to end of the then prevailing term of this Agreement.

5.0 **Contract Price and Payment by Member Districts.**

5.1 META is specifically authorized to bill and collect monies for the Services provided directly to and from Owner. Owner shall pay a fee of \$16.75 per student based upon the annual Ohio Department of Education headcount for the District (hereinafter the "Contract Price") along with all taxes, fees, charges, surcharges, and other similar amounts due in regards to the Services provided under this Agreement and as further described in Schedule I and/or II which is attached to this Agreement.

5.2 Such charges as described in the Subsection 5.1 of this Agreement shall be billed on an annual basis on the first day of July. Owner shall tender payment for the Services within thirty (30) business days after receipt of any invoice from META.

5.3 Owner shall pay all costs incurred by META on behalf of Owner to provide the Services including but not limited to charges related to Third-Party Agreements, license fees, collection costs, late fees, service charges, and termination costs to the extent permitted by law. Owner shall tender payment for such charges within thirty (30) business days after receipt of any invoice from META.

5.4 Owner shall pay for any installation costs if such costs are incurred as a result of providing Services to Owner.

5.5 In the event that Owner fails to comply with any provision of Section 5 of this Agreement, then Owner will be in default with respect to its obligations hereunder. Should Owner be in default under the terms of this Section of the Agreement, then META, at META's sole discretion may elect to either 1. Suspend the Services of Owner until Owner has paid its balance in full; or 2. Permanently cease providing Services to Owner. In the event META exercises its right to enforce either of these options, in no way will it be deemed a waiver of other legal or equitable rights META may have for full payment.

6.0 **META's Responsibilities and Warranties.**

6.1 OWNER EXPRESSLY AGREES THAT USE OF META'S SERVICES UNDER THIS AGREEMENT ARE AT OWNER'S SOLE RISK. OWNER ALSO EXPRESSLY AGREES THAT THESE SERVICES ARE PROVIDED ON (a) AN "AS IS," "AS AVAILABLE" BASIS

WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE, FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NONINFRINGEMENT, OR WARRANTIES ARISING FROM ANY COURSE OF DEALING OR USAGE OF TRADE; (b) NO ADVICE GIVEN BY META'S EMPLOYEES, AGENTS, OR INDEPENDENT CONTRACTORS, OR THE EMPLOYEES OF META'S AGENTS OR INDEPENDENT CONTRACTORS, SHALL CREATE ANY WARRANTY OF ANY KIND; and (c) UPLOADING, DOWNLOADING, STORING, TRANSMITTING, AND OTHERWISE ACCESSING OR DISTRIBUTING INFORMATION VIA THE SERVICES BY MEMBER DISTRICTS AND/OR THEIR USERS IS AT MEMBER DISTRICT'S OWN RISK.

6.2 OWNER ALSO EXPRESSLY AGREES THAT META DOES NOT WARRANT THAT THE FUNCTIONS OF THE SOFTWARE WILL MEET ANY SPECIFIC USER REQUIREMENTS, OR THAT SERVICES PROVIDED WILL BE ERROR FREE OR UNINTERRUPTED; NOR SHALL META BE LIABLE FOR ANY ACTUAL DAMAGES OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING AS A RESULT OF LOSS OF DATA OR MISINFORMATION) SUSTAINED IN CONNECTION WITH THE USE, OPERATION, OR INABILITY TO USE META'S SERVICES BY OWNER OR ITS USERS. THE AGGREGATE LIABILITY OF META FOR ALL ACTIONS IN CONTRACT AND/OR TORT (INCLUDING NEGLIGENCE AND PRODUCTS LIABILITY) SHALL BE LIMITED TO THE FEES PAID BY THE MEMBER DISTRICTS IN THE SIX (6) MONTHS PRECEDING THE DATE THE CLAIM ARISES.

6.3 META shall not be liable for failure to provide Services if such failure is caused by any cause outside of META's control, acts of God, epidemics, lightning, winds, fires, landslides, floods, earthquakes, droughts, famines, acts of public enemies, explosions, insurrection, military action, sabotage, riots, civil disturbances, failure of a utility or utility-type services which is essential for META to provide the Services, or other event(s) not reasonably within the control of META.

6.4 META shall not be liable as a result of the actions, errors, omissions, or negligence of Owner or its personnel, employees, agents, or users.

6.5 META shall not be liable with regards to third parties for any action, error, omission, or negligence of Owner and/or its users.

7.0 **Changes in the Services**. There shall be no changes to the Services to be performed under this Agreement unless the parties hereto agree to such change in a written amendment to this Agreement. However, the parties expressly agree and understand that should there be a change in Ohio or Federal laws or regulations that affect the services provided under this Agreement, such services shall be changed in accordance with the terms of this Agreement to conform with such laws or regulations.

8.0 **Indemnification** To the fullest extent permitted by law, Owner shall hold harmless META and all of its agents and employees from any and all claims, obligations, liabilities, losses and expenses, direct, indirect or consequential, including but not limited to attorney's fees, arising prior to the execution of this Agreement.

9.0 **Ownership of Property**.

9.1 Any hardware and/or software installed by META in regards to the Services provided under this Agreement remain the property of META. In the event this Agreement is terminated, Owner shall permit META to remove any such hardware and/or software as soon as may be reasonably practicable after the date of termination.

9.2 Any data files shall remain the property of Owner. In the event this Agreement is terminated, META agrees to return all available files to Owner as soon as may be reasonably practicable after the date of termination.

9.3 All other rights of ownership in all materials, products, and Services provided by META, including the rights to ideas and inventions and rights under patent, copyright, trademark, trade secret, or other applicable laws, that have not been specifically addressed in Subsections 9.1 and 9.2 shall belong exclusively to META. Any modification or derivative works of Owner's property or the property of Owner by META shall be considered "work for hire" and will be considered property of META.

9.4 The parties agree that nothing in this Agreement shall give either party any right, title or interest in the property of the other after termination or expiration of this Agreement.

10.0 **Confidentiality**. META shall exercise ordinary care in preserving and protecting the confidentiality of information and materials furnished by Owner, to the extent required by law. Each party shall protect the intellectual property, proprietary information, and trade secrets of the other from unauthorized use and disclosure. Except as required by law, including but not limited to Ohio Rev. Code § 149.43, Owner agrees not to disclose any information of documentation obtained from META.

11.0 **Termination by Owner**. If META defaults, or persistently or repeatedly fails or neglects to provide Services in accordance with this Agreement without reasonable cause, then Owner shall notify META in writing of its failure to comply with the terms of this Agreement. Upon receipt of such written notice, META shall have thirty (30) days to conform its behavior to meet the requirements of this Agreement. In the event that META is still in breach of this Agreement at the expiration of this thirty (30) day period without reasonable cause, then Owner may, without prejudice to any other remedy it may have, terminate this Agreement.

12.0 **Effect of Termination by Owner**. In the event that Owner decides to terminate this Agreement pursuant to Section 4.0 or Section 11.0 of this Agreement, then, upon such termination,



Owner shall immediately withdraw as a Member District of META in accordance with META's Constitution and Bylaws.

13.0 **Assignment**. This Agreement and Owner's rights, duties, and/or responsibilities herein may not be assigned to another individual or entity without the written consent of META.

14.0 **Miscellaneous Provisions**.

14.1 This Agreement shall be construed in accordance with, and governed by, the laws of the state of Ohio. The parties agree that any action brought by either party against the other in state court shall be properly venued only in the Franklin County Court of Common Pleas in Columbus (Franklin County), Ohio and that any action brought in federal court shall be properly venued only in the United States District Court for the Southern District of Ohio, Eastern Division, located in Columbus, Ohio. The parties further agree that they do hereby waive all questions of personal jurisdiction or venue for purposes of giving effect to this provision.

14.2 There are no third-party beneficiaries to this Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either party.

14.3 This Agreement along with all exhibits attached hereto and other Contract Documents represents the entire agreement between the parties on this subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. If any of the provisions contained in this Agreement, as amended from time to time, are inconsistent with the provisions of the other Contract Documents, then the provisions of this Agreement, as amended, shall prevail.

14.4 The obligations, warranties, and representations of either party under this Agreement that are of a continuing nature shall survive expiration or termination of this Agreement, unless otherwise explicitly agreed to in the Contract Documents or by operation of law.

14.5 No delay or failure by either party to exercise any right hereunder and no partial or single exercise of any such right shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

14.6 In case any one or more provisions set forth in the Contract Documents shall for any reason be held invalid, illegal, or unenforceable in any respect, any such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract Documents, and the Contract Documents shall be construed as if such invalid, illegal, or unenforceable provision had never been incorporated therein, provided the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either party. If either party determines in good faith that so construing the Contract Documents is materially adverse to it, the parties shall negotiate in good faith to modify the Contract Documents so as to achieve their original intent as

closely as possible in a mutually acceptable manner and so that the transactions intended hereunder are consummated as originally contemplated to the greatest extent possible.

14.7 All notices under this Agreement shall be in writing, sent by registered or certified U.S. Mail, return receipt requested, and addressed to the party at the address set forth at the beginning of this Agreement or at such other address of which a party has provided notice pursuant to this provision.

14.8 The headings of the sections hereof have been inserted for convenience only and shall in no way modify or restrict any provisions hereof or be used to construe any such provisions.

14.9 The parties shall not be required to perform any obligation under this Agreement or be liable to each other for damages so long as performance or non-performance of the obligation is delayed, caused or prevented by Force Majeure. "Force Majeure" means: hurricanes, earthquakes, floods, fire, acts of God, unusual transportation delays, wars, insurrections, acts of terrorism, and any other cause not reasonably within control of META or Owner, and which, by exercise of reasonable diligent effort, the non-performing party is unable in whole or in part to prevent or overcome.

14.10 The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision, and to this end the provisions of this Agreement are declared to be severable. It is the intention of the parties that, if any provision of this Agreement is susceptible of two or more constructions, one which would render the provision enforceable and the other or others of which would render the provision unenforceable, then the provision shall have the meaning that renders it enforceable.

15.0 **Signatures.** By signing this Agreement, the individuals indicate all of the following:

15.1 They are authorized to sign on behalf of their respective entities; and

15.2 That they have read, understand and agree to the terms of this Agreement, including the provisions of the Contract Documents and any attachments to this Agreement, on behalf of their respective entities; and

15.3 All information provided in connection with this Agreement is true and accurate; and

15.4 This Agreement has been approved by formal action of the Board of the respective party; and

15.5 By execution of this Agreement the parties are not creating a breach of any third party agreements.

{Signature Page Follows}

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first set forth above.

FOR OWNER:

Olentangy Local School

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Signature

META Solutions

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Signature

3625832.1 : 10044 00004



MARION OFFICE  
100 Executive Drive  
Marion, OH 43302  
P: 740 389 4798  
F: 740 389 4517

COLUMBUS OFFICE  
2100 Citygate Drive  
Columbus, OH 43219  
P: 614 473 8300  
F: 614 473 8324

## CONSTITUTION OF META

**I. Name of Association.** The name of the group composed of all Members and formerly known as the "Tri-Rivers Educational Computer Association" ("TRECA") henceforth shall be META (herein also referred to as "the Association").

### **II. Purpose & Powers**

- A. META is a product of the merger of TRECA, MEC, SEOVEC and MDECA, as described in the Merger Agreement entered into between TRECA, MEC, SEOVEC and MDECA ("Merger Agreement") and the Asset Purchase Agreement entered into with SCOCA. META subsumes and integrates in a single entity the formerly-distinct functions, membership, and personnel of MEC, TRECA, SEOVEC, SCOCA and MDECA.
- B. META has a number of core purposes, among which is the establishment and operation of an efficient, economic computer system that serves the needs of its Members. In this regard, META operates as, and has all the powers of, a Data Acquisition Site/Information Technology Center pursuant to applicable provisions of the Ohio Revised Code, including but not limited to Section 3301.075, and applicable provisions of the Ohio Administrative Code, including but not limited to 3301-3-02, 3301-3-06, and 3301-3-07.
- C. META is also a Regional Council of Governments pursuant to Chapter 167 of the Ohio Revised Code. In this capacity, META seeks to identify, develop, and provide to Members and non-members innovative educational and technological services and products, as well as expanded opportunities for cooperative purchasing. As a Regional Council of Governments, META has the power to:
  - 1. Study such area governmental problems common to two or more Members of META as it deems appropriate, including but not limited to matters affecting health, safety, welfare, education, economic conditions, and regional development;
  - 2. Promote cooperative arrangements and coordinate action among its Members, and between its Members and other agencies of local or state governments, whether or not within Ohio, and the federal government;
  - 3. Make recommendations for review and action to the Members and other public agencies that perform functions within the region;
  - 4. Promote cooperative agreements and contracts among its Members or other governmental agencies and private persons, corporations, or agencies;
  - 5. Perform planning directly by META personnel, or under contracts between META and other public or private planning agencies;
  - 6. Review, evaluate, comment upon, and make recommendations, relative to the planning and programming, and the location, financing, and scheduling of public facility projects within the region and affecting the development of the area;
  - 7. Act as an area wide agency to perform comprehensive planning for the programming, locating, financing, and scheduling of public facility projects within the region and affecting the development of the area and for other proposed land

- development or uses, which projects or uses have public metropolitan wide or interjurisdictional significance;
8. Act as an agency for coordinating, based on metropolitan wide comprehensive planning and programming, local public policies, and activities affecting the development of the region or area;
  9. By appropriate action of the governing bodies of the Members, perform such other functions and duties as are performed or capable of performance by the Members and necessary or desirable for dealing with problems of mutual concern;
  10. Contract with the appropriate officials, authorities, boards, or bodies of counties, municipal corporations, townships, special districts, school districts, or other political subdivisions to provide any service or to receive any service from such entities. Such contracts may also authorize META to perform any function or render any service in behalf of such counties, municipal corporations, townships, special districts, school districts, or other political subdivisions, which such counties, municipal corporations, townships, special districts, school districts, or other political subdivisions may perform or render;
  11. Acquire, construct, and otherwise improve real and personal property to be used by or for the benefit of META or one or more of its Members. The acquisition, construction, and improvement may be financed by cash, installment payments with or without a mortgage, lease-purchase agreements, leases with an option to purchase, or securities issued pursuant to section 167.101 of the Revised Code.
- D. META additionally has all other powers permitted by law and authorized by its Board of Directors.

### **III. Membership**

- A. Classification of Membership. There shall be two classifications of Membership: Full Membership and Associate Membership.
- B. Qualifications for Full Membership
  1. A Full Member is a city, county, exempted village, local, joint vocational, or cooperative education school district or educational service center that meets the qualifications set forth in this section.
  2. Conditions of Full Membership. Full Members shall meet the following conditions:
    - a. have executed a resolution on the part of the board of education or equivalent governing body accepting this Constitution and applicable By-Laws;
    - b. have executed an agreement for, and/or otherwise subscribed to
      - i. both fiscal services and state-mandated data reporting services (EMIS) offered by META, or
      - ii. at least two of the three Core Services (as defined in section 3301-3-01 of the Ohio Administrative Code) offered by META;

- c. have received a majority vote of acceptance from META's Board of Directors, except that such vote of acceptance shall not be required for any entity that was, immediately prior to the "merger date" specified in the Merger Agreement, or according to Section 2, Paragraph 2.3 specified in the Asset Purchase Agreement, an "active member" or "associate member" of META, as defined in the META constitution in effect at such time;
- d. hold the appropriate permit as defined in paragraph (B) of Ohio Administrative Code 3301-3-03;
- e. receive funding from the Ohio Department of Education for the type of services META is to provide to the Full Member. A Full Member shall be provisionally admitted contingent on approval of the Ohio Department of Education for such funding; and
- f. have currently paid all dues, assessments, and fees, both initial and as applicable, as established by META's Board of Directors, except that no current or former TRECA, MEC, SEOVEC, SCOCA or MDECA member shall be required to pay any dues, assessments, or other fees of META that duplicate (i.e., are for the same purpose as) dues, assessments, or other fees assessed by, and paid by the Full Member to, MEC.

#### C. Qualifications for Associate Membership

1. An Associate Member is a school district that does not meet the definition of Full Member or a community school, charter school, parochial school or any other educationally related entity or other political subdivision, and any other intragovernmental agencies including counties, municipal corporations, townships, or special districts, of this state, to the extent that such laws of the other state permit, approved and accepted by the META Board of Directors, that meets the qualifications set forth in this section.
2. Conditions of Associate Membership. Associate Members shall meet the following conditions:
  - a. have executed a resolution on the part of the board of directors or equivalent governing body accepting this Constitution and applicable By-Laws;
  - b. have executed an agreement for, and/or otherwise subscribed to, services offered by META, as well as agreed to pay all dues, assessments and the like, both initial and reoccurring as applicable, as established by META's Board of Directors, except that no current or former TRECA, MEC, SEOVEC, SCOCA or MDECA member shall be required to pay any dues, assessments, or other fees of META that duplicate (i.e., are for the same purpose as) dues, assessments, or other fees assessed by, and paid by the Member to, TRECA, MEC, SEOVEC, SCOCA and MDECA; and
  - c. have received a majority vote of acceptance from META's Board of Directors, except that such vote of acceptance shall not be required for any entity that was, immediately prior to the "merger date" specified in the Merger Agreement, or according to Section 2, Paragraph 2.3 specified in the Asset Purchase Agreement, an "affiliate" of MEC, as defined in the MEC constitution in effect at such time.
  - d. Associate Members which are not political subdivisions shall have contractual rights under their respective service agreements but shall not be deemed to be constituent members of META within the meaning of Chapter 167 of the Ohio Revised Code, relating to regional councils of governments; provided,

however, that those Associate Members which are receiving Core Services from META shall have the rights of participation in governance as set forth in Article IV of this Constitution. Associate Members shall otherwise be subject to all provisions of the META Constitution and By-Laws relating to members, unless specifically excluded therefrom.

**D. Withdrawal of Membership**

1. A member school district may withdraw effective June 30, of a year, if written notice of intent to withdraw is provided to the Board of Directors by July 1, of the year prior to the intended effective date. This date and twelve-month time period is set to ensure continuity of programs and fiscal responsibility. The financial obligation during the 12-month period prior to the withdrawal date shall be the normal charges, per the current Basic Fee Schedule, assuming usual district utilization of services throughout the entire withdrawal period. In the absence of normal district utilization of services throughout the entire withdrawal period, the financial obligation shall be based upon utilization during the last 12-month period of actual normal district utilization per the current Basic Fee Schedule and policy of the Board of Directors. A withdrawing district shall also be responsible for any prorata portion of long-term debt previously incurred by the Association on behalf of the district, as determined by the Board of Directors.
2. In the alternative to III(D)(1) above, a Member may withdraw upon giving 120 days written notice of its intent to withdraw if the Member provides such notice within 30 days of receiving notice of an increase in its dues or assessments for elsewhere defined Member Services (i.e. those services defined by the Ohio Administrative Code as Core Services).
3. The META Board of Directors, in its sole discretion, may grant an expedited withdraw and/or waive the notification requirements for a withdrawing Member so long as said Member is not delinquent in its payments of any and all dues, assessments and the like through the term of its membership.
4. Any decision to withdraw from META must be made by duly adopted resolution of the board of education or equivalent governing body of the Member.

E. Disqualification. A Member may be disqualified from Membership if two-thirds of the Board of Directors votes in favor of such disqualification. The services and benefits furnished by META shall be withdrawn at any time within 180 days following notification of such disqualification at the discretion of the Board. Upon disqualification, the disqualified Member shall be liable for all dues, assessments and the like incurred through the Board determined disqualification date.

F. Effect of Withdraw or Disqualification. A Member that withdraws or is disqualified must return to META any equipment furnished to the Member by TRECA, MEC, SEOVEC, SCOCA, MDECA or the Association but not owned by the Member in as good a condition as when received by the Member, less normal wear. Such Member shall be liable for all obligations incurred by the Member.

G. A member that withdraws or is disqualified will be liable for all costs and obligations of any other outstanding contractual agreements, i.e. VOIP, wireless connectivity.

**IV. General Assembly**

**A. Purpose and Powers**

1. The General Assembly shall be established from the Full Members and those Associate Members receiving Core Services of the for the purpose of serving as

- a deliberative and advisory body of the Association.
2. The sole authority of the General Assembly is to discuss and may make recommendations to the Board of Directors regarding the following subjects:
    - a. services rendered by the Association;
    - b. a Basic Fee Schedule;
    - c. new Association ventures;
    - d. the election of officers as provided in the By-Laws;
    - e. the annual estimate and apportionment of Association Costs;
    - f. the annual Association budget; and
    - g. other matters referred to the General Assembly by the Board of Directors or Chief Executive Officer.
  - B. Delegates. Each Member described in Section A.1 of this Article shall be entitled to one delegate in the General Assembly. In every instance, the Member's superintendent (or equivalent official) or his/her designee shall serve as the Member's Delegate to the Assembly.
  - C. Meetings. The General Assembly shall be convened to meet and discuss the business and operations of the Association on an annual basis at a time and place as determined by META's Board of Directors. Member's Delegates will receive advance notice of the date, time and place of meetings of the General Assembly.
- V. **Board of Directors.** The Board of Directors shall be the governing body of META.
- A. The Board of Directors shall consist of thirteen (13) voting Directors, each a superintendent or business official (treasurer, technology officer or business manager) representing a different Full Member of META. Thereafter, the voting members of the Board of Directors shall be the superintendents or business officials of thirteen (13) Full Members of META that constitute a representative sampling of Full Members and are committed to the ideals embodied by the Association, selected pursuant to methods determined by the Board of Directors. All five regions (Athens, Columbus, Dayton, Marion and Piketon) may be represented on the Board with two members for each region and three at-large members.
    1. The Board of Directors shall fill any vacancies on the Board through a majority member vote.
    2. The Board of Directors shall be limited to terms of five consecutive years.
    3. The Board of Directors shall also include such non-voting ex-officio Directors as are provided for in the Constitution and Bylaws.
    4. Subject to the limitations expressed in paragraph (B) below, the composition of the Board of Directors may be expanded by the Board of Directors.
  - B. Only the superintendent or business officials of the board of education of a Full Member is eligible to serve as a voting Director of the Board of Directors. All persons serving as voting Directors of the Board of Directors shall serve without compensation. Only voting Directors of the Board of Directors have the right to present motions or cast votes on issues coming before the Board of Directors.
  - C. Each December, the Board of Directors shall elect new officers to serve for the upcoming calendar year.
  - D. The President shall be elected by the Board of Directors and shall serve as President of the Board of Directors. The Vice-President shall be elected by the Board of Directors and shall serve as Vice-President of the Board of Directors.



- E. The Chief Executive Officer shall serve as a non-voting ex-officio member of the Board of Directors.
- F. Except as provided herein, a quorum of a meeting of the Board of Directors shall consist of a majority of the voting Directors of the Board of Directors. Except as otherwise provided herein, any action of the Board of Directors provided for in this Constitution or the By-Laws may be taken upon a majority vote of the Directors voting at any meeting of the Board of Directors at which a quorum is present.
- G. If a vacancy occurs on the Board of Directors, the remaining voting Directors, upon the recommendation of the Chief Executive Officer, shall choose and appoint a replacement voting Director to fill the vacancy.
- H. The Board of Directors shall
  1. approve new Association ventures;
  2. approve and amend the annual Association budget;
  3. approve a Basic Fee Schedule;
  4. approve the annual estimate and apportionment of Association Costs;
  5. elect officers as provided in the By-Laws;
  6. amend the Association Constitution;
  7. call the General Assembly together as needed; and/or
  8. act on any other matter related to the business of the Association.
- H. Each new Board Member shall participate in a training program to be trained in the services provided by META and their duties as a Board Member.
- I. Officers
  1. President. The President shall:
    - a. preside at all meetings of the Board of Directors;
    - b. work with the Chief Executive Officer to see that an annual report is prepared on activities of the Association's ventures, present it to the Board of Directors and distribute it to the Members; and
    - c. provide liaison between Members and the Board of Directors concerning operations of the Association in the interim between board meetings.
  2. Vice-President. The Vice President shall:
    - a. preside in the absence of the President;
    - b. serve as Vice-President of the Board of Directors; and
    - c. succeed to the office of President, should it be vacated before the end of the term.

**VI. Dues and Assessments.** The Board of Directors shall establish Membership dues and other assessments, including but not limited to the Association costs.

**VII. Amendments to the Constitution**

- A. The Chief Executive Officer shall notify General Assembly Delegates of any proposed amendment to this Constitution at least five days before the vote of the Board of Directors on said amendment.
- B. The Board of Directors shall have the authority to approve, revise, or reject any amendment to this Constitution presented to the General Assembly Delegates in accordance with the preceding paragraph. The approval of two-thirds (2/3) of the total number of voting Directors of the Board of Directors shall be required for the adoption of an amendment as submitted or revised

- VIII. By-Laws.** The Board of Directors shall have the authority to approve, revise, or reject any amendment to the By-Laws by a majority vote of the Directors voting at any meeting of the Board of Directors at which a quorum is present, provided all Directors have been given a written copy of any such proposed change at least three (3) days prior to the meeting.

**IX. Fiscal Operations**

**A. Fiscal Officer**

1. The Fiscal Officer of META is the Chief Financial Officer (CFO). The Chief Financial Officer shall be appointed by the Board of Directors and shall report to the Board of Directors. The CFO shall perform those duties:
  - a. of a fiscal officer of a Regional Council of Governments, as set forth in the Ohio Revised Code, Section 167.04;
  - b. of a fiscal agent of an ITC, as set forth in the Ohio Administrative Code Section 3301-3-07(B)(1)(a)(ii), as applicable; and
  - c. described in the Job Description for this position.

*The Chief Financial Officer shall have appropriate experience as deemed by the board of directors. The Board of Directors shall obtain appropriate Employee Theft Coverage that includes coverage for the CFO.*

2. Performance of Duties. The Fiscal Officer shall perform all fiscal functions for META. When performing fiscal operations for META, the Fiscal Officer shall be responsible for any or all financial transactions or other activities associated with META, shall maintain financial accounting records of data acquisition site/information technology center activities separately in a manner capable of being audited, and shall hold, in the name of META, title to equipment owned by META. All financial transactions and accounting procedures shall be performed in compliance with all applicable provisions of the Ohio Revised Code, Chapter 3301-3 of the Ohio Administrative Code and requirements of the Auditor of State.

**B. Change of Fiscal Officer**

1. In the event of the Fiscal Officer's resignation, incapacitation or discharge, the Board of Directors shall appoint by a majority vote, a qualified replacement; or
2. In the event that the Board of Directors determines that the fiscal agent duties should be transferred from the Chief Financial Officer to a Full Member board of education, to be thereby designated by the Board of Directors as the custodian of funds for the Association, a Fiscal Agent shall be appointed by a majority vote of the Directors with the consent of the board of education of the Full Member to be designated as the new Fiscal Agent. The Full Member to be appointed the new Fiscal Agent shall be represented by its superintendent as one (1) of the voting Directors.

**C. Indemnity**

1. The Association may purchase a policy or policies of insurance insuring board, or members of Board of Directors, officers, administrators, teachers or any other group of employees employed by the Association against liability on account of damages or injury to persons and property resulting from any act or omission of such board or entity, or such individual in his official capacity as a member or employee of the Association resulting solely out of his membership on, or employment by the Board of Directors.

2. The Association shall, except for findings for recovery in an audit report pursuant to section 117.28 of the Revised Code, indemnify, defend, and hold harmless any person included in division (1) of this section against all civil demands, claims, suits, and legal proceedings, whether threatened or instituted, and defend such person against any criminal legal proceedings, whether threatened or instituted, that arise from the acts or omissions of such person while acting within the scope of the person's employment by the Association and in the good faith belief that such conduct was lawful and in the best interests of the Association, except that expenditures and obligations under this division shall not exceed the amounts appropriated for such purposes.
- D. Fiscal year. The fiscal year of META shall begin on the first day of July and shall end on the thirtieth day of June of the following year.
- E. Ownership. All equipment, buildings, furniture and other goods acquired by META shall be held by META (or by an entity appointed to be the fiscal agent for META, if any) in trust for the Full Members, but acquisition, replacement, operation, use and disposition shall be subject to the applicable provisions of this Constitution. Any Member withdrawing or disqualified from the Association forfeit any claim to the Association's assets. In the event of dissolution of META, all then-current Full Members shall share in the net (i.e., after Association debts are satisfied) assets liquidation in a ratio proportionate to their last twelve months financial contributions and obligations to the Association, and they shall likewise participate in proceeds from the sale of assets upon liquidation.
- X. **Savings Clause.** In the event that any part of this Constitution, or the By-laws laws adopted pursuant to this Constitution is judged to be inconsistent with law by any agency of the state, inoperative by a court of competent jurisdiction, or is invalidated by a change in the law of the State of Ohio, the remaining portion of the Constitution and By-laws will remain in full force and affect.
- XI. **Future Mergers.** All future mergers of META shall go through full financial and organizational vetting conducted in conjunction with an outside accounting firm with prior merger expertise. Mergers shall occur when the Directors, at a regular meeting of the Board of Directors, or one called for such purpose, vote by majority vote of the total number of voting Directors of the Board of Directors.
- XII. **Dissolution.** A dissolution of META shall occur when the Directors, at a regular meeting of the Board of Directors, or one called for such purpose, vote by majority vote of the total number of voting Directors of the Board of Directors to dissolve META.

**EXHIBIT B**

**META BYLAWS**

[on following pages]



## **BY-LAWS OF META**

### **I. Membership of the General Assembly**

- A. Delegates to the General Assembly shall be the superintendent (or equivalent official) or designee from each Full Member and Associate Member receiving Core ITC services from META.
- B. Each Member shall make best efforts to provide by June 1 of each year a roster of official Delegates.

- II. Officers of the General Assembly.** The Officers of the General Assembly shall be the President and Vice President of the Board of Directors and such other Officers as the Board of Directors may from time to time designate.

### **III. Administrative Organization**

- A. Chief Executive Officer. The Chief Executive Officer is the chief administrative officer of the META and, as such, is directly responsible to the Board of Directors for the administration of META's policies, rules, and regulations. Subject to the approval of the Board of Directors and pursuant to the procedures contained in these By-Laws, the Chief Executive Officer shall exercise the authority conferred upon META as a Data Acquisition Site/Information Technology Center and as a Regional Council of Governments in accordance with applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. The CEO shall have the power to employ, remove and suspend all and employees, not appointed by the Board of Directors, to determine the duties and responsibilities of such persons, to create such titles for such persons as such officer may deem desirable to enable them to execute their duties and responsibilities, and to fix and change the compensation of such persons.
  - 1. Qualifications of the Chief Executive Officer. The qualifications shall conform to the criteria determined by the Board of Directors and stated in the Job Description.
  - 2. Preparation of Agendas. It is the desire of the Board of Directors that the agenda for an official meeting be prepared by the Chief Executive Officer and be received at least 48 hours prior to the meeting.
  - 3. Minutes of Meetings. The Chief Executive Officer or his designee shall keep official minutes of every meeting of the General Assembly, the Board of Directors, and any committee. The President or the Chief Executive Officer shall report the minutes of any of the foregoing to the next meeting of such body as well as to the next meeting of the Board of Directors.
- B. Chief Operating Officer. The Executive Director of the Metropolitan Educational Council ("MEC") immediately prior to MEC's merger with META shall serve as the Chief Operating Officer of META for such period of time, and with such duties and responsibilities, as determined by the Board of Directors. The Chief Operations Officer shall report to the Board of Directors.

#### **IV. Committees**

- A. Ad Hoc Committees. The Board of Directors must authorize all Ad Hoc Committees.
  - 1. The President shall appoint all Ad Hoc Committees with the counsel of the Chief Executive Officer.
  - 2. Ad Hoc Committees shall serve only until the task or reason for their establishment has been performed or fulfilled or until terminated by action of the Board of Directors.
- B. Authority of Committees. No committee has the authority to take any official action. Committees make recommendations for consideration by the General Assembly or for official action by the Board of Directors.

#### **V. Fiscal Policies**

- A. Financial Reporting
  - 1. No later than the May meeting of the Board of Directors each year, the Chief Executive Officer and Treasurer shall submit a three-year projection and a proposed budget/appropriation for the next fiscal year. The budget/appropriation will show the estimated receipts and expenses of the Association and will list how much money is projected to be needed in each category.
  - 2. The Chief Executive Officer is authorized to make expenditures and commitments according to the Constitution and By-Laws and in harmony with administrative and operative plans as approved by the Board of Directors as specified in the budget. Expenditures shall not exceed income on an annual basis from any fund without prior approval of the Board of Directors.
  - 3. The Treasurer shall also report in writing on an at least quarterly basis the following information by fund:
    - a. A list of all bills and salaries, the amount, to whom paid and for what purpose shall be supplied to the Board of Directors.
    - b. A financial report showing all month-to-date and year-to-date receipts and expenditures including the beginning and closing balances shall be supplied to the General Assembly.
  - 4. Following the May meeting of the Board of Directors each year, the Members shall be supplied with the three-year projection described in Section 1, Paragraph A of this Article.
- B. Facilities. META shall provide such facilities as the Board of Directors deems necessary and appropriate. When the Board of Directors determines to undertake to build, repair, enlarge, improve or demolish facilities, such activity shall be undertaken for META's Full Members, under and in conformance with:
  - 1. Ohio Rev. Code § 3313.46, as applicable to META's city, local, and exempted village school district Members;
  - 2. the agreement establishing META, pursuant to Ohio Rev. Code § 167.01 (META's Constitution); and
  - 3. other pertinent delegations of authority to META, if any, by META's Members.

## **VI. Notice of Meetings**

- A. Public Meetings. All meetings of the Board of Directors and any committees appointed by the Board of Directors are open to the public as required by Ohio law. Executive Sessions may be called in accordance with Ohio law. Due notice of all meetings of the Board or Board-appointed committees will be given to the press and the public. Such notice may be given by any method reasonably calculated to provide notice of the meetings, such as providing written notice to the press for publication, posting notices on the META website and/or in areas accessible to the public, and/or providing notice by regular U.S. mail or e-mail to those persons who have requested such notice pursuant to these Bylaws.
1. Regular Meetings. A notice of the time and place of regularly scheduled meetings will be established at the organizational meeting each year. Any change in time or place of a regular meeting will be given to the media and those persons requesting advance personal notice pursuant to these By-laws at least twenty-four hours prior to the meeting.
  2. Special Meetings. Special meetings shall not be held unless at least twenty-four hours advance notice of the time, place, and purpose of the special meeting is given to any news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of such an emergency, the person calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.
- B. Contact. By contacting the Chief Executive Officer at 100 Executive Drive, Marion, Ohio 43302, (740) 389-4798:
1. Any person may obtain the time and place of any regular meeting and the time, place and purpose of any special meeting,
  2. Any news media representative may request advance notice of any special meeting, and
  3. Any person may, upon payment of a reasonable fee or upon providing a sufficient number of self-addressed, stamped envelopes, request reasonable advance notice of all meetings at which a specific type of business is to be discussed.

## SCHEDULE I

### CORE SERVICES SUMMARY OF COSTS

This schedule is hereby made a part of the Agreement for 2019-20 by and between the Olentangy Local School Board of Education and Meta Solutions. Services will be rendered for the period of the Agreement, unless otherwise stated below.

<b>Services</b>
Fiscal Support for State Software
SIS Support for any SIS Package PowerSchool, ProgressBook (including GradeBook & Virtual Classroom) & Infinite Campus
EMIS Support
Purchasing Co-op Membership

<b>Headcount</b>	21,602
<b>Cost</b> (\$16.75 per headcount)	<b>\$361,833.50</b>

\_\_\_\_\_  
Olentangy Local Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Meta Authorized Signature

Date: \_\_\_\_\_



**SCHEDULE II**  
**SUMMARY OF COSTS**

This schedule is hereby made a part of the Agreement for 2019-20 by and between Olentangy Local Schools and Meta Solutions. Services will be rendered for the period of the Agreement, unless otherwise stated below.

<b>Service</b>	<b>Cost</b>
IEP Anywhere	\$1.50/student
Content Filtering	\$1,000.00

<b>Headcount</b>	<b>21,602</b>
<b>Total Schedule II Cost</b>	<b>\$33,403.00</b>

\_\_\_\_\_  
Owner Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
META Authorized Signature

Date: \_\_\_\_\_



# OLENTANGY SCHOOLS<sup>SM</sup>

## APRIL 2019 MONTHLY FINANCIALS

Presented by:

Emily Hatfield, Treasurer/CFO



**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINANCIAL STATEMENTS**  
**APRIL 2019**

Comparative Statement of Receipts and Expenditures

Investments

Bank Reconciliation

Fund Balances

Financial report by Fund/SCC

Financial Detail (FINDET) by Object Code for General Fund

General Fund Expenditures Summary

Appropriation Account Summary

Check Register Detail

OLENTANGY LOCAL SCHOOL DISTRICT  
COMPARATIVE STATEMENT OF RECEIPTS AND EXPENDITURES  
GENERAL FUND (001)  
FISCAL YEAR 2018-2019

	Current Month Ending 4/30/2019	Fiscal Year to Date 7/1/18 - 6/30/19	Expected 4/30/2019	Act vs. Expected	Difference	Budgeted Fiscal Year 7/1/18 - 6/30/19	% of Budget
Beginning Balance	\$ 134,602,448	\$ 85,753,468				\$ 85,753,468	
<b>RECEIPTS:</b>						*	
Real Estate Taxes	\$ (545,369)	\$ 155,643,759	\$ 153,076,609	102%	\$ 2,567,150	\$ 153,076,609	101.68%
Public Utility Personal Property	\$ -	\$ 11,796,281	\$ 11,394,404	104%	\$ 401,877	\$ 11,394,404	103.53%
Unrestricted Grants-In-Aid	\$ 963,192	\$ 11,608,851	\$ 11,106,938	105%	\$ 501,913	\$ 12,965,570	89.54%
Restricted Grants-In-Aid	\$ 18,320	\$ 185,179	\$ 186,861	99%	\$ (1,682)	\$ 349,599	52.97%
Property Tax Allocation	\$ 9,106,756	\$ 17,973,499	\$ 8,959,599	201%	\$ 9,013,900	\$ 17,798,736	100.98%
All Other Operating Revenue	\$ 675,923	\$ 31,312,179	\$ 28,401,755	110%	\$ 2,910,424	\$ 29,280,657	106.94%
All Other Financing Sources	\$ -	\$ 1,760,852	\$ 5,404	32584%	\$ 1,755,448	\$ 25,000	7043.41%
<b>Total Receipts</b>	<b>\$ 10,218,822</b>	<b>\$ 230,280,600</b>	<b>\$ 213,131,570</b>	<b>108%</b>	<b>\$ 17,149,030</b>	<b>\$ 224,890,575</b>	<b>102.40%</b>
<b>EXPENDITURES:</b>						*	
Personnel Services	\$ 11,433,224	\$ 116,117,202	\$ 116,055,499	100%	\$ 61,703	\$ 141,000,777	82.35%
Retirement/Benefits	\$ 4,447,983	\$ 45,276,317	\$ 46,505,409	97%	\$ (1,229,092)	\$ 56,237,935	80.51%
Purchased Services	\$ 1,368,326	\$ 12,928,007	\$ 13,254,334	98%	\$ (326,327)	\$ 16,464,934	78.52%
Supplies, Materials, Textbooks	\$ 405,271	\$ 4,946,577	\$ 4,570,250	108%	\$ 376,327	\$ 6,405,442	77.22%
Capital Outlay	\$ 9,332	\$ 343,664	\$ 280,676	122%	\$ 62,988	\$ 363,650	94.50%
Debt - principal & interest HB264	\$ -	\$ 545,429	\$ 517,053	105%	\$ 28,376	\$ 517,053	105.49%
Other Expenditures	\$ 890,633	\$ 9,610,371	\$ 10,483,668	92%	\$ (873,297)	\$ 12,206,754	78.73%
<b>Total Expenditures</b>	<b>\$ 18,554,769</b>	<b>\$ 189,767,567</b>	<b>\$ 191,666,889</b>	<b>99%</b>	<b>\$ (1,899,322)</b>	<b>\$ 233,196,545</b>	<b>81.38%</b>
<b>Revenue Over (Under)</b>							
<b>Expenditures</b>	<b>\$ (8,335,947)</b>	<b>\$ 40,513,033</b>					
<b>Ending Balance</b>	<b>\$ 126,266,501</b>	<b>\$ 126,266,501</b>					
Outstanding Encumbrances	\$ 8,128,665						
Unencumbered Ending Balance	<u>\$ 118,137,836</u>						

\*Budgeted amounts are based on the October 2018 forecast.

OLENTANGY LOCAL SCHOOL DISTRICT  
COMPARATIVE STATEMENT OF RECEIPTS AND EXPENDITURES  
GENERAL FUND (001)  
FISCAL YEAR 2018-2019

REVENUE:

Real Estate Taxes: Any growth in real estate revenue is generated by new construction and increased collections percentage. First half final settlement of real estate taxes were received in March.

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

Unrestricted Grants (State Foundation): The October forecast includes the impact of House Bill 49. The current State funding formula calculates that Olentangy should receive over \$50 million in state basic aid, unfortunately with the cap on funding growth of 5.5% for FY18 and 5.8% for FY19, this limits the basic aid for Olentangy over the next two years. The District appreciates any additional funding, but the cap will not even allow the growth in state funding to keep up with our current enrollment growth nor the unfunded growth we've experienced over the past decade. Casino Tax Revenue is received in January and in August each year. Revenue in this line includes state funding outside of the formula for preschool special education.

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

Property Tax Allocation: This line includes Homestead and Rollback reimbursement received from the state. First half Homestead and Rollback was expected to be received in May, but was actually received in April. A change in valuation causes a change in the reimbursement as the reimbursement is based on property valuation and collections.

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

EXPENDITURES:

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

Retirement/Benefits: Insurance expenditures are dependent upon employee enrollment in the insurance plan, utilization of the high deductible option, and the districts' claims experience. A 6% premium rate increase will affect calendar year 2019. Renewal rates take effect in December of each fiscal year.

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

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

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

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

**OLENTANGY LOCAL SCHOOL DISTRICT  
INVESTMENTS  
APRIL 2019**

Description	Type	Yield	Cost Basis Amount	Market Value	Interest Date
First Commonwealth Bank	OP	1.51%	14,188,751.41	14,188,751.41	Monthly
First Commonwealth Bank	*	0.00%	308,401.09	308,401.09	Monthly
STAR Ohio (Operating)	OP	2.58%	113,811,475.52	113,811,475.52	Monthly
STAR Ohio (Construction)	CON	2.58%	7,885,899.84	7,885,899.84	Monthly
STAR Ohio (Interest)	INT	2.58%	833,133.61	833,133.61	Monthly
STAR OHIO Plus (Acct #9260)		2.58%	2,505,239.73	2,505,239.73	Monthly
Huntington		0.00%	183.74	183.74	Monthly
RedTree Investments	OP	2.26%	66,208,742.10	66,370,470.61	Monthly
RedTree Investments	CAP	2.46%	1,236,722.15	1,248,671.74	Monthly
RedTree Investments	CON	1.02%	4,009,060.07	4,017,697.18	Monthly
			<u>\$ 210,987,609.26</u>	<u>\$ 211,169,924.47</u>	

\* Payroll, Self Insurance, Worker's Compensation, On-line Depository

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**BANK RECONCILIATION**  
**APRIL 2019**

Per bank statements:	
First Commonwealth Bank	\$ 14,497,152.50
CDARS	-
Star Ohio	125,035,748.70
Huntington	183.74
RedTree Notes	71,454,524.32
Outstanding Checks	(2,771,722.78)
Outstanding deposits	
Adjusted bank balance	<u>\$ 208,215,886.48</u>
Balance per OLSD books	\$ 208,146,403.84
Deposits made; receipt not booked	69,482.64
Adjusted book balance	<u>\$ 208,215,886.48</u>
Difference	0.00

## OLENTANGY LOCAL SCHOOL DISTRICT

## FUND BALANCES

APRIL 2019

FUND	FUND DESCRIPTION	FYTD BEGINNING			FUND BALANCE
		BALANCE	FYTD RECEIPTS	FYTD EXPENDITURES	
001	General	85,753,407.66	229,735,229.38	189,222,139.55	126,266,497.49
002	Debt Service	23,723,731.77	31,372,439.14	23,039,554.91	32,056,616.00
003	Permanent Improvement	6,276,761.17	6,005,598.56	6,491,561.91	5,790,797.82
004	Building - Bonds	19,134,124.65	9,839,601.50	13,846,648.76	15,127,077.39
006	Food Services	1,291,259.84	7,652,344.95	7,340,091.06	1,603,513.73
007	Special Trust	173,148.59	37,260.26	28,457.78	181,951.07
008	Endowment	20,572.80	645.41	-	21,218.21
009	Uniform School Supplies - Student Fees	1,240,735.81	1,740,363.37	1,334,450.59	1,646,648.59
011	Rotary Fund - Special Services	255,422.83	28,586.00	120,288.97	163,719.86
018	Public Support - Principal Funds	564,032.91	514,339.30	366,786.24	711,585.97
019	Other Grant - OEF	17,749.07	36,339.46	33,298.01	20,790.52
022	Agency - OHSAA Tournaments	8,464.86	69,944.00	71,582.50	6,826.36
024	Self-Insured Health	20,240,951.71	31,428,175.03	30,771,617.04	20,897,509.70
027	Self-Insured Workman's Comp	1,343,567.89	-	137,517.57	1,206,050.32
200	Student Managed Activities	932,499.60	756,557.94	682,536.01	1,006,521.53
300	District Managed Activities	1,291,574.62	1,022,733.11	948,314.78	1,365,992.95
401	Auxiliary Schools	62,938.35	155,429.18	82,346.23	136,021.30
451	State Grant - Data Communications	-	43,200.00	-	43,200.00
499	Other State Grants	-	124,117.65	11,714.50	112,403.15
516	Federal Funds - IDEA	(1,048.89)	3,192,428.76	3,328,672.05	(137,292.18)
551	Federal Funds - Limited English Proficiency	(11,990.82)	59,411.51	76,556.05	(29,135.36)
572	Federal Funds - Title I Disadvantaged Children	(16,832.49)	192,273.51	193,518.97	(18,077.95)
587	Federal Funds - IDEA Preschool	-	101,003.21	101,003.21	-
590	Federal Funds - Improving Teacher Quality	(4,783.10)	175,481.36	199,549.70	(28,851.44)
599	Federal Funds - Other Federal Grants	-	50,142.59	55,323.78	(5,181.19)
<b>Total</b>		<b>162,296,288.83</b>	<b>324,333,645.18</b>	<b>278,483,530.17</b>	<b>208,146,403.84</b>



OLENTANGY LOCAL SCHOOL DISTRICT  
FINANCIAL REPORT BY FUND/SCC  
APRIL 2019

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	0000	GENERAL FUND	85,469,834.93	10,218,823.13	229,735,229.38	18,554,769.39	189,222,139.55	125,982,924.76	8,128,664.61	117,854,260.15
001	9194	STATE TRANSPORTATION REIMBURSEMENT	283,572.73	-	-	-	-	283,572.73	-	283,572.73
002	0000	BOND RETIREMENT	23,723,671.16	2,199,363.60	30,827,070.45	-	22,494,125.61	32,056,616.00	150.00	32,056,466.00
002	9001	HB264	60.61	-	545,368.69	-	545,429.30	-	-	-
003	0000	PERM IMPROVE	-	-	12,748.97	-	-	12,748.97	-	12,748.97
003	9000	Permanent Improvement	3,387,670.67	-	-	1,033.24	820,033.85	2,567,636.82	579,012.95	1,988,623.87
003	9217	PERM IMPROVE LEVY	2,765,426.66	10,554.74	3,608,519.76	99,838.67	3,479,907.55	2,894,038.87	954,206.68	1,939,832.19
003	9219	LAB - LOCKER ROOM PROJECT	-	-	16,700.00	-	13,000.00	3,700.00	-	3,700.00
003	9264	HB264	123,663.84	-	2,367,629.83	38,789.36	2,178,620.51	312,673.16	93,030.06	219,643.10
004	9208	MARCH 2008 BOND ISSUE	20,553.32	-	-	-	-	20,553.32	-	20,553.32
004	9211	May 2011 Bond Issue	3,849.57	-	-	-	-	3,849.57	-	3,849.57
004	9216	June 2016 Bond Issue	19,109,721.76	280.97	173,339.83	36,456.68	10,588,894.32	8,694,167.27	1,990,165.81	6,704,001.46
004	9218	August 2018 Bond Issue	-	18,205.50	9,666,261.67	717,495.08	3,257,754.44	6,408,507.23	5,092,658.04	1,315,849.19
006	0000	LUNCHROOM FUND	1,291,259.84	976,652.89	7,652,344.95	724,660.31	7,340,091.06	1,603,513.73	832,205.33	771,308.40
007	9001	PRESCHOOL EMPLOYEE BENEFIT	1,320.69	-	-	-	-	1,320.69	-	1,320.69
007	9004	BOARD EMPLOYEE BENEFITS	4,656.05	60.60	(2,634.93)	-	-	2,021.12	-	2,021.12
007	9005	Central Office Flower Fund	(63.84)	-	56.14	-	-	(7.70)	-	(7.70)
007	9006	CUSTODIAN EMPLOYEE BENEFITS	2,410.57	40.06	562.30	-	385.68	2,587.19	-	2,587.19
007	9008	BUS GARAGE EMPLOYEE BENEFITS	6,088.20	140.82	1,913.39	(1.65)	3,412.06	4,589.53	-	4,589.53
007	9010	SPECIAL TRUST - MISC. DONATIONS	952.29	-	-	-	-	952.29	-	952.29
007	9095	MCCONNELL SCHOLARSHIP	1,424.69	-	-	-	-	1,424.69	-	1,424.69
007	9100	S.E.S. EMPLOYEE BENEFITS	173.00	-	-	-	-	173.00	-	173.00
007	9105	W.R.E.S. EMPLOYEE BENEFITS TRUST	2,523.52	-	128.95	17.65	(812.36)	3,464.83	2,103.90	1,360.93
007	9110	A.C.E. EMPLOYEE BENEFITS	4,592.55	17.59	1,465.79	(10.49)	573.41	5,484.93	500.00	4,984.93
007	9115	S.R.E. EMPLOYEE BENEFITS	4,649.89	34.43	2,128.66	-	225.99	6,552.56	675.00	5,877.56
007	9120	A.E.S. EMPLOYEE BENEFITS	4,132.53	14.90	835.43	-	1,359.67	3,608.29	1,670.12	1,938.17
007	9125	OAK CREEK ELEM. - EMPLOYEE BENEFITS	260.11	40.80	215.37	-	129.58	345.90	-	345.90
007	9130	T.R.E.S. EMPLOYEE BENEFITS	541.29	-	532.59	-	326.93	746.95	673.00	73.95
007	9135	EMPLOYEE BENEFITS	2,154.72	16.53	228.34	23.96	1,074.66	1,308.40	576.04	732.36
007	9140	EMPLOYEE BENEFITS	788.07	21.06	1,682.73	690.47	741.83	1,728.97	516.08	1,212.89
007	9145	GLEN OAK - EMPLOYEE BENEFIT	1,620.47	38.50	1,382.38	111.65	1,133.67	1,869.18	500.00	1,369.18
007	9150	MEADOWS EMPLOYEE BENEFITS	5,619.97	15.26	170.30	-	732.07	5,058.20	-	5,058.20
007	9155	EMPLOYEE BENEFITS - LIBERTY TREE E.S.	6,390.96	75.30	2,398.24	190.79	1,872.85	6,916.35	3,696.10	3,220.25
007	9160	JOHNNYCAKE CORNERS EMPLOYEE BENEFITS	4,241.37	63.62	2,883.47	-	1,724.24	5,400.60	1,075.00	4,325.60
007	9165	FTES EMPLOYEE BENEFITS	5,986.72	17.23	242.10	-	100.00	6,128.82	-	6,128.82
007	9170	CES EMPLOYEE BENEFITS	548.54	53.50	1,737.13	213.05	847.17	1,438.50	1,550.00	(111.50)
007	9175	EMPLOYEE BENEFITS - HERITAGE ELEMENTARY	3,089.30	51.82	287.40	-	425.79	2,950.91	1,200.00	1,750.91
007	9200	OSMS EMPLOYEE BENEFITS POP MACHINE	1,281.43	137.93	1,264.53	59.07	1,023.56	1,522.40	926.04	596.36
007	9205	OLMS EMPLOYEE BENEFITS	247.08	78.29	2,926.43	38.32	1,935.06	1,238.45	500.00	738.45
007	9210	EMPLOYEE BENEFITS - ORANGE M.S.	5,171.27	1.26	96.45	-	267.80	4,999.92	300.00	4,699.92
007	9215	EMPLOYEE BENEFITS - HYATTS M.S.	846.38	33.44	1,131.69	-	865.23	1,112.84	550.00	562.84
007	9220	EMPLOYEE BENEFITS - BERKSHIRE MIDDLE SCHOOL	5,100.10	142.39	2,461.81	48.27	1,719.84	5,842.07	1,170.00	4,672.07
007	9300	HS EMPLOYEE BENEFITS - POP MACHINE	8,282.39	236.66	3,028.88	125.00	4,912.23	6,399.04	700.00	5,699.04
007	9305	EMPLOYEE BENEFITS	11,777.33	374.65	5,415.10	265.00	2,075.55	15,116.88	653.69	14,463.19
007	9310	OBHS - EMPLOYEE BENEFITS	3,275.20	59.19	802.13	36.97	1,281.81	2,795.52	400.00	2,395.52
007	9315	OBHS EMPLOYEE BENEFITS	-	56.46	493.82	-	587.22	(93.40)	-	(93.40)
007	9400	Student Teacher	47,083.34	-	3,420.00	-	-	50,503.34	-	50,503.34
007	9500	OLENTANGY ACADEMY EMPLOYEE BENEFITS	16.50	8.10	28.64	36.24	(463.76)	508.90	463.76	45.14
007	9901	STALE DATED CHECKS	25,965.91	-	(25.00)	-	-	25,940.91	-	25,940.91
008	9001	EFFIE & LOUISE G. VIERS SCHOLARSHIP FUND	20,572.80	80.04	645.41	-	-	21,218.21	-	21,218.21
009	0000	UNIFORM SCHOOL SUPPLIES - MISCELLANEOUS	-	-	-	-	(0.66)	0.66	-	0.66
009	9020	Summer School Fees	316,606.57	28,700.00	149,320.00	-	81,868.52	384,058.05	63,627.17	320,430.88
009	9105	UNIFORM SCHOOL SUPPLIES-WYANDOT ELEMENTARY	15,550.23	120.00	20,760.00	694.54	19,586.06	16,724.17	1,040.91	15,683.26
009	9110	UNIFORM SCHOOL SUPPLIES-ALUM CREEK ELEMENTARY	5,900.66	210.00	14,370.00	37.43	9,002.40	11,268.26	5,711.21	5,557.05
009	9115	UNIFORM SCHOOL SUPPLIES-/SCIOTO RIDGE ELEM.	3,076.84	120.00	15,930.00	150.11	15,290.63	3,716.21	1,563.09	2,153.12
009	9120	UNIFORM SCHOOL SUPPLIES-ARROWHEAD ELEMENTARY	2,066.72	480.00	17,955.95	-	14,996.82	5,025.85	1,328.95	3,696.90
009	9125	UNIFORM SCHOOL SUPPLIES-OAK CREEK ELEMENTARY	386.35	30.00	18,540.00	-	18,637.31	289.04	252.50	36.54
009	9130	UNIFORM SCHOOL SUPPLIES-TYLER RUN ELEMENTARY	6,987.49	90.00	19,740.00	-	19,071.99	7,655.50	1,901.25	5,754.25
009	9135	UNIFORM SCHOOL SUPPLIES-WALNUT CREEK ELEM.	23,998.24	210.00	18,480.00	1,653.87	19,589.19	22,889.05	3,855.34	19,033.71
009	9140	UNIFORM SCHOOL SUPPLIES-INDIAN SPRINGS ELEM.	1,696.66	70.00	17,650.00	494.18	16,779.08	2,567.58	449.35	2,118.23
009	9145	UNIFORM SCHOOL FEES-GLEN OAK ELEMENTARY	3,752.32	240.00	16,590.00	2,914.05	16,613.40	3,728.92	109.71	3,619.21
009	9150	UNIFORM SUPPLIES - OLENTANGY MEADOWS	5,517.34	480.00	19,280.00	1,212.75	19,185.60	5,611.74	105.00	5,506.74
009	9155	UNIFORM SCHOOL SUPPLIES - LIBERTY TREE E.S.	4,684.69	210.00	15,623.50	599.20	13,883.48	6,424.71	1,456.04	4,968.67
009	9160	UNIFORM SCHOOL SUPPLIES - JOHNNYCAKE E.S.	11,323.14	30.00	19,950.00	2,900.25	18,796.29	12,476.85	58.25	12,418.60
009	9165	FTES SCHOOL SUPPLIES	3,715.87	60.00	17,970.00	-	17,891.45	3,794.42	216.14	3,578.28
009	9170	CES SCHOOL SUPPLIES	1,525.90	30.00	19,080.00	1,874.18	18,783.71	1,822.19	42.00	1,780.19
009	9175	UNIFORM SCHOOL SUPPLIES - HERITAGE ES	10,627.52	30.00	18,335.00	599.02	18,760.97	10,201.55	63.50	10,138.05
009	9200	UNIFORM SCHOOL SUPPLIES-SHANAHAN MIDDLE SCH.	50,442.09	913.50	51,020.50	2,092.37	46,660.07	54,802.52	3,635.53	51,166.99
009	9205	UNIFORM SCHOOL SUPPLIES-LIBERTY MIDDLE SCH.	71,342.88	882.00	65,464.00	5,002.16	57,653.55	79,153.33	12,010.46	67,142.87
009	9210	UNIFORM SCHOOL SUPPLIES-ORANGE MIDDLE SCHOOL	35,208.93	2,582.49	58,021.46	5,880.98	43,877.79	49,352.60	10,670.79	38,681.81
009	9215	UNIFORM SCHOOL SUPPLIES - HYATTS M.S.	31,011.02	375.25	52,338.36	5,398.58	37,497.03	45,852.35	12,774.37	33,077.98
009	9220	UNIFORM SCHOOL SUPPLIES - BERKSHIRE MS	45,835.23	956.00	62,075.00	4,656.89	39,144.52	68,765.71	10,209.71	58,556.00
009	9300	UNIFORM SCHOOL SUPPLIES-OLENTANGY HIGH SCHOOL	139,543.21	17,528.84	257,466.62	8,635.53	152,743.04	244,266.79	159,593.87	84,672.92
009	9305	-	360,807.81	16,589.38	332,012.72	10,714.64	339,576.36	353,244.17	205,841.24	147,402.93
009	9310	-	86,260.93	32,280.83	324,150.86	6,667.72	201,996.19	208,415.60	253,806.17	(45,390.57)
009	9315	UNIFORM SCHL SUPPLIES	-	5,632.55	106,446.90	3,485.43	65,243.54	41,203.36	48,016.05	(6,812.69)
009	9500	UNIFORM SCHL SUPPLIES Olentangy Academy	2,867.17	5,110.00	11,792.50	690.19	11,322.26	3,337.41	616.35	2,721.06
011	0000	ROTARY FUND - HOUSE RENTAL	132,760.53	-	14,651.00	-	-	147,411.53	-	147,411.53
011	9000	SUMMER CAMPS	122,662.30	5,000.00	13,935.00	-	120,288.97	16,308.33	-	16,308.33
018	9001	PRESCHOOL SUPPORT	1,195.40	-	-	-	-	1,195.40	-	1,195.40
018	9105	W.R.E.S. PRINCIPAL FUND	27,381.53	773.00	9,672.12	-	6,774.21	30,279.44	4,099.00	26,180.44
018	9110	ACE PRINCIPAL'S FUND	18,736.78	-	36,442.20	-	23,235.68	31,943.30	7,760.57	24,182.73
018	9115	S.R.E. PRINCIPAL'S FUND	3,734.80	201.50	9,860.98	576.52	7,996.00	5,599.78	1,000.00	4,599.78
018	9120	A.E.S. PRINCIPAL'S FUND	4,021.24	47.13	4,143.39	-	1,080.00	7,084.63	2,627.16	4,457.47
018	9125	OAK CREEK ELEMENTARY PRINCIPAL'S FUND	6,939.06	846.24	18,705.42	433.97	18,625.19	7,019.29	2,190.97	4,828.32
018	9130	TYLER RUN PRINCIPAL'S FUND	27,552.64	-	5,470.25	-	4,356.87	28,666.02	1,500.00	27,166.02
018	9135	PRINCIPALS FUND	9,914.68	-	10,193.79	176.14	12,730.17	7,378.30	590.47	6,787.83
018	9140	PRINCIPALS FUND	18,575.98	1,637.13	3,053.61	(204.54)	1,283.73	20,345.86	3,899.98	16,445.88
018	9145	GLEN OAK PRINCIPALS FUND	21,272.13	1,995.50	12,141.45	156.54	5,062.67	28,350.91	4,986.36	23,364.55
018	9150	OMES PRINCIPAL'S FUND	27,369.17	3,000.00	6,524.26	-	6,763.18	27,130.25	7,116.34	20,013.91
018	9155	LIBERTY TREE PRINCIPAL FUND	13,749.24	529.11	38,038.28	1,571.64	16,722.63	35,064.89	19,411.20	15,653.69
018	9160	JOHNNYCAKE CORNERS PRINCIPAL FUND	14,854.09	-	9,797.38	-	13,572.09	11,079.38	850.00	10,229.38
018	9165	FTES PRINCIPAL'S FUND	2,979.82	1,798.77	7,783.43	1,905.71	2,702.28	8,060.97	5,468.88	2,592.09
018	9170	CES PRINCIPAL'S FUND	13,481.07	1,236.						

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINANCIAL REPORT BY FUND/SCC**  
**APRIL 2019**

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
018	9220	PRINCIPAL'S FUND - BERKSHIRE MS	15,549.27	10,736.18	19,861.96	880.66	14,145.17	21,266.06	10,918.65	10,347.41
018	9300	H.S. PRINCIPAL'S FUND	64,677.84	1,529.65	47,294.21	484.78	39,117.55	72,854.50	4,411.87	68,442.63
018	9305	PRINCIPALS FUND	82,825.39	1,291.49	58,689.63	1,579.77	19,977.18	121,537.84	19,924.98	101,612.86
018	9310	OOHS PRINCIPAL'S FUND	64,797.07	2,595.49	54,794.80	3,201.13	48,154.57	71,437.30	3,600.00	67,837.30
018	9315	OBHS PRINCIPAL FUND	-	511.50	21,162.50	-	17,646.21	3,516.29	2,555.12	961.17
018	9500	OLENTANGY ACADEMY PRINCIPALS FUND	3,539.83	44.00	34.00	6.91	631.08	2,942.75	2,905.01	37.74
019	9118	SCHOOL NUTRITION GRANT - AMERICAN DAIRY	2.90	-	-	-	-	2.90	-	2.90
019	9200	LPDC	370.00	-	-	-	-	370.00	-	370.00
019	9217	OEF GRANT	2,247.19	-	-	-	-	2,247.19	-	2,247.19
019	9218	OEF GRANT	3,249.64	-	-	-	-	3,249.64	100.00	3,149.64
019	9219	GENERAL MOTORS GRANT	-	-	36,339.46	-	33,298.01	3,041.45	24.00	3,017.45
019	9306	OLHS SCHOLARSHIP FUND	8,116.09	-	-	-	-	8,116.09	-	8,116.09
019	9317	SERTOMA GRANT	3,357.93	-	-	-	-	3,357.93	-	3,357.93
019	9417	DELAWARE ART FESTIVAL GRANT - GLEN OAK	0.36	-	-	-	-	0.36	-	0.36
019	9418	IREs - DELAWARE ARTS FEST. GRANT	116.56	-	-	-	-	116.56	-	116.56
019	9419	Delaware Arts Festival-T.R.	72.35	-	-	-	-	72.35	-	72.35
019	9562	KAUFFMAN CENTER/DECA GRANT - 2004	80.46	-	-	-	-	80.46	-	80.46
019	9563	MARKETING GRANT - HUMAN RESOURCE ASSOCIATION OH	135.59	-	-	-	-	135.59	-	135.59
022	9990	OHS OHSAA TOURNAMENT FUND	1,289.68	-	19,911.00	-	20,001.50	1,199.18	13,962.00	(12,762.82)
022	9991	OLHS OHSAA TOURNAMENT FUND	2,829.14	-	25,691.00	-	27,355.00	1,165.14	1,500.00	(334.86)
022	9992	OOHS OHSAA TOURNAMENT FUND	4,346.04	-	14,399.00	-	14,283.00	4,462.04	2,000.00	2,462.04
022	9993	OBHS OHSAA ACCOUNT	-	-	9,943.00	-	9,943.00	-	1,950.00	(1,950.00)
024	0000	EMPLOYEE BENEFITS	20,240,951.71	2,949,431.57	31,265,573.00	2,572,087.35	30,679,388.07	20,827,136.64	520,685.28	20,306,451.36
024	9001	FLEXIBLE SPENDING ACCOUNT	-	162,602.03	162,602.03	92,228.97	92,228.97	70,373.06	35,472.41	34,900.65
027	0000	Workers' Compensation Self Insurance	1,343,567.89	-	-	9,267.05	137,517.57	1,206,050.32	72,922.53	1,133,127.79
200	9003	FORENSICS TEAM - OHS	324.43	-	560.00	-	125.00	759.43	-	759.43
200	9004	SPEECH TEAM - OLHS	1,897.50	-	160.00	-	145.00	1,912.50	26.00	1,886.50
200	9017	CLASS OF 2017 - OHS	6,894.43	-	-	-	-	6,894.43	-	6,894.43
200	9018	CLASS OF 2018 - OHS	6,061.61	-	(6,061.61)	-	-	-	-	-
200	9019	CLASS OF 2019 - OHS	18,591.46	-	12,030.44	-	16,451.88	14,170.02	14,170.00	0.02
200	9020	CLASS OF 2020 - OHS	16,839.10	-	(5,270.51)	7,235.00	18,485.00	(6,916.41)	4,801.80	(11,718.21)
200	9021	CLASS OF 2021 - OHS	12,761.53	-	7,337.04	-	4,685.59	15,412.98	-	15,412.98
200	9022	CLASS OF 2022 - OHS	2,798.51	-	2,770.61	-	1,124.51	4,444.61	-	4,444.61
200	9023	CLASS OF 2023 - SMS	38,123.20	-	4,662.80	-	13,861.40	28,924.60	-	28,924.60
200	9024	SMS Class of 2024	20,477.60	-	7,490.40	-	-	27,968.00	-	27,968.00
200	9025	SMS Class 2025	-	-	9,052.40	-	-	9,052.40	-	9,052.40
200	9100	Olentangy STEM Sisters	1,340.00	-	-	-	-	1,340.00	-	1,340.00
200	9104	CLASS OF 2004	1,022.71	-	-	-	-	1,022.71	-	1,022.71
200	9105	CLASS OF 2005	2,447.30	-	-	-	-	2,447.30	-	2,447.30
200	9106	CLASS OF 2006 - OHS	2,937.40	-	-	-	-	2,937.40	-	2,937.40
200	9108	CLASS OF 2008 - OHS	4,093.00	-	-	-	-	4,093.00	-	4,093.00
200	9110	ART CLUB - OHS	1,092.34	-	501.45	250.79	672.59	921.20	100.00	821.20
200	9112	ART CLUB - OLMS	255.94	-	-	-	-	255.94	-	255.94
200	9113	ART CLUB - OLHS	261.25	-	-	-	-	261.25	-	261.25
200	9114	ART CLUB - OOMS	588.01	-	-	-	-	588.01	-	588.01
200	9115	OHMS STUDENT COUNCIL	5,980.24	-	2,621.65	-	386.76	8,215.13	1,500.00	6,715.13
200	9116	OHMS - ART CLUB	817.81	-	-	-	-	817.81	-	817.81
200	9117	ART CLUB - OOHS	1,991.21	-	1,265.00	211.03	1,277.23	1,978.98	1,388.97	590.01
200	9118	OBMS ART CLUB	233.24	-	-	-	-	233.24	-	233.24
200	9119	SCIENCE OLYMPIAD - OLHS	35.00	-	-	-	-	35.00	-	35.00
200	9120	SCIENCE OLYMPIAD - OHS	951.98	-	6,755.37	41.10	4,551.54	3,155.81	2,319.30	836.51
200	9121	ART THERAPY CLUB - OLHS	109.72	-	-	-	-	109.72	-	109.72
200	9122	FASHION CLUB - OOHS	153.51	-	-	-	59.01	94.50	94.50	-
200	9123	SCIENCE OLYMPIAD - OOHS	1,960.07	-	11,903.00	832.68	12,650.07	1,213.00	587.76	625.24
200	9124	Science Olympiad - HMS	2,060.36	-	-	-	-	2,060.36	170.00	1,890.36
200	9125	OOMS VETERANS AND SERVICE LEARNING	1,033.61	-	10,902.77	-	10,591.73	1,344.65	561.37	783.28
200	9126	MATH OLYMPIAD - OHS	19.60	-	92.50	-	71.00	41.10	-	41.10
200	9127	ENVIRONMENTAL CLUB - OHS	-	-	300.00	-	31.80	268.20	-	268.20
200	9128	BIOLOGY OLYMPIAD - OLHS	-	-	100.00	-	95.00	5.00	-	5.00
200	9130	DRAMA CLUB - OHS	14,757.83	4,745.00	8,919.98	6,131.79	10,013.92	13,655.90	2,000.00	11,655.90
200	9131	DRAMA CLUB - OSMS	17,211.35	1,190.00	1,190.00	600.00	600.00	17,801.35	634.10	17,167.25
200	9132	DRAMA CLUB - OLMS	4,056.01	-	-	-	-	4,056.01	-	4,056.01
200	9133	DRAMA CLUB - OLHS	24,460.75	-	19,719.11	403.61	24,002.97	20,176.89	17,339.38	2,837.51
200	9134	DRAMA CLUB - OOMS	6,711.58	(894.00)	1,579.00	(461.07)	1,604.82	6,685.76	1,088.26	5,597.50
200	9135	OHMS DRAMA CLUB	5,979.52	1,170.00	1,170.00	290.40	890.40	6,259.12	-	6,259.12
200	9136	DRAMA CLUB - OOHS	62,592.92	8,456.28	17,641.03	3,398.92	26,504.58	53,729.37	17,509.70	36,219.67
200	9137	SMS Greenhouse	264.14	-	-	-	-	264.14	-	264.14
200	9138	OBMS Drama club	10,079.55	-	1,751.00	-	4,047.56	7,782.99	3,442.28	4,340.71
200	9141	Glamour Gals	94.61	-	10.00	-	100.00	4.61	-	4.61
200	9142	PROJECT HOPE - OLHS	3,194.52	-	-	-	3,194.52	-	-	-
200	9145	KNEADING FOR THE NEEDY - OLHS	843.01	-	-	-	-	843.01	-	843.01
200	9147	OBMS Softball	1,636.80	-	-	-	-	1,636.80	-	1,636.80
200	9148	FUND FOR LIFE - OLHS	21.07	-	-	-	-	21.07	-	21.07
200	9151	PROUD PATRIOTS - OLHS	220.19	-	-	-	-	220.19	100.00	120.19
200	9153	HOPE FOR THE HOMELESS - OLHS	3.10	-	-	-	-	3.10	-	3.10
200	9156	LIBERTY IN NORTH KOREA CLUB	742.01	-	-	-	-	742.01	-	742.01
200	9190	NEWSPAPER - OHS	9,179.33	83.50	889.61	-	3,527.35	6,541.59	3,800.00	2,741.59
200	9191	NEWSPAPER - OLHS	(3,668.44)	760.47	8,333.93	-	300.00	4,365.49	5,000.00	(634.51)
200	9192	NEWSPAPER - OOHS	18,315.42	900.00	14,185.00	-	9,399.76	23,100.66	2,465.72	20,634.94
200	9193	Sentinel Times	96.00	-	-	-	-	96.00	-	96.00
200	9195	JUNIOR STATE OF AMERICA - OLHS	38.59	660.00	9,174.09	-	8,191.12	1,021.56	3,420.00	(2,398.44)
200	9196	NEWSPAPER - OBHS	-	100.00	5,932.89	-	1,793.42	4,139.47	17.84	4,121.63
200	9197	YEARBOOK - OBHS	-	600.00	3,550.43	-	-	3,550.43	-	3,550.43
200	9198	BROADCAST JOURNALISM - OBHS	-	-	-	-	129.79	(129.79)	-	(129.79)
200	9199	BEARS DEN, DIVERSITY AND INCLUSION - OOHS	-	-	268.80	-	-	268.80	-	268.80
200	9200	YEARBOOK - OHS	7,986.55	356.23	7,472.81	-	4,163.99	11,295.37	-	11,295.37
200	9201	YEARBOOK - OLHS	14,765.94	-	-	-	1,262.43	13,503.51	516.99	12,986.52
200	9202	YEARBOOK - OOHS	60,724.54	45.00	14,342.69	1,456.73	7,537.93	67,529.30	2,966.85	64,562.45
200	9203	OBMS Flashmob	411.46	-	-	-	-	411.46	-	411.46
200	9204	DRAMA CLUB - OBHS	-	12,884.00	20,636.51	979.56	6,863.13	13,773.38	8,845.00	4,928.38
200	9205	ART CLUB - OBHS	-	-	584.55	3.11	176.65	407.90	223.35	184.55
200	9206	INTERACT CLUB - OBHS	-	161.00	9,389.10	267.80	1,301.80	8,087.30	161.00	7,926.30
200	9207	GERMAN CLUB - OBHS	-	-	251.48	-	-	251.48	-	251.48
200	9208	FRENCH CLUB - OBHS	-	35.00	422.81	47.04	121.68	301.13	128.32	172.81
200	9209	STUDENT COUNCIL - OBHS	-	99.96	2,011.62	155.00	481.32	1,530.30	1,403.32	126.98
200	9210	SPANISH CLUB - OBHS	-	-	213.68	-	-	213.68	130.00	83.68
200	9211	SCIENCE OLYMPIAD - OBHS	-	-	304.63	-	-	304.63	-	304.63
200	9213	NATIONAL HONOR SOCIETY - OBHS	-	-	5,501.04	-	1,876.30	3,624.74	105.00	3,519.74
200	9214	MATH CLUB - OBHS	-	-	280.00	-	-	280.00	-	280.00
200	9223	SMS Science Olympiad	629.88	-	-	-	-	629.88	-	629.88
200	9234	BROADCAST JOURNALISM - OOHS	4,785.30	2,215.00	10,535.00	8,513.92	13,006.94	2,313.36	1,831.11	482.25
200	9236	BROADCAST JOURNALISM - OHS	-	41.66	5,151.66	-	1,199.57	3,952.09	-	3,952.09
200	9250	FRENCH CLUB - OHS	1,211.90	-	(202.81)	62.28	80.23	928.86	176.51	752.35
200	9251	FRENCH CLUB - OLHS	204.00	-	-	-	-	204.00	-	204.00

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINANCIAL REPORT BY FUND/SCC**  
**APRIL 2019**

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
200	9252	FRENCH CLUB - OOHs	1,715.55	-	-	-	264.70	1,450.85	1,047.89	402.96
200	9253	Olentangy Travel Club	394.89	-	-	-	-	394.89	-	394.89
200	9260	GERMAN CLUB - OHS	785.88	-	8.52	61.80	232.93	561.47	100.00	461.47
200	9261	GERMAN CLUB - OLHS	150.02	-	-	-	-	150.02	-	150.02
200	9262	GERMAN CLUB - OOHs	95.30	609.00	2,715.00	-	1,047.64	1,762.66	777.00	985.66
200	9263	MATH TEAM - OLHS	147.36	-	-	-	-	147.36	-	147.36
200	9264	GERMAN HONOR SOCIETY - LHS	628.86	-	329.00	-	246.50	711.36	443.70	267.66
200	9265	MATH CLUB - OOHs	254.61	-	37.70	30.00	375.50	(83.19)	60.00	(143.19)
200	9280	SPANISH CLUB - OHS	667.75	-	6.32	19.74	223.67	450.40	100.00	350.40
200	9281	SPANISH CLUB - OLHS	632.40	-	120.00	-	-	752.40	-	752.40
200	9282	SPANISH CLUB - OOHs	2,245.67	41.85	2,056.85	-	2,121.28	2,181.24	-	2,181.24
200	9283	TABLETOP/GAMING CLUB - OOHs	-	-	130.00	-	119.76	10.24	-	10.24
200	9284	SPANISH HONORS SOCIETY - LHS	730.51	-	1,710.00	548.00	1,592.61	847.90	-	847.90
200	9285	NATIONAL ENGLISH HONOR SOCIETY - LHS	1,999.02	-	-	-	-	1,999.02	-	1,999.02
200	9286	TABLETOP GAMING CLUB - OBHS	-	-	40.00	-	-	40.00	-	40.00
200	9288	ENVIRONMENTAL CLUB - OBHS	-	-	-	-	308.00	(308.00)	-	(308.00)
200	9289	STUDENT MENTORS - OLHS	39.68	-	7,317.25	-	6,003.74	1,353.19	25.00	1,328.19
200	9290	YOUNG REPUBLICANS - OHS	655.83	-	-	-	-	655.83	-	655.83
200	9293	WEB - WHERE EVERYBODY BELONGS SMS	3,043.75	-	-	-	769.00	2,274.75	200.00	2,074.75
200	9294	ENVIRONMENTAL CLUB - OLHS	228.18	-	-	-	-	228.18	-	228.18
200	9295	BROADCAST JOURNALISM - OLHS	592.17	-	3,315.00	-	100.61	3,806.56	-	3,806.56
200	9296	LITERARY ARTS MAGAZINE - OOHs	399.95	-	75.00	-	-	474.95	-	474.95
200	9297	PIONEER AMBASSADORS - OOHs	1,557.72	735.00	735.00	-	512.46	1,780.26	-	1,780.26
200	9300	BRAVES BISTRO - OHS	-	-	-	202.15	319.40	(319.40)	-	(319.40)
200	9301	FACE TO FACE CLUB - OOHs	813.31	-	88.00	146.00	213.00	688.31	65.00	623.31
200	9307	MOCK TRIAL TEAM - OOHs	240.00	-	-	-	-	240.00	-	240.00
200	9349	6TH GRADE CAMP	(8,192.93)	15,785.75	130,732.35	-	90,064.86	32,474.56	42,550.00	(10,075.44)
200	9350	INDUSTRIAL ARTS CLUB - OHS	33.05	-	-	-	-	33.05	-	33.05
200	9393	OOMS WEB Program	1,283.20	-	-	-	232.00	1,051.20	-	1,051.20
200	9394	OBMS WEB CLUB	1,637.76	-	580.00	-	2,025.01	192.75	-	192.75
200	9415	CLASS OF 2015 - OOHs	7,211.76	-	-	-	-	7,211.76	-	7,211.76
200	9418	CLASS OF 2018 - OOHs	15,696.66	-	(4,110.71)	-	11,585.95	-	-	-
200	9419	CLASS OF 2019 - OOHs	36,971.48	-	11,150.71	1,351.82	10,761.67	37,360.52	25,150.00	12,210.52
200	9420	CLASS OF 2020 - OOHs	31,538.82	2,925.00	2,925.00	7,513.84	14,308.96	20,154.86	14,547.33	5,607.53
200	9421	CLASS OF 2021 - OOHs	4,178.67	-	23,893.55	2,500.00	11,642.81	16,429.41	349.73	16,079.68
200	9422	CLASS OF 2022 - OOHs	1,391.20	-	1,115.18	-	175.00	2,331.38	-	2,331.38
200	9423	OOMS CLASS OF 2023	12,174.20	-	1,043.05	9,726.30	9,726.30	3,490.95	-	3,490.95
200	9424	OMS Class of 2024	9,878.80	-	1,546.30	-	-	11,425.10	-	11,425.10
200	9425	OMS Class 2025	-	-	1,436.53	-	-	1,436.53	-	1,436.53
200	9427	BAND - OLMS	3,362.54	195.00	8,341.00	3,100.00	3,100.00	8,603.54	6,745.00	1,858.54
200	9440	BAND - OSMS	423.69	-	-	-	37.53	386.16	120.00	266.16
200	9442	OHMS MUSIC	10,778.17	420.00	6,702.00	-	2,113.86	15,366.31	9,380.00	5,986.31
200	9443	OBMS MUSIC CLUB	1,554.69	2,702.00	28,083.00	1,056.00	6,816.96	22,820.73	14,777.96	8,042.77
200	9444	OOMS - MUSIC	2,285.65	-	5.00	-	-	2,290.65	-	2,290.65
200	9470	OSMS CHOIR	318.83	-	-	-	-	318.83	-	318.83
200	9472	OLMS - CHOIR	521.25	-	-	-	-	521.25	-	521.25
200	9473	CHOIR - OLHS	6,061.18	-	9,361.00	300.00	11,039.10	4,383.08	2,100.00	2,283.08
200	9474	ORCHESTRA - OLHS	345.30	-	3,884.50	-	4,097.34	132.46	-	132.46
200	9475	VOCAL MUSIC - OBHS	-	1,750.00	1,750.00	-	-	1,750.00	-	1,750.00
200	9476	IN THE KNOW - OBHS	-	1,795.00	3,191.60	-	844.68	2,346.92	353.00	1,993.92
200	9477	FORENSICS/SPEECH - OBHS	-	-	-	128.75	154.25	(154.25)	-	(154.25)
200	9518	CLASS OF 2018 - OLHS	4,804.51	-	(2,197.01)	-	2,607.50	-	-	-
200	9519	CLASS OF 2019 - OLHS	35,100.27	-	524.00	239.97	22,830.23	12,794.04	1,160.03	11,634.01
200	9520	CLASS OF 2020 - LHS	21,799.47	-	-	12,501.31	12,999.41	8,800.06	7,484.17	1,315.89
200	9521	CLASS OF 2021 - LHS	4,386.03	-	30,588.40	-	4,884.68	30,089.75	-	30,089.75
200	9522	CLASS OF 2022 - OLHS	399.87	-	3,102.31	-	46.27	3,455.91	500.00	2,955.91
200	9523	OLMS CLASS OF 2023	21,548.00	-	6,239.10	24,320.83	24,320.83	3,466.27	-	3,466.27
200	9524	LMS Class of 2024	9,789.60	-	9,069.29	-	-	18,858.89	-	18,858.89
200	9525	LMS Class of 2025	-	-	8,597.60	-	-	8,597.60	-	8,597.60
200	9552	CHEERLEADERS - OOMS	215.78	-	2,049.00	-	1,963.57	301.21	-	301.21
200	9553	CHEERLEADERS - OSMS	245.60	-	-	-	-	245.60	-	245.60
200	9554	CHEERLEADERS - OLMS	471.48	-	-	-	-	471.48	-	471.48
200	9557	OBMS CHEERLEADING	7,978.02	-	3,985.00	-	5,589.23	6,373.79	-	6,373.79
200	9558	Hyatts Cheerleading	5,714.49	-	205.00	-	3,679.19	2,240.30	-	2,240.30
200	9559	SKI CLUB	8,265.45	-	45,710.00	-	37,792.73	16,182.72	-	16,182.72
200	9560	SERVICE CLUB - OHS	20,845.61	-	(6,670.60)	-	721.61	13,453.40	929.00	12,524.40
200	9561	OWE - OHS	330.88	-	-	-	-	330.88	-	330.88
200	9563	SERVICE CLUB - OLHS	12,802.38	9,600.00	17,523.05	9,924.13	17,657.13	12,668.30	420.00	12,248.30
200	9564	INTERACT CLUB - OOHs	12,475.74	-	1,517.89	1,044.08	1,535.13	12,458.50	945.00	11,513.50
200	9566	Service Club-HMS	155.88	-	2,215.00	-	2,059.99	310.89	-	310.89
200	9567	MODEL UN - OOHs	118.00	-	-	-	-	118.00	-	118.00
200	9569	LIBERTY MIDDLE SCHOOL SERVIC CLUB	152.00	-	-	-	-	152.00	-	152.00
200	9571	APPLIED ECON 1 - OLHS	4,045.56	1,132.50	2,447.00	-	1,349.50	5,143.06	3,450.00	1,693.06
200	9572	APPLIED ECON 2 - OLHS	153.00	-	-	-	-	153.00	-	153.00
200	9573	APPLIED ECON 2 - OHS	13.70	-	-	-	-	13.70	-	13.70
200	9574	OLENTANGY ENTREPRENEUR FOUNDATION - OOHs	862.65	-	3,051.38	440.00	2,832.64	1,081.39	660.00	421.39
200	9575	OLENTANGY BUSINESS ACADEMY - OASIS	4,118.29	473.50	2,493.34	42.05	2,425.73	4,185.90	2,104.77	2,081.13
200	9601	OLENTANGY MODEL UN	5,421.84	-	13,160.00	12,927.83	13,927.83	4,654.01	-	4,654.01
200	9610	STUDENT COUNCIL - OSMS	10,837.29	3,796.50	10,627.50	2,769.50	9,097.03	12,367.76	3,311.10	9,056.66
200	9611	STUDENT COUNCIL - OHS	992.68	5.00	4,572.21	1,240.00	4,436.30	1,128.59	-	1,128.59
200	9612	STUDENT ACTIVITY-HALL ENTERPRISES	349.35	-	-	-	-	349.35	-	349.35
200	9613	WORK STUDY - OLHS	3,605.91	-	3,736.00	998.00	3,053.00	4,288.91	970.00	3,318.91
200	9615	STUDENT COUNCIL - OLMS	4,304.87	-	-	-	-	4,304.87	-	4,304.87
200	9616	STUDENT COUNCIL - OLHS	7,236.47	-	2,477.62	-	599.93	9,114.16	-	9,114.16
200	9617	STUDENT COUNCIL - OOMS	7,482.29	-	7,459.48	(1,045.41)	7,678.88	7,262.89	3,400.00	3,862.89
200	9618	STUDENT COUNCIL - OOHs	7,373.16	-	1,985.00	54.65	3,618.55	5,739.61	800.00	4,939.61
200	9619	OBMS STUDENT COUNCIL	2,423.57	-	571.34	-	314.40	2,680.51	147.34	2,533.17
200	9620	LIBERTY UNITED - OLHS	90.00	-	-	-	-	90.00	-	90.00
200	9621	LIBERTY SPIRIT GROUP - OLHS	1,728.38	-	-	-	168.23	1,560.15	-	1,560.15
200	9622	MD-SLC - OLHS	1,022.72	-	1,861.50	-	1,317.50	1,566.72	-	1,566.72
200	9623	MRS. GALLMEYER'S CLASS - OHS	2,620.17	-	2,789.00	-	2,119.47	3,289.70	300.00	2,989.70
200	9624	ORANGE UNITED - OOHs	2,218.03	70.00	1,462.00	80.80	895.28	2,784.75	-	2,784.75
200	9625	ACT - ACADEMY FOR COMMUNITY TRANSITION	2,021.21	203.75	4,143.19	55.48	2,725.61	3,438.79	700.00	2,738.79
200	9626	TRI-M HONOR SOCIETY CHAPTER #7381 - OLHS	734.00	-	-	300.00	-	434.00	-	434.00
200	9628	TRI-M HONOR SOCIETY - OOHs	1,473.50	465.50	5,471.75	777.75	5,466.08	1,479.17	332.67	1,146.50
200	9630	TEEN ADVOCATES - OHS	3,058.49	-	-	-	-	3,058.49	-	3,058.49
200	9631	TEEN ADVOCATES - OLHS	590.18	-	-	-	-	590.18	500.00	90.18
200	9632	TEEN ADVOCATES - OOHs	633.24	-	50.00	-	180.73	502.51	-	502.51
200	9633	DIVERSITY CLUB - OHS	840.00	-	(268.80)	-	-	571.20	-	571.20
200	9634	DIVERSITY CLUB - SMS	790.00	-	-	-	-	790.00	-	790.00
200	9635	LMS Diversity Club	438.25	-	46.50	-	-	484.75	100.00	384.75
200	9636	DIVERSITY AND INCLUSION CLUB - OLHS	375.00	-	-	-	-	375.00	-	375.00
200	9710	NATIONAL HONOR SOCIETY - OHS	5,393.88	-	2,953.96	385.00	5,500.08	2,847.76	450.00	2,397.76
200	9711	NATIONAL HONOR SOCIETY - OLHS	15,997.13	-	-	6,244.06	8,125.49	7,871.64	585.00	7,286.64

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINANCIAL REPORT BY FUND/SCC**  
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FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
200	9712	NATIONAL HONOR SOCIETY - OOHs	15,242.45	1,275.00	8,835.00	-	2,998.20	21,079.25	4,400.00	16,679.25
200	9713	NATIONAL ART HONOR SOCIETY - OHS	267.40	-	-	-	-	267.40	200.00	67.40
200	9715	CHess CLUB	256.49	-	-	-	-	256.49	-	256.49
200	9716	50 Mile Club	1,260.20	30.00	30.00	-	(2.84)	1,293.04	-	1,293.04
200	9719	QUIZ BOWL - OLHS	4,804.83	-	-	-	627.67	4,177.16	470.00	3,707.16
200	9720	IN THE KNOW - OHS	280.00	-	-	-	-	280.00	-	280.00
200	9722	INDUSTRIAL TECH CLUB - OLHS	198.85	-	-	-	-	198.85	54.98	143.87
200	9724	HYATTS WELLNESS INSTITUTE	1,030.91	-	-	-	-	1,030.91	1,030.91	-
200	9725	ROBOTICS CLUB - DISTRICT WIDE	327.59	-	-	-	-	327.59	-	327.59
200	9726	HMS Quizbowl	559.00	-	-	-	-	559.00	-	559.00
200	9730	Hyatts Film Festival	5,402.96	1,539.00	2,489.00	-	1,054.86	6,837.10	5,663.00	1,174.10
200	9731	OOMS MD/CD STORE	1,550.41	-	-	-	-	1,550.41	-	1,550.41
200	9732	BMS Diversity Club	723.90	-	-	-	-	723.90	-	723.90
200	9733	OOMS MAD Club	124.33	-	-	-	38.68	85.65	-	85.65
200	9734	OOMS - GIRLS' ALLIANCE	40.00	-	-	-	-	40.00	-	40.00
200	9736	HMS Diversity Club	232.00	-	-	-	-	232.00	-	232.00
200	9813	CLASS OF 2013-OHMS	74.70	-	-	-	-	74.70	-	74.70
200	9817	HMS CLASS OF 2017	20.00	-	-	-	-	20.00	-	20.00
200	9819	HMS CLASS OF 2019	1,804.23	-	-	-	-	1,804.23	-	1,804.23
200	9822	HMS Class of 2022	1,022.12	-	(1,022.12)	-	-	-	-	-
200	9823	HMS Class of 2023	7,170.05	-	5,818.43	728.58	12,349.73	638.75	-	638.75
200	9824	HMS Class of 2024	-	1,109.20	5,103.30	-	-	5,103.30	-	5,103.30
200	9825	HMS Class 2025	-	-	3,893.60	-	-	3,893.60	-	3,893.60
200	9920	CLASS OF 2020 - OBHS	12.00	-	5,601.51	400.00	1,334.25	4,279.26	2,100.00	2,179.26
200	9921	CLASS OF 2021 - OBHS	-	-	11,763.69	5,080.00	7,832.67	3,931.02	-	3,931.02
200	9922	CLASS OF 2022 - OBHS	1,951.93	162.00	83.67	-	690.00	1,345.60	-	1,345.60
200	9923	OBMS CLASS OF 2023	28,755.90	-	4,258.80	4,449.50	29,978.66	3,036.04	14.04	3,022.00
200	9924	BMS Class of 2024	13,368.00	-	13,132.40	-	-	26,500.40	-	26,500.40
200	9925	BMS Class 2025	-	-	14,334.00	-	-	14,334.00	-	14,334.00
300	9200	SHANAHAN MIDDLE SCHOOL ATHLETICS	11,535.40	1,543.00	14,283.94	1,560.43	14,383.00	11,436.34	9,058.65	2,377.69
300	9205	OLMS ATHLETICS	12,497.51	3,655.00	18,036.29	2,794.86	15,927.62	14,606.18	7,026.53	7,579.65
300	9210	ATHLETICS - ORANGE M.S.	17,225.19	1,212.80	15,199.54	2,018.36	13,730.61	18,694.12	11,411.96	7,282.16
300	9215	OLENTANGY HYATTS ATHLETIC	1,293.43	1,372.40	18,688.75	3,391.15	17,792.42	2,189.76	9,514.44	(7,324.68)
300	9220	BERKSHIRE MS	5,222.35	(2,262.19)	14,245.99	1,854.00	12,814.60	6,653.74	5,709.00	944.74
300	9300	OLENTANGY H.S. ATHLETICS	94,743.25	15,367.00	165,283.35	23,172.12	198,073.49	61,953.11	26,219.47	35,733.64
300	9301	OHS STORE "WIGWAM"	27,499.56	9,853.91	54,347.65	4,826.10	53,778.38	28,068.83	5,859.24	22,209.59
300	9302	OHS Turf Replacement	216,634.94	-	11,666.67	-	-	228,301.61	-	228,301.61
300	9305	OLHS ATHLETICS	212,840.01	27,527.25	268,138.10	18,613.59	205,910.80	275,067.31	56,877.90	218,189.41
300	9306	OLHS STORE "RUSTY MUSKET"	24,708.80	-	60,374.00	10,369.44	62,731.00	22,351.80	13,556.79	8,795.01
300	9307	OLHS Turf Replacement	214,362.72	-	11,666.66	-	-	226,029.38	-	226,029.38
300	9310	OOHS ATHLETIC	185,529.33	21,896.00	183,466.44	11,091.16	139,529.69	229,466.08	46,395.37	183,070.71
300	9311	OOHS - FORT ORANGE SCHOOL STORE	65,090.63	-	26,040.74	7,683.64	30,780.01	60,351.36	16,725.19	43,626.17
300	9312	OOHS Turf Replacement	202,391.50	-	11,666.67	-	-	214,058.17	-	214,058.17
300	9315	OBHS ATHLETICS	-	10,230.35	123,495.19	11,288.82	147,567.64	(24,072.45)	27,695.75	(51,768.20)
300	9316	OBHS BEARS SCHOOL STORE	-	-	26,133.13	1,904.91	35,295.52	(9,162.39)	8,500.00	(17,662.39)
401	9128	POLARIS CHRISTIAN ACADEMY	62,938.35	499.07	155,429.18	5,039.51	82,346.23	136,021.30	126,590.93	9,430.37
451	9219	DATA COMMUNICATIONS FY19	-	-	43,200.00	-	-	43,200.00	-	43,200.00
499	9218	SECONDARY TRANSITION GRANT	-	-	8,908.50	-	8,908.50	-	-	-
499	9219	SCHOOL SAFETY GRANT	-	-	115,209.15	-	2,806.00	112,403.15	112,403.15	-
516	9217	IDEA PART B	-	-	-	-	-	-	275.00	(275.00)
516	9218	IDEA-B SPEC ED	(1,048.89)	-	69,979.82	-	68,930.93	-	425.00	(425.00)
516	9219	IDEA-B SPEC ED	-	510,687.15	3,093,242.85	137,292.18	3,230,535.03	(137,292.18)	622,491.94	(759,784.12)
516	9319	IDEA-B RESTORATION	-	14,531.25	29,206.09	-	29,206.09	-	18,884.05	(18,884.05)
551	9218	LIMITED ENG PROF	(11,990.82)	-	24,874.50	-	12,883.68	-	-	-
551	9219	TITLE III - ELL	-	739.79	22,910.48	29,035.36	51,945.84	(29,035.36)	7,862.65	(36,898.01)
551	9319	TITLE III - IMMIGRANT	-	-	11,626.53	100.00	11,726.53	(100.00)	1,445.00	(1,545.00)
572	9217	TITLE I	-	-	-	-	-	-	3.96	(3.96)
572	9218	TITLE I	(16,832.49)	-	41,131.95	-	24,299.46	-	-	-
572	9219	TITLE I	-	61,198.40	151,141.56	18,077.95	169,219.51	(18,077.95)	117,078.49	(135,156.44)
587	9219	IDEA - PRESCHOOL	-	-	101,003.21	-	101,003.21	-	-	-
590	9217	IMPROVING TCHR QUALITY	-	-	-	-	-	-	100.00	(100.00)
590	9218	TITLE II-A	(3,034.20)	-	9,538.78	-	6,504.58	-	-	-
590	9219	TITLE II-A FY19	-	37,072.20	159,961.21	28,851.44	188,812.65	(28,851.44)	52,483.33	(81,334.77)
590	9318	OHIO TEACHER OF THE YEAR	(1,748.90)	-	4,776.42	-	3,027.52	-	-	-
590	9319	OHIO TEACHER OF THE YEAR #2	-	425.98	1,204.95	-	1,204.95	-	2,840.99	(2,840.99)
599	9218	TITLE IV-A	-	-	1,777.60	-	1,777.60	-	200.00	(200.00)
599	9219	TITLE IV-A	-	1,625.00	48,364.99	5,181.19	53,546.18	(5,181.19)	3,356.88	(8,538.07)
			162,296,288.83	17,494,688.61	324,333,645.18	23,400,379.36	278,483,530.17	208,146,403.84	20,862,576.23	187,283,827.61

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINDET BY OBJECT**  
**APRIL 2019**

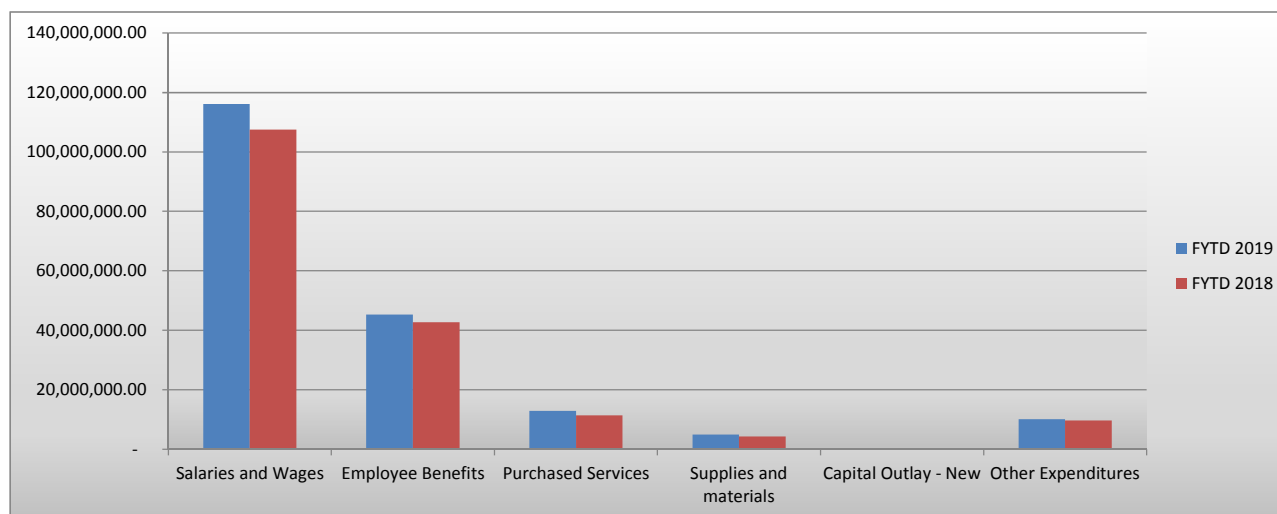
	Receipts	Expenditures
TOTAL FOR OBJ 000:	229,735,229.38	-
TOTAL FOR OBJ 111 (REGULAR - CERT.):		90,713,078.92
TOTAL FOR OBJ 113 (SUPPLEMENTAL - CERT.):		1,516,128.87
TOTAL FOR OBJ 118 (OVERTIME - CERT.):		150.75
TOTAL FOR OBJ 119 (OTHER CERTIFICATED):		55,335.48
TOTAL FOR OBJ 123 (VACATION LEAVE - CERT.):		13,015.04
TOTAL FOR OBJ 132 (TERMINATION BENEFITS - CERT.):		55,557.41
TOTAL FOR OBJ 141 (REGULAR - NONCERT.):		20,549,998.39
TOTAL FOR OBJ 142 (TEMPORARY - NONCERT.):		1,370,750.98
TOTAL FOR OBJ 143 (SUPPLEMENTAL - NONCERT.):		697,038.69
TOTAL FOR OBJ 144 (OVERTIME - NONCERT.):		818,779.70
TOTAL FOR OBJ 149 (OTHER NONCERTIFICATED SALAR.):		215,932.41
TOTAL FOR OBJ 151 (SICK LEAVE - NONCERT.):		8,002.48
TOTAL FOR OBJ 153 (VACATION LEAVE - NONCERT.):		19,591.48
TOTAL FOR OBJ 162 (TERMINATION BENEFITS - NOCERT.):		67,349.79
TOTAL FOR OBJ 169 (OTHER NONCERT. COMPENSATION):		7,366.73
TOTAL FOR OBJ 171 (COMPENSATION OF BD. MEMBERS):		9,125.00
TOTAL FOR OBJ 211 (STRS EMPLOYER'S SHARE):		13,136,916.36
TOTAL FOR OBJ 212 (STRS EMPLOYER'S "PICK-UP"):		985,055.09
TOTAL FOR OBJ 221 (SERS EMPLOYERS SHARE):		3,733,714.91
TOTAL FOR OBJ 222 (SERS EMPLOYER "PICK-UP"):		177,182.87
TOTAL FOR OBJ 223 (SOCIAL SECURITY-NONCERT.):		564.63
TOTAL FOR OBJ 231 (TUITION REIMBURSEMENTS):		40,482.44
TOTAL FOR OBJ 241 (MEDICAL/HOSPITALIZATION-CERT.):		16,615,243.38
TOTAL FOR OBJ 242 (LIFE - CERT.):		50,244.84
TOTAL FOR OBJ 243 (DENTAL - CERT.):		776,257.04
TOTAL FOR OBJ 244 (VISION - CERT.):		192,089.46
TOTAL FOR OBJ 249 (OTHER INSURANCE BENS - CERT):		1,359,502.41
TOTAL FOR OBJ 251 (MEDICAL/HOSPITALIZATION-NONCRT):		7,382,998.91
TOTAL FOR OBJ 252 (LIFE - NONCERT.):		18,866.71
TOTAL FOR OBJ 253 (DENTAL - NONCERT.):		336,353.33
TOTAL FOR OBJ 254 (VISION - NONCERT.):		83,740.22
TOTAL FOR OBJ 259 (OTHER INSURANCE BEN - NONCERT.):		334,755.92
TOTAL FOR OBJ 273 (ANNUITIES - CERTIFICATED):		46,136.78
TOTAL FOR OBJ 282 (UNEMPLOYMENT COMP. - NONCERT.):		6,212.30
TOTAL FOR OBJ 410 (PROFESSIONAL & TECHNICAL SERV.):		428,959.33
TOTAL FOR OBJ 411 (INSTRUCTION SERVICES):		3,303,831.28
TOTAL FOR OBJ 413 (HEALTH SERVICES):		45,445.50
TOTAL FOR OBJ 414 (STAFF SERVICES):		13,439.95
TOTAL FOR OBJ 416 (DATA PROCESSING SERVICES):		423,458.21
TOTAL FOR OBJ 418 (PROFESSIONAL/LEGAL SERVICES):		439,943.94
TOTAL FOR OBJ 419 (OTHER PROFESSIONAL & TECHNICAL):		572,937.63
TOTAL FOR OBJ 422 (GARBAGE REMOVAL & CLEANING):		125,771.53
TOTAL FOR OBJ 423 (REPAIRS & MAINTENANCE SERV.):		399,679.03
TOTAL FOR OBJ 424 (PROPERTY INSURANCE):		261,929.50
TOTAL FOR OBJ 425 (RENTALS):		444,081.38
TOTAL FOR OBJ 426 (LEASE PURCHASE AGREEMENTS):		273,595.97
TOTAL FOR OBJ 434 (NONCERTIFICATED MEETING EXP.):		1,185.00
TOTAL FOR OBJ 439 (OTHER TRAVEL/MEETING EXPENSE):		189,386.59
TOTAL FOR OBJ 441 (TELEPHONE SERVICE):		590,520.63
TOTAL FOR OBJ 443 (POSTAGE):		32,999.65

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**FINDET BY OBJECT**  
**APRIL 2019**

	Receipts	Expenditures
TOTAL FOR OBJ 446 (ADVERTISING):		5,947.86
TOTAL FOR OBJ 451 (ELECTRICITY):		2,283,436.73
TOTAL FOR OBJ 452 (WATER AND SEWAGE):		300,245.34
TOTAL FOR OBJ 453 (GAS):		356,920.29
TOTAL FOR OBJ 460 (CONTRACTED CRAFT/TRADE SERVICE):		57,965.58
TOTAL FOR OBJ 461 (PRINTING AND BINDING):		25,578.41
TOTAL FOR OBJ 471 (TUITION PD - DISTR IN-STATE):		12,093.08
TOTAL FOR OBJ 474 (EXCESS COSTS):		10,687.45
TOTAL FOR OBJ 475 (SPECIAL ED PAYMENTS):		2,552.87
TOTAL FOR OBJ 477 (OPEN ENROLLMENT PAYMENTS):		128,456.81
TOTAL FOR OBJ 478 (COMMUNITY SCHOOL PAYMENTS):		850,957.07
TOTAL FOR OBJ 479 (OTHER TUITION PAYMENTS):		687,247.34
TOTAL FOR OBJ 483 (TRANS PURCHASED OTHER SOURCE):		60,500.00
TOTAL FOR OBJ 489 (OTHER PUPIL TRANSPORTATION):		464,654.98
TOTAL FOR OBJ 490 (OTHER PURCHASED SERVICES):		133,598.58
TOTAL FOR OBJ 511 (CLASSROOM SUPPLIES):		929,855.59
TOTAL FOR OBJ 512 (OFFICES SUPPLIES):		69,985.40
TOTAL FOR OBJ 514 (HEALTH & HYGIENE SUPPLIES):		13,570.78
TOTAL FOR OBJ 516 (SOFTWARE MATERIALS):		
TOTAL FOR OBJ 519 (OTHER GENERAL SUPPLIES):		
TOTAL FOR OBJ 520 (TEXTBOOKS):		577,406.47
TOTAL FOR OBJ 524 (SUPPLEMENTAL TEXTBOOKS):		28,454.83
TOTAL FOR OBJ 531 (NEW LIBRARY BOOKS):		33,862.03
TOTAL FOR OBJ 532 (REPLACEMENT LIBRARY BOOKS):		4,555.39
TOTAL FOR OBJ 539 (OTHER LIBRARY BOOKS):		2,989.29
TOTAL FOR OBJ 541 (NEWSPAPERS):		397.15
TOTAL FOR OBJ 542 (PERIODICALS):		6,936.33
TOTAL FOR OBJ 571 (LAND):		152,070.05
TOTAL FOR OBJ 572 (BUILDINGS):		1,089,218.75
TOTAL FOR OBJ 581 (SUPPLIES AND PARTS-MOTOR VEHIC):		295,439.90
TOTAL FOR OBJ 582 (FUEL):		786,224.93
TOTAL FOR OBJ 583 (TIRES & TUBES):		75,495.78
TOTAL FOR OBJ 640 (EQUIPMENT):		343,663.16
TOTAL FOR OBJ 841 (MEMBRSHIP FEES - PROF ORGANZ.):		47,075.58
TOTAL FOR OBJ 843 (CHARGES FOR STATE EXAMS):		42,408.00
TOTAL FOR OBJ 844 (COUNTY BD OF ED CONTRIBUTION):		6,799,802.05
TOTAL FOR OBJ 845 (PROPERTY TAX COLLECTION FEES):		2,445,982.93
TOTAL FOR OBJ 848 (BANK CHARGES):		51,780.99
TOTAL FOR OBJ 849 (OTHER DUES AND FEES):		160,652.96
TOTAL FOR OBJ 851 (LIABILITY INSURANCE):		70,634.50
TOTAL FOR OBJ 870 (TAXES AND ASSESSMENTS):		(11,538.76)
TOTAL FOR OBJ 880 (AWARDS AND PRIZES):		3,574.66
Totals	229,735,229.38	188,342,025.97

**OLENTANGY LOCAL SCHOOL DISTRICT**  
**GENERAL FUND**  
**APRIL 2019**

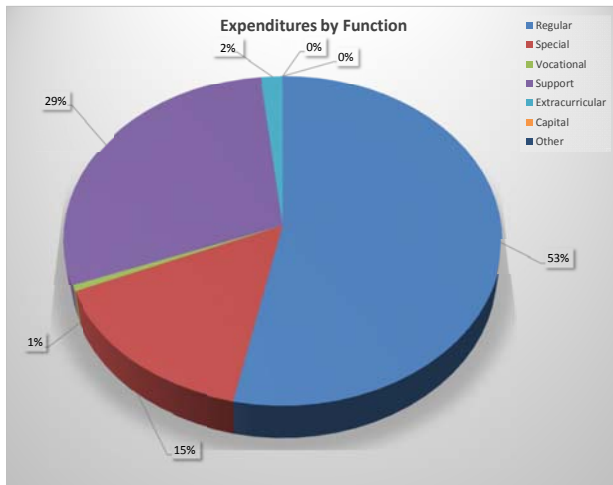
General Fund Actual Expenditures by Object (FYTD 2019/FYTD 2018)



	FYTD 2019	% OF TOTAL	FYTD 2018	% OF TOTAL
Salaries and Wages	116,117,202	61.19%	107,533,717	61.09%
Employee Benefits	45,276,317	23.86%	42,679,849	24.25%
Purchased Services	12,928,007	6.81%	11,449,390	6.50%
Supplies and materials	4,946,577	2.61%	4,334,944	2.46%
Capital Outlay	343,664	0.18%	316,587	0.18%
Other Expenditures	10,155,800	5.35%	9,701,588	5.51%
GRAND TOTAL	<u>189,767,567</u>		<u>176,016,075</u>	

OLENTANGY LOCAL SCHOOL DISTRICT  
GENERAL FUND  
APRIL 2019

GENERAL FUND EXPENDITURES, BY FUNCTION, AT A GLANCE



Regular Instruction	100,896,613.98
Special Instruction	28,983,654.00
Vocational Instruction	1,093,653.43
Support Services	54,906,467.18
Extracurricular	3,353,289.72
Capital Outlay	(11,538.76)
Other	-
<b>Total</b>	<b>189,222,139.55</b>

Object	Object Description	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
<b>GENERAL FUND 001</b>									
<b>1100 REGULAR INSTRUCTION</b>									
100	REGULAR INSTRUCTION - SALARIES	82,859,753.03	-	82,859,753.03	68,781,814.13	6,950,606.91	-	14,078,138.90	83.01%
200	REGULAR INSTRUCTION-PENSION & FRINGES	31,867,801.00	12,012.00	31,879,813.00	25,424,071.17	2,545,056.31	-	6,455,772.73	79.75%
400	REGULAR INSTRUCTION PURCHASED SERVICES	6,652,364.51	114,282.22	6,766,646.73	5,146,592.92	677,537.93	830,277.63	789,721.34	88.33%
500	REGULAR INSTRUCTION SUPPLIES & MATERIALS	2,247,213.94	188,984.12	2,436,198.06	1,464,269.02	132,829.44	777,466.76	194,441.39	92.02%
600	REGULAR REG INSTRUCTION NEW EQUIPMENT	10,213.05	-	10,213.05	452.24	177.21	10,273.05	(2.24)	105.02%
800	GENERAL REG INSTRUCTION MISCELLANEOUS OBJECT	93,235.00	1,002.62	94,237.62	79,414.50	11,281.68	14,822.36	0.76	100.00%
<b>1200 SPECIAL INSTRUCTION</b>									
100	SPECIAL INSTRUCTION - SALARIES	18,842,804.11	-	18,842,804.11	15,913,917.11	1,599,950.72	-	2,928,887.00	84.46%
200	SPECIAL INSTRUCTION PENSION & FRINGES	7,616,112.70	-	7,616,112.70	5,971,866.63	600,439.93	-	1,640,405.94	78.41%
400	SPECIAL INSTRUCTION PURCHASED SERVICES	548,700.00	62,454.75	611,154.75	370,364.69	16,209.44	194,055.84	51,374.35	92.35%
500	SPECIAL INSTRUCTION SUPPLIES & MATERIALS	70,601.36	3,780.70	74,382.06	37,936.67	4,814.87	30,968.51	5,476.88	92.64%
800	GENERAL SPEC INSTRUCT MISCELLANEOUS OBJECT	8,480,000.00	752,244.83	9,232,244.83	6,689,568.90	857,489.70	2,511,212.95	31,462.98	99.66%
<b>1300 VOCATIONAL INSTRUCTION</b>									
100	VOCATIONAL EDUCATION SALARIES	1,021,629.01	-	1,021,629.01	786,421.42	84,254.40	-	235,207.59	76.98%
200	VOCATIONAL EDUCATION PENSION & FRINGES	446,236.82	-	446,236.82	301,842.13	31,655.11	-	144,394.69	67.64%
400	VOCATIONAL EDUCATION PURCHASED SERVICES	1,250.00	-	1,250.00	181.59	39.65	206.35	862.06	31.04%
500	VOCATIONAL EDUCATION SUPPLIES & MATERIALS	11,200.00	-	11,200.00	5,208.29	500.00	3,580.00	2,411.71	78.47%
<b>2100 SUPPORT SERVICES</b>									
100	PUPIL SUPPORT SERVICES SALARIES	5,055,446.69	-	5,055,446.69	4,253,527.76	438,436.89	-	801,918.93	84.14%
200	PUPIL SUPPORT SERVICES PENSION & FRINGES	1,887,337.49	-	1,887,337.49	1,596,690.16	153,545.19	-	290,647.33	84.60%
400	PUPIL SUPPORT SERVICES PURCHASED SERVICES	536,410.00	48,780.25	585,190.25	359,671.95	12,433.18	174,822.34	43,489.86	91.34%
500	PUPIL SUPPORT SERVICES SUPPLIES & MATERIALS	81,390.30	976.96	82,367.26	58,110.13	7,818.66	21,199.29	3,057.84	96.29%
600	PUPIL SUPPORT SERVICES NEW EQUIPMENT	11,517.00	899.96	12,416.96	7,516.05	-	4,150.00	750.91	93.95%
800	PUPIL SUPPORT-COUNTY ESC SERVICES	135,235.00	10,311.16	145,546.16	113,224.15	11,137.92	10,701.16	21,620.85	85.15%
<b>2200 EDUCATIONAL MEDIA SERVICES</b>									
100	STAFF SUPPORT SERVICES SALARIES	3,646,930.73	-	3,646,930.73	2,916,599.12	261,717.12	-	736,131.61	79.97%
200	STAFF SUPPORT SERVICES PENSION & FRINGES	1,425,955.79	-	1,425,955.79	1,078,963.72	98,619.56	-	347,888.17	75.67%
400	STAFF SUPPORT SERVICES PURCHASED SERVICES	260,408.11	30,585.33	290,993.44	110,132.99	4,146.67	114,799.97	66,960.48	77.30%
500	STAFF SUPPORT SERVICES SUPPLIES & MATERIALS	392,206.12	15,428.64	407,634.76	322,724.92	7,269.41	56,694.33	28,215.51	93.08%
600	STAFF SUPPORT SERVICES NEW EQUIPMENT	1,000.00	-	1,000.00	-	-	-	1,000.00	0.00%
800	CURRICULUM - FEES/DUES	2,400.00	-	2,400.00	1,494.00	69.00	875.00	31.00	98.71%
<b>2300 SUPPORT SERVICES - BOARD OF EDUCATION</b>									
100	BOARD OF EDUCATION COMPENSATION	15,000.00	-	15,000.00	9,125.00	625.00	-	5,875.00	60.83%
200	BOARD OF EDUCATION PENSION & FRINGES	1,117.50	-	1,117.50	2,023.93	129.63	-	(906.43)	181.11%
400	BOARD OF EDUCATION PURCHASED SERVICES	1,155,050.00	215,240.37	1,370,290.37	980,300.06	92,243.87	274,186.74	115,803.57	91.55%
800	BOARD OF EDUCATION OTHER OBJECTS	173,000.00	26,675.00	199,675.00	82,581.16	270.00	16,890.08	100,203.76	49.82%
<b>2400 SUPPORT SERVICES - ADMINISTRATION</b>									
100	ADMIN. SUPPORT SERVICES SALARIES	7,205,249.41	-	7,205,249.41	6,335,810.04	611,568.55	-	869,439.37	87.93%
200	ADMIN. SUPPORT SERVICES PENSION & FRINGES	3,878,476.84	-	3,878,476.84	3,125,205.54	299,293.05	848.52	752,422.78	80.60%
400	ADMIN. SUPPORT SERVICES PURCHASED SERVICES	126,275.39	5,977.01	132,252.40	52,937.33	5,943.57	25,051.56	53,263.51	58.97%
500	ADMIN. SUPPORT SERVICES SUPPLIES & MATERIALS	63,168.93	2,914.07	66,083.00	31,329.02	5,699.10	20,549.13	14,204.85	78.50%
800	ADMIN. SUPPORT SERVICES OTHER OBJECTS	29,600.00	-	29,600.00	39,610.83	4,667.83	2,424.00	(12,434.83)	142.01%
<b>2500 FISCAL SERVICES</b>									
100	FISCAL SERVICES SALARIES	667,863.59	-	667,863.59	621,348.67	60,655.92	-	46,514.92	93.04%
200	FISCAL SERVICES PENSION & FRINGES	369,984.78	-	369,984.78	308,514.73	29,926.09	-	61,470.05	83.39%
400	FISCAL SERVICES PURCHASED SERVICES	119,400.00	12,685.63	132,085.63	72,474.12	2,660.33	5,772.20	53,839.31	59.24%
500	FISCAL SERVICES SUPPLIES & MATERIALS	25,645.99	628.65	26,274.64	5,009.37	241.54	3,660.73	17,604.54	33.00%
800	FISCAL SERVICES OTHER OBJECTS	2,863,900.00	34,658.74	2,898,558.74	2,581,399.78	5,229.59	34,973.04	282,185.92	90.26%
<b>2600 SUPPORT SERVICES - BUSINESS</b>									
100	BUSINESS MANAGER - WAGES	340,577.84	-	340,577.84	293,484.23	31,767.86	-	47,093.61	86.17%
200	BUSINESS MANAGER - BENEFITS	208,987.97	-	208,987.97	124,427.77	12,423.42	-	84,560.20	59.54%
400	BUSINESS MANAGER - PURCHASED SERVICES	19,041.74	3,153.52	22,195.26	16,253.55	273.27	8,266.85	(2,325.14)	110.48%
500	BUSINESS MANAGER - SUPPLIES	12,050.68	3,567.61	15,618.29	3,370.46	-	6,081.08	6,166.75	60.52%
800	other dues/fees	1,800.00	-	1,800.00	1,452.00	-	-	348.00	80.67%



Object	Object Description	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
2700	OPERATION AND MAINTENANCE OF PLANT SERVICES								
100	PLANT OPERATIONS SALARIES & WAGES	7,283,131.54	-	7,283,131.54	6,395,263.74	616,365.90	-	887,867.80	87.81%
200	PLANT OPERATIONS PENSION & FRINGES	3,464,647.47	-	3,464,647.47	2,841,233.42	271,115.57	-	623,414.05	82.01%
400	PLANT OPERATIONS PURCHASED SERVICES	5,006,573.28	482,522.70	5,489,095.98	4,252,054.44	382,203.63	1,840,143.67	(658,079.93)	110.99%
500	PLANT OPERATIONS & MAINT. SUPPLIES & MATERIAL	1,457,637.98	111,402.89	1,569,040.87	1,328,270.36	156,569.94	224,057.07	71,691.24	98.93%
600	PLANT OPERATIONS & MAINT. NEW EQUIPMENT	325,000.00	54,389.16	379,389.16	334,214.81	9,154.60	45,174.23	0.12	100.00%
800	MAINT./CUSTODIAL - MISCELLANEOUS	12,500.00	6,717.25	19,217.25	8,842.00	247.25	7,722.00	2,653.25	86.19%
2800	SUPPORT SERVICES - PUPIL TRANSPORTATION								
100	PUPIL TRANSPORTATION SALARIES	5,794,833.58	-	5,794,833.58	4,964,703.71	481,244.78	-	830,129.87	85.67%
200	PUPIL TRANSPORTATION PENSION & FRINGES	3,472,757.38	-	3,472,757.38	2,819,891.12	284,024.60	-	652,866.26	81.20%
400	PUPIL TRANSPORTATION PURCHASED SERVICES	724,400.00	192,435.37	916,835.37	706,770.38	108,316.31	234,115.32	(164,614.03)	102.62%
500	PUPIL TRANSPORTATION SUPPLIES & MATERIALS	1,248,500.00	40,539.27	1,289,039.27	1,097,820.86	83,047.49	202,033.02	129,749.09	100.84%
600	PUPIL TRANSPORTATION NEW EQUIPMENT	25,000.00	-	25,000.00	-	-	-	25,000.00	0.00%
800	PUPIL TRANSPORTATION OTHER OBJECTS	440.00	-	440.00	275.00	240.00	200.00	(35.00)	107.95%
2900	SUPPORT SERVICES - CENTRAL								
100	SUPPORT SERVICES - CENTRAL	2,587,126.97	-	2,587,126.97	2,235,792.12	221,825.54	-	351,334.85	86.42%
200	SUPPORT SERVICES - CENTRAL	1,288,345.52	-	1,288,345.52	1,010,098.38	95,584.16	-	278,247.14	78.40%
400	SUPPORT SERVICES - CENTRAL	969,595.54	79,696.47	1,049,292.01	809,669.09	59,940.95	109,338.05	128,429.70	87.58%
500	SUPPORT SERVICES CENTRAL	830,949.05	36,318.45	867,267.50	592,527.15	6,480.67	264,886.78	11,853.57	98.86%
600	SUPPORT SERVICES CENTRAL	1,480.06	1,675.73	3,155.79	1,480.06	-	-	1,675.73	46.90%
800	GENERAL SUPPORT SERV/CENTRAL MISCELLANEOUS OB	3,065.00	-	3,065.00	2,248.00	-	-	717.00	73.34%
4100	ACADEMIC ORIENTED ACTIVITIES								
100	ACADEMIC & SUBJECT ACTIV. SALARIES & WAGES	679,802.00	-	679,802.00	448,433.66	9,525.28	-	231,368.34	65.97%
200	ACADEMIC & SUBJECT ACTIV. PENSION & FRINGES	129,112.04	-	129,112.04	87,464.59	1,266.21	-	41,647.45	67.74%
4500	SPORT ORIENTED ACTIVITIES								
100	SPORT ORIENTED ACTIV. SALARIES	2,941,063.50	-	2,941,063.50	2,160,961.41	64,679.38	-	780,102.09	73.48%
200	SPORT ORIENTED ACTIV. PENSION & FRINGES	671,657.35	-	671,657.35	584,024.31	67,633.04	-	87,633.04	86.95%
400	SPORT ORIENTED ACTIV. PURCHASED SERVICES	88,500.00	1,036.55	89,536.55	50,604.40	6,377.23	32,872.00	6,060.15	93.23%
800	GENERAL SPORT ORIENTED ACTIVITY MISCELLANEOUS	85,625.00	-	85,625.00	21,801.35	-	13,313.00	50,510.65	41.01%
5100	SITE ACQUISITION SERVICES								
800	SITE ACQUISITION TAXES	45,000.00	-	45,000.00	(11,538.76)	-	-	56,538.76	-25.64%
7100	CONTINGENCIES								
900	GENERAL CONTINGENCY OTHER USES OF FUNDS	285,110.00	-	285,110.00	-	-	-	285,110.00	0.00%
<b>TOTAL FUND 001</b>		<b>230,903,395.68</b>	<b>2,553,977.98</b>	<b>233,457,373.66</b>	<b>189,222,139.55</b>	<b>18,554,769.39</b>	<b>8,128,664.61</b>	<b>36,106,569.50</b>	<b>84.53%</b>

## Other Funds

Fund	Fund Name	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
002	Debt Service	30,869,300.00	150.00	30,869,450.00	23,039,554.91	-	150.00	7,829,745.09	74.64%
003	Permanent Improvement	8,512,014.02	3,564,096.47	12,076,110.49	6,491,561.91	139,661.27	1,626,249.69	3,958,298.89	67.22%
004	Building - Bonds	16,643,915.77	10,815,758.33	27,459,674.10	13,846,648.76	753,951.76	7,082,823.85	6,530,201.49	76.22%
006	Food Services	9,911,312.15	88,397.40	9,999,709.55	7,340,091.06	724,660.31	832,205.33	1,827,413.16	81.73%
007	Special Trust	72,550.00	1,084.06	73,634.06	28,457.78	1,844.30	20,398.73	24,777.55	66.35%
008	Endowment	200.00	-	200.00	-	-	-	200.00	0.00%
009	Uniform School Supplies - Student Fees	2,593,203.57	201,000.74	2,794,204.31	1,334,450.59	66,354.07	798,954.95	660,798.77	76.35%
011	Rotary Fund - Special Services	123,882.00	488.00	124,370.00	120,288.97	-	-	4,081.03	96.72%
018	Public Support - Principal Funds	629,491.97	25,847.94	655,339.91	366,786.24	20,646.48	152,423.14	136,130.53	79.23%
019	Other Grant - OEF	40,505.05	324.30	40,829.35	33,298.01	-	124.00	7,407.34	81.86%
022	Agency - OHSAA Tournaments	90,500.00	825.00	91,325.00	71,582.50	-	19,412.00	330.50	99.64%
024	Self-Insured Health	34,520,000.00	458,741.60	34,978,741.60	30,771,617.04	2,664,316.32	556,157.69	3,650,966.87	89.56%
027	Self-Insured Workman's Comp	455,000.00	66,227.40	521,227.40	137,517.57	9,267.05	72,922.53	310,787.30	40.37%
200	Student Managed Activities	1,377,235.69	42,457.58	1,419,693.27	682,536.01	140,762.20	261,098.05	476,059.21	66.47%
300	District Managed Activities	1,362,289.00	70,080.45	1,432,369.45	948,314.78	100,568.58	244,550.29	239,504.38	83.28%
401	Auxiliary Schools	208,047.33	7,339.71	215,387.04	82,346.23	5,039.51	126,590.93	6,449.88	97.01%
451	State Grant - Data Communications	43,200.00	-	43,200.00	-	-	-	43,200.00	0.00%
499	Other State Grants	115,209.15	8,908.50	124,117.65	11,714.50	-	112,403.15	-	100.00%
516	Federal Funds - IDEA	5,623,052.95	112,401.85	5,735,454.80	3,328,672.05	137,292.18	642,075.99	1,764,706.76	69.23%
551	Federal Funds - Limited English Proficiency	74,814.50	13,937.35	88,751.85	76,556.05	29,135.36	9,307.65	2,888.15	96.75%
572	Federal Funds - Title I Disadvantaged Children	313,110.24	45,205.53	358,315.77	193,518.97	18,077.95	117,082.45	47,714.35	86.68%
587	Federal Funds - IDEA Preschool	192,296.79	-	192,296.79	101,003.21	-	-	91,293.58	52.52%
590	Federal Funds - Improving Teacher Quality	348,905.26	17,641.90	366,547.16	199,549.70	28,851.44	55,424.32	111,573.14	69.56%
599	Federal Funds - Other Federal Grants	57,626.53	2,554.00	60,180.53	55,323.78	5,181.19	3,556.88	1,299.87	97.84%
<b>TOTAL OTHER FUNDS</b>		<b>114,177,661.97</b>	<b>15,543,468.11</b>	<b>129,721,130.08</b>	<b>89,261,390.62</b>	<b>4,845,609.97</b>	<b>12,733,911.62</b>	<b>27,725,827.84</b>	<b>78.63%</b>
<b>TOTAL ALL FUNDS</b>		<b>345,081,057.65</b>	<b>18,097,446.09</b>	<b>363,178,503.74</b>	<b>278,483,530.17</b>	<b>23,400,379.36</b>	<b>20,862,576.23</b>	<b>63,832,397.34</b>	<b>82.42%</b>

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373001	BRIAN W. BARNES, MAI	FY19 APPRAISAL SERVICES	4/4/2019	2,750.00	001	W	R
373002	RICH & GILLIS LAW GROUP, LLC	ATTORNEY FEES FY 19	4/4/2019	-	001	W	V
373003	Sign Gypsies Northern	Kindness Week	4/4/2019	70.00	018	W	R
373004	OSMA	CLUB ACCOUNTS - JOURNALISM	4/4/2019	300.00	200	W	R
373004	OSMA	-CLUB ACCOUNTS - JOURNALISM	4/4/2019	340.00	200	W	R
373005	BRICKER & ECKLER LLP	ATTORNEY FEES - FY 19	4/4/2019	69.00	001	W	R
373006	STANTON'S SHEET MUSIC	Sheet music for band and music	4/4/2019	10.80	401	W	R
373006	STANTON'S SHEET MUSIC	Sheet music for band and music	4/4/2019	102.14	401	W	R
373007	TREETOP PUBLISHING	1802 Set for 4/5 Language Arts	4/4/2019	82.80	401	W	R
373007	TREETOP PUBLISHING	Shipping	4/4/2019	10.00	401	W	R
373009	RICH & GILLIS LAW GROUP, LLC	ATTORNEY FEES FY 19	4/4/2019	12,550.08	001	W	R
373010	REPUBLIC SERVICES #046	Trash Hauling Jan-Jun 2019	4/4/2019	150.66	001	W	R
373010	REPUBLIC SERVICES #046	Maintenance	4/4/2019	102.13	001	W	R
373010	REPUBLIC SERVICES #046	East Bus Garage	4/4/2019	102.13	001	W	R
373010	REPUBLIC SERVICES #046	Wyandot Run	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Alum Creek	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Scioto Ridge	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Arrowhead Elementary	4/4/2019	302.36	001	W	R
373010	REPUBLIC SERVICES #046	Oak Creek	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Tyler Run	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Walnut Creek	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Indian Springs	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Glen Oak	4/4/2019	331.16	001	W	R
373010	REPUBLIC SERVICES #046	Olentangy Meadows	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Liberty Tree	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Johnnycake Corners	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Freedom Trail	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Cheshire Elementary	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Heritage Elementary	4/4/2019	278.36	001	W	R
373010	REPUBLIC SERVICES #046	Shanahan Middle	4/4/2019	853.40	001	W	R
373010	REPUBLIC SERVICES #046	Liberty Middle	4/4/2019	510.64	001	W	R
373010	REPUBLIC SERVICES #046	Orange Middle	4/4/2019	368.28	001	W	R
373010	REPUBLIC SERVICES #046	Hyatts Middle	4/4/2019	369.19	001	W	R
373010	REPUBLIC SERVICES #046	Berkshire Middle	4/4/2019	379.19	001	W	R
373010	REPUBLIC SERVICES #046	Olentangy High School	4/4/2019	1,534.75	001	W	R
373010	REPUBLIC SERVICES #046	Liberty High School	4/4/2019	1,588.29	001	W	R
373010	REPUBLIC SERVICES #046	Orange High School	4/4/2019	1,377.32	001	W	R
373010	REPUBLIC SERVICES #046	Berlin High School	4/4/2019	1,065.00	001	W	R
373010	REPUBLIC SERVICES #046	Olentangy Academy	4/4/2019	81.85	001	W	R
373010	REPUBLIC SERVICES #046	Olentangy Administrative	4/4/2019	196.35	001	W	R
373011	PITNEY BOWES	REPLENISH POSTAGE MACHINE	4/4/2019	1,429.81	001	W	R
373012	Z Creative LLC	CLUB ACCOUNTS - CLASS OF 2020	4/4/2019	6,952.89	200	W	R
373013	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	4/4/2019	505.84	001	W	R
373014	AT & T	District Wide Long Distance	4/4/2019	166.60	001	W	R
373015	GREAT AMERICA LEASING CORP.	Shanahan Copier Lease	4/4/2019	248.00	001	W	R
373015	GREAT AMERICA LEASING CORP.	Copier Maintenance	4/4/2019	114.36	001	W	R
373016	SUBURBAN NATURAL GAS	ACES	4/4/2019	611.62	001	W	R
373016	SUBURBAN NATURAL GAS	AES	4/4/2019	428.57	001	W	R
373016	SUBURBAN NATURAL GAS	OCES	4/4/2019	325.17	001	W	R
373016	SUBURBAN NATURAL GAS	WCES	4/4/2019	338.15	001	W	R
373016	SUBURBAN NATURAL GAS	GOES	4/4/2019	415.36	001	W	R
373016	SUBURBAN NATURAL GAS	OMES	4/4/2019	452.01	001	W	R
373016	SUBURBAN NATURAL GAS	FTES	4/4/2019	474.85	001	W	R
373016	SUBURBAN NATURAL GAS	CES	4/4/2019	452.45	001	W	R
373016	SUBURBAN NATURAL GAS	HES	4/4/2019	613.68	001	W	R
373016	SUBURBAN NATURAL GAS	OOMS	4/4/2019	777.37	001	W	R
373016	SUBURBAN NATURAL GAS	OHS	4/4/2019	1,558.40	001	W	R
373016	SUBURBAN NATURAL GAS	OOHS	4/4/2019	1,178.64	001	W	R
373016	SUBURBAN NATURAL GAS	OBHS	4/4/2019	1,542.73	001	W	R
373016	SUBURBAN NATURAL GAS	SMS Maint. Facility	4/4/2019	25.36	001	W	R
373016	SUBURBAN NATURAL GAS	Food service 2.5% of buildings	4/4/2019	188.49	006	W	R
373017	DEL-CO WATER CO	East Bus Garage	4/4/2019	167.86	001	W	R
373017	DEL-CO WATER CO	Johnnycake Corners	4/4/2019	377.88	001	W	R
373017	DEL-CO WATER CO	Olentangy High School	4/4/2019	1,218.66	001	W	R
373017	DEL-CO WATER CO	Food Services D/W 2.5%	4/4/2019	24.00	006	W	R
373018	LOFT VIOLIN SHOP	REPAIRS AND MAINTENANCE -	4/4/2019	999.96	001	W	R
373018	LOFT VIOLIN SHOP	Rosin	4/4/2019	100.00	001	W	R
373018	LOFT VIOLIN SHOP	Instrument Repair	4/4/2019	1,420.00	001	W	R
373019	Querry, Kelly	(IDA Conference) Reimbursement	4/4/2019	70.00	516	W	R
373020	Shaffer, Gabriella	(IDA Conference) Reimbursement	4/4/2019	65.00	516	W	R
373021	Latta, Sarah	(IDA Conference) Reimbursement	4/4/2019	55.00	516	W	R
373022	McCloskey, Sarah	OOH School Nurse Regional Conf	4/4/2019	40.00	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373023	McMURRY, PEGGY	Mileage & Expenses	4/4/2019	81.37	001	W	R
373024	COLE, HEATHER		4/4/2019	96.92	001	W	R
373025	WARFIELD, BILL		4/4/2019	126.61	001	W	W
373026	DETILLIO, VINCENT	January-March 2019	4/4/2019	40.83	001	W	R
373027	Powers, Jacqueline	January-March 2019	4/4/2019	61.92	001	W	W
373028	NAGEL, MORGAN	January-March 2019	4/4/2019	40.66	001	W	R
373029	Dunkelberger, David	CERTIFIED MILEAGE (TRAVELING	4/4/2019	87.00	001	W	R
373030	HUGHES, ERIC	CERTIFIED MILEAGE (TRAVELING	4/4/2019	120.64	001	W	R
373031	Grimm, Michael	CERTIFIED MILEAGE (TRAVELING	4/4/2019	82.65	001	W	R
373032	Angel, Sarah	CERTIFIED MILEAGE (TRAVELING	4/4/2019	76.56	001	W	R
373033	Hendrickson, Krista	CERTIFIED MILEAGE (TRAVELING	4/4/2019	356.62	001	W	R
373034	MOSS, JACOB	CERTIFIED MILEAGE (TRAVELING	4/4/2019	160.08	001	W	R
373035	HAYNES, SARAH	CERTIFIED MILEAGE (TRAVELING	4/4/2019	59.28	001	W	R
373036	Borders, Bobbi	CERTIFIED MILEAGE (TRAVELING	4/4/2019	77.14	001	W	R
373037	Shultz, David	Mileage reimbursement	4/4/2019	104.31	001	W	W
373038	Troutman, Casey	Mileage reimbursement	4/4/2019	85.93	001	W	R
373039	TACKETT, LINDA	Mileage reimbursement	4/4/2019	64.44	001	W	R
373040	Jefferson, Malika	DIRECTORS/SUPERVISORS	4/4/2019	114.41	001	W	R
373041	Baker, Alecia	VI-MILEAGE	4/4/2019	118.78	516	W	R
373042	Jones, Erin	DIRECTORS/SUPERVISORS	4/4/2019	211.41	001	W	R
373043	LOWERY, JANE	VI-MILEAGE	4/4/2019	138.68	516	W	W
373044	Carskadon, Samantha	VI-MILEAGE	4/4/2019	51.04	516	W	R
373045	ROBBERTZ, HOLLY	VI-MILEAGE	4/4/2019	104.17	516	W	R
373046	DABERKOW, STEFANIE	DIRECTORS/SUPERVISORS	4/4/2019	66.85	001	W	R
373047	ARGANBRIGHT, MARTY	DIRECTORS/SUPERVISORS	4/4/2019	140.59	001	W	R
373048	Larsen, Jacqueline	ENGLISH SCHOOL LANGUAGE	4/4/2019	80.79	001	W	R
373049	Hostiuck, Katherine	ENGLISH SCHOOL LANGUAGE	4/4/2019	24.53	001	W	R
373050	HAGEN, ERIKA	SCHOOL PSYCHOLOGIST	4/4/2019	25.52	001	W	R
373051	AGRANOFF, CHERYL	ENGLISH SCHOOL LANGUAGE	4/4/2019	29.00	001	W	R
373052	MURPH, DAN	SC LIAISON	4/4/2019	54.40	001	W	R
373053	ROSS, ALYSSE	DIRECTORS/SUPERVISORS	4/4/2019	152.74	001	W	R
373054	KNOPP, MARISA	DIRECTORS/SUPERVISORS	4/4/2019	138.74	001	W	R
373055	Stern, Peter	2018-19 Job Fair Expense	4/4/2019	96.28	001	W	R
373056	MILESTONE BENEFITS AGENCY, INC	HEALTH AND WELFARE CONSULTING	4/4/2019	4,500.00	001	W	R
373057	MASONRY COSMETICS, INC.	LHS Dugout Repairs- Option	4/4/2019	1,875.00	003	W	R
373058	Wamsley, Erin	Mileage reimbursement for	4/4/2019	252.30	001	W	R
373059	Mastrangelo, Joe	Mileage reimbursement for	4/4/2019	177.83	001	W	R
373060	NASCO	Misc. Math Dept. supplies as	4/4/2019	121.34	001	W	R
373061	NAVEAU, MIKE	MILEAGE REIMBURSEMENT JAN-MAR	4/4/2019	31.32	001	W	R
373062	NOVA LUNA Education and	EDUCATIONAL SERVICES FOR IEP	4/4/2019	300.00	516	W	R
373063	NATIONWIDE CHILDREN'S HOSPITAL	EDUCATIONAL SERVICES FOR IEP	4/4/2019	859.10	516	W	R
373064	OASSA	OASSA Membership Dues - Todd	4/4/2019	525.00	001	W	R
373065	Ohio Academic Competition	REGIONAL REGISTRATION FOR IN	4/4/2019	110.00	018	W	R
373066	OLENTANGY FOOD SERVICE	PRINCIPALS FUND - EXPENSES	4/4/2019	61.50	018	W	R
373066	OLENTANGY FOOD SERVICE	STUDENT RECOGNITION BREAKFAST	4/4/2019	148.60	018	W	R
373067	OMEA	9TH GRADE OMEA LARGE GROUP	4/4/2019	150.00	001	W	W
373068	ORIENTAL TRADING INC.	SEE ATTACHED FOR GUIDANCE	4/4/2019	104.23	001	W	R
373068	ORIENTAL TRADING INC.	SHIPPING/HANDLING	4/4/2019	14.99	001	W	R
373069	PegEd, LLC	EDUCATIONAL SERVICE FOR IEP	4/4/2019	1,575.00	001	W	R
373070	PEPSI COLA BOTTLING CO.	OPEN PO Q3	4/4/2019	217.60	300	W	R
373071	Proforma Graphic Services	PSEMPZ (PURCHASE ORDERS)	4/4/2019	197.80	001	W	R
373071	Proforma Graphic Services	SHIPPING	4/4/2019	43.74	001	W	R
373072	RONALD MCDONALD HOUSE	Scratch off & FDD Donation	4/4/2019	1,000.00	300	W	R
373073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/4/2019	40.90	001	W	R
373074	SHELL SCENIC STUDIO, INC.	Seussical Backdrop Rental	4/4/2019	700.00	200	W	R
373075	SCHINDLER ELEVATOR CORP.	Liberty MS- replacement	4/4/2019	1,045.00	003	W	R
373076	School Health Corporation	Various items listed on the	4/4/2019	102.25	001	W	R
373077	SIGN MASTER, INC.	NEW BRANDING BANNERS, TABLE	4/4/2019	4,768.55	001	W	R
373077	SIGN MASTER, INC.	STICKERS	4/4/2019	800.00	001	W	R
373078	SMITH, TROND	PRINCIPALS - MILEAGE	4/4/2019	59.74	001	W	R
373079	Starr, Katy	National Reading Recovery	4/4/2019	39.00	572	W	R
373080	STANTON'S SHEET MUSIC	SHEET MUSIC -	4/4/2019	1,800.00	001	W	R
373080	STANTON'S SHEET MUSIC	Solo and Ensemble Music	4/4/2019	849.98	001	W	R
373080	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/4/2019	243.40	004	W	R
373080	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/4/2019	228.31	004	W	R
373081	STATE SECURITY, LLC	Professional Services for the	4/4/2019	5,580.00	001	W	R
373082	Sandy Sullian, LISW-S	COUNSELING SERVICES FOR IEP	4/4/2019	438.00	001	W	R
373083	TIME FOR KIDS	Time for Kids k-1 Basic	4/4/2019	585.00	009	W	W
373083	TIME FOR KIDS	Shipping, Time for Kids	4/4/2019	58.50	009	W	W
373083	TIME FOR KIDS	Grade 3-4 Edition Time for	4/4/2019	89.00	009	W	W
373083	TIME FOR KIDS	Shipping/Handling	4/4/2019	-	009	W	W
373083	TIME FOR KIDS	Time For kids 23 copies to	4/4/2019	517.50	009	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373083	TIME FOR KIDS	S&H	4/4/2019	51.75	009	W	W
373083	TIME FOR KIDS	Time for Kids	4/4/2019	112.50	009	W	W
373083	TIME FOR KIDS	Shipping/Handling	4/4/2019	11.25	009	W	W
373084	Tartt, Christine	PRINCIPALS OFFICE - MILEAGE	4/4/2019	69.14	001	W	R
373085	MURPHY THOMAS FOUNDATION	EDUCATIONAL SERVICES FOR IEP	4/4/2019	4,512.00	516	W	R
373085	MURPHY THOMAS FOUNDATION	EDUCATIONAL SERVICES FOR IEP	4/4/2019	1,519.84	516	W	R
373086	T & L GRAPHICS	REWARD SHIRTS	4/4/2019	102.00	300	W	R
373087	VAUGHN INDUSTRIES, LLC	Berlin HS- Electrical for	4/4/2019	9,244.32	004	W	R
373088	WILSON LANGUAGE TRAINING	K-2 Fundation Kits	4/4/2019	5,810.08	001	W	R
373089	WRIGHT, RANDALL	MEETINGS AND MILEAGE	4/4/2019	139.90	001	W	R
373090	YMCA	Y-Club WCES	4/4/2019	116.10	001	W	R
373090	YMCA	Y-Club WCES	4/4/2019	116.10	001	W	R
373090	YMCA	Y-Club WCES	4/4/2019	129.00	001	W	R
373090	YMCA	Y Club - McKinney Vento MK	4/4/2019	129.00	572	W	R
373090	YMCA	Y Club - McKinney Vento JC	4/4/2019	68.80	572	W	R
373091	SAM'S CLUB DIRECT	FORT ORANGE - RESALE ITEMS	4/4/2019	29.94	300	W	R
373091	SAM'S CLUB DIRECT	OPEN PO Q3 REGULAR STORE STOCK	4/4/2019	414.68	300	W	R
373091	SAM'S CLUB DIRECT	OPEN PO Q3 REGULAR STORE STOCK	4/4/2019	165.86	300	W	R
373092	MCKNIGHT, SELENA	MILEAGE REIMBURSEMENT JAN-MAR	4/4/2019	52.78	001	W	R
373093	Spinner, Todd	Mileage	4/4/2019	143.84	001	W	W
373094	BRIDGEWATER BANQUET	Facility rental, meals, soft	4/5/2019	12,518.27	200	W	R
373094	BRIDGEWATER BANQUET	partial rental 2/24/2019	4/5/2019	409.56	200	W	R
373095	Columbus Clippers	Field Trip Admission	4/5/2019	221.00	018	W	R
373096	COLUMBUS MUSEUM OF ART	Sixteen teachers from OOMS	4/5/2019	400.00	001	W	R
373097	AMAZON.COM	District Wide Furniture and	4/5/2019	186.75	001	W	R
373097	AMAZON.COM	District Wide Furniture and	4/5/2019	39.98	001	W	R
373097	AMAZON.COM	District Wide Furniture and	4/5/2019	30.79	001	W	R
373097	AMAZON.COM	District Wide Furniture and	4/5/2019	29.99	001	W	R
373097	AMAZON.COM	District Wide Furniture and	4/5/2019	32.07	001	W	R
373097	AMAZON.COM	Title II Professional	4/5/2019	167.02	590	W	R
373097	AMAZON.COM	ELPA21 HEADSETS	4/5/2019	100.00	551	W	R
373097	AMAZON.COM	ELPA21 HEADSETS	4/5/2019	85.90	551	W	R
373097	AMAZON.COM	SHIPPING	4/5/2019	14.46	551	W	R
373097	AMAZON.COM	Lysol wipes for SLC	4/5/2019	154.79	001	W	R
373097	AMAZON.COM	Lysol wipes for SLC	4/5/2019	(183.24)	001	W	R
373097	AMAZON.COM	STUDENT FEES - VISUAL ART	4/5/2019	48.95	009	W	R
373097	AMAZON.COM	STUDENT FEES - VISUAL ART	4/5/2019	55.78	009	W	R
373097	AMAZON.COM	Pysh Supply Order	4/5/2019	32.20	516	W	R
373097	AMAZON.COM	Pysh Supply Order	4/5/2019	60.11	516	W	R
373097	AMAZON.COM	Safety Supplies - Jan-March	4/5/2019	85.71	001	W	R
373097	AMAZON.COM	PBIS Reinforcement rewards	4/5/2019	236.53	001	W	R
373097	AMAZON.COM	PBIS Reinforcement rewards	4/5/2019	11.68	001	W	R
373097	AMAZON.COM	Purchase of camera supplies	4/5/2019	20.19	001	W	R
373097	AMAZON.COM	Purchase of camera supplies	4/5/2019	199.00	001	W	R
373097	AMAZON.COM	Purchase of camera supplies	4/5/2019	56.82	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	109.18	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	14.83	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	89.18	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	27.95	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	199.05	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	35.88	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	11.96	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	8.39	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	71.95	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	32.91	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	71.82	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	124.39	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	34.46	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	96.36	001	W	R
373097	AMAZON.COM	3rd Quarter P.O. for Social	4/5/2019	27.98	001	W	R
373097	AMAZON.COM	OT Supply Order for IEP	4/5/2019	20.98	516	W	R
373097	AMAZON.COM	Media Services Teaching Aids.	4/5/2019	18.16	001	W	R
373097	AMAZON.COM	Media Services Teaching Aids.	4/5/2019	6.77	001	W	R
373097	AMAZON.COM	Media Services Teaching Aids.	4/5/2019	15.32	001	W	R
373097	AMAZON.COM	Media Services Teaching Aids.	4/5/2019	158.56	001	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	50.63	200	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	158.00	200	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	46.89	200	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	27.83	200	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	301.27	200	W	R
373097	AMAZON.COM	CLUB ACCOUNTS - YEARBOOK	4/5/2019	265.71	200	W	R
373097	AMAZON.COM	Twin Pocket Folders Light	4/5/2019	68.64	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373097	AMAZON.COM	Business Cards - kdg screening	4/5/2019	7.48	001	W	R
373097	AMAZON.COM	Imperial Bubble Solution	4/5/2019	11.98	018	W	R
373097	AMAZON.COM	Pkg of 6 Cafeteria Caddies.	4/5/2019	15.11	018	W	R
373097	AMAZON.COM	Pkg of 6 Cafeteria Caddies.	4/5/2019	(15.11)	018	W	R
373097	AMAZON.COM	Bonaok Wireless Microphone	4/5/2019	29.99	001	W	R
373097	AMAZON.COM		4/5/2019	67.44	001	W	R
373097	AMAZON.COM		4/5/2019	62.99	001	W	R
373097	AMAZON.COM	STUDENT FEES - SCIENCE	4/5/2019	127.10	009	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	1,299.99	001	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	299.97	001	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	498.82	001	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	248.87	001	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	(199.98)	001	W	R
373097	AMAZON.COM	chairs and equipment for OA	4/5/2019	(99.99)	001	W	R
373097	AMAZON.COM	MISC BOOKS FOR MEDIA	4/5/2019	195.30	001	W	R
373097	AMAZON.COM	Winsome 81784 - Tabby Stool	4/5/2019	353.94	001	W	R
373097	AMAZON.COM	Reading Strategies Book for	4/5/2019	61.24	001	W	R
373097	AMAZON.COM	27 PACK WOODEN RULERS	4/5/2019	15.58	001	W	R
373097	AMAZON.COM	MATHMATIC GAMES FOR GIFTED	4/5/2019	79.61	001	W	R
373097	AMAZON.COM	Ricoh 413026 Type M OEM	4/5/2019	566.39	001	W	R
373097	AMAZON.COM	Supertek Mortar & Pestle, cap.	4/5/2019	35.97	001	W	R
373097	AMAZON.COM	Life Saver Mints 2 pack 41oz	4/5/2019	78.64	001	W	R
373097	AMAZON.COM	Dymo Letratag refill	4/5/2019	12.74	001	W	R
373097	AMAZON.COM	Silicone basting and pastry	4/5/2019	13.98	001	W	R
373097	AMAZON.COM	Professional Development	4/5/2019	1,162.88	001	W	R
373097	AMAZON.COM	Books: Slow Looking and	4/5/2019	51.07	001	W	R
373097	AMAZON.COM	The Reading Strategies Book by	4/5/2019	26.33	001	W	R
373097	AMAZON.COM	200 Poly Sheet Protectors	4/5/2019	11.98	001	W	R
373097	AMAZON.COM	Scotch Packing Tape	4/5/2019	13.49	001	W	R
373097	AMAZON.COM	Elmers Tac N Stik Adhesive	4/5/2019	4.10	001	W	R
373097	AMAZON.COM	Rust-oleum Matte Clear	4/5/2019	3.87	001	W	R
373097	AMAZON.COM	SLC Unit Supplies	4/5/2019	21.66	001	W	R
373097	AMAZON.COM	SLC Unit Supplies	4/5/2019	6.51	001	W	R
373097	AMAZON.COM	SLC Unit Supplies	4/5/2019	159.79	001	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	Berlin HS- English curriculum	4/5/2019	211.20	004	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	Berlin HS- English curriculum	4/5/2019	3,638.10	004	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	Berlin HS- English curriculum	4/5/2019	525.74	004	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	Berlin HS- English curriculum	4/5/2019	501.66	004	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	NEW BOOKS PER QUOTE ID#9729634	4/5/2019	275.89	001	W	R
373098	FOLLETT SCHOOL SOLUTIONS, INC	NEW BOOKS PER QUOTE ID#9729634	4/5/2019	69.54	001	W	R
373099	AMAZON.COM	Misc Supplies for Custodial	4/5/2019	264.74	001	W	R
373099	AMAZON.COM	Misc Supplies for Custodial	4/5/2019	132.74	001	W	R
373099	AMAZON.COM	Misc Supplies for Custodial	4/5/2019	33.00	001	W	R
373099	AMAZON.COM	MEDIA SUPPLIES FROM AMAZON	4/5/2019	23.99	001	W	R
373099	AMAZON.COM	MEDIA SUPPLIES FROM AMAZON	4/5/2019	9.00	001	W	R
373099	AMAZON.COM	MEDIA SUPPLIES FROM AMAZON	4/5/2019	63.95	001	W	R
373100	Fanning/Howey Associates	Architectural services for	4/5/2019	1,729.65	003	W	R
373100	Fanning/Howey Associates	Architect of Record Services	4/5/2019	5,000.00	004	W	R
373100	Fanning/Howey Associates	Architect of Record Services	4/5/2019	10,000.00	004	W	R
373100	Fanning/Howey Associates	Architectural Services for	4/5/2019	3,843.42	003	W	R
373100	Fanning/Howey Associates	Architectural Services for	4/5/2019	3,474.63	003	W	R
373101	FRENCH, ERIC	MARCH CONCERT RECORDING	4/5/2019	300.00	200	W	R
373102	FOLLETT SCHOOL SOLUTIONS, INC	Follett book order Quote	4/5/2019	64.19	001	W	R
373102	FOLLETT SCHOOL SOLUTIONS, INC	Follett book order Quote	4/5/2019	195.00	001	W	R
373102	FOLLETT SCHOOL SOLUTIONS, INC	Follett book order Quote	4/5/2019	923.11	001	W	R
373102	FOLLETT SCHOOL SOLUTIONS, INC	Follett book order Quote	4/5/2019	683.68	001	W	R
373102	FOLLETT SCHOOL SOLUTIONS, INC	Follett book order Quote	4/5/2019	449.96	001	W	R
373103	Berendts, Allisha	PD REIMBURSEMENT FOR Active	4/5/2019	1,062.62	516	W	R
373104	Hostiuck, Katherine	PD REIMBURSEMENT FOR Active	4/5/2019	1,034.94	516	W	R
373105	BUCKEYE CERAMIC SUPPLY	MISCELLANEOUS ART SUPPLIES PER	4/5/2019	11.40	009	W	R
373106	Fundamentals	251 COPIES OF THE BOOK THIEF	4/5/2019	3,009.49	009	W	R
373106	Fundamentals	STUDENT BOOK ORDER FOR 7TH	4/5/2019	892.45	009	W	R
373106	Fundamentals	5th Grade Student Fee	4/5/2019	468.03	009	W	R
373107	ASIAN AMERICAN COMM.SERVICES	Interpreter services	4/5/2019	66.80	001	W	R
373108	SCHOOL PRIDE		4/5/2019	49.00	300	W	R
373109	UNITED DAIRY, INC.	Food/WRE Jan.-March, 2019	4/8/2019	108.68	006	W	R
373109	UNITED DAIRY, INC.	Food/WRE Jan.-March, 2019	4/8/2019	273.99	006	W	R
373109	UNITED DAIRY, INC.	Food/WRE Jan.-March, 2019	4/8/2019	180.16	006	W	R
373109	UNITED DAIRY, INC.	Food/WRE Jan.-March, 2019	4/8/2019	221.88	006	W	R
373109	UNITED DAIRY, INC.	Food/ACE	4/8/2019	133.64	006	W	R
373109	UNITED DAIRY, INC.	Food/ACE	4/8/2019	223.57	006	W	R
373109	UNITED DAIRY, INC.	Food/ACE	4/8/2019	187.75	006	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373109	UNITED DAIRY, INC.	Food/ACE	4/8/2019	207.84	006	W	R
373109	UNITED DAIRY, INC.	Food/SRE	4/8/2019	99.16	006	W	R
373109	UNITED DAIRY, INC.	Food/SRE	4/8/2019	224.95	006	W	R
373109	UNITED DAIRY, INC.	Food/SRE	4/8/2019	201.00	006	W	R
373109	UNITED DAIRY, INC.	Food/SRE	4/8/2019	202.00	006	W	R
373109	UNITED DAIRY, INC.	Food/AES	4/8/2019	284.05	006	W	R
373109	UNITED DAIRY, INC.	Food/AES	4/8/2019	231.92	006	W	R
373109	UNITED DAIRY, INC.	Food/AES	4/8/2019	275.10	006	W	R
373109	UNITED DAIRY, INC.	Food/OCE	4/8/2019	164.44	006	W	R
373109	UNITED DAIRY, INC.	Food/OCE	4/8/2019	380.41	006	W	R
373109	UNITED DAIRY, INC.	Food/OCE	4/8/2019	322.81	006	W	R
373109	UNITED DAIRY, INC.	Food/OCE	4/8/2019	346.78	006	W	R
373109	UNITED DAIRY, INC.	Food/OCE	4/8/2019	-	006	W	R
373109	UNITED DAIRY, INC.	Food/TRE	4/8/2019	100.30	006	W	R
373109	UNITED DAIRY, INC.	Food/TRE	4/8/2019	268.19	006	W	R
373109	UNITED DAIRY, INC.	Food/TRE	4/8/2019	228.87	006	W	R
373109	UNITED DAIRY, INC.	Food/TRE	4/8/2019	227.76	006	W	R
373109	UNITED DAIRY, INC.	Food/WCE	4/8/2019	221.33	006	W	R
373109	UNITED DAIRY, INC.	Food/WCE	4/8/2019	194.44	006	W	R
373109	UNITED DAIRY, INC.	Food/WCE	4/8/2019	207.31	006	W	R
373109	UNITED DAIRY, INC.	Food/ISE	4/8/2019	75.24	006	W	R
373109	UNITED DAIRY, INC.	Food/ISE	4/8/2019	179.30	006	W	R
373109	UNITED DAIRY, INC.	Food/ISE	4/8/2019	147.13	006	W	R
373109	UNITED DAIRY, INC.	Food/ISE	4/8/2019	159.69	006	W	R
373109	UNITED DAIRY, INC.	Food/GOE	4/8/2019	169.47	006	W	R
373109	UNITED DAIRY, INC.	Food/GOE	4/8/2019	316.54	006	W	R
373109	UNITED DAIRY, INC.	Food/GOE	4/8/2019	238.39	006	W	R
373109	UNITED DAIRY, INC.	Food/GOE	4/8/2019	306.72	006	W	R
373109	UNITED DAIRY, INC.	Food/OME	4/8/2019	305.05	006	W	R
373109	UNITED DAIRY, INC.	Food/OME	4/8/2019	262.51	006	W	R
373109	UNITED DAIRY, INC.	Food/OME	4/8/2019	237.54	006	W	R
373109	UNITED DAIRY, INC.	Food/LTE	4/8/2019	59.39	006	W	R
373109	UNITED DAIRY, INC.	Food/LTE	4/8/2019	206.47	006	W	R
373109	UNITED DAIRY, INC.	Food/LTE	4/8/2019	180.16	006	W	R
373109	UNITED DAIRY, INC.	Food/LTE	4/8/2019	189.65	006	W	R
373109	UNITED DAIRY, INC.	Food/JCE	4/8/2019	382.69	006	W	R
373109	UNITED DAIRY, INC.	Food/JCE	4/8/2019	276.78	006	W	R
373109	UNITED DAIRY, INC.	Food/JCE	4/8/2019	322.83	006	W	R
373109	UNITED DAIRY, INC.	Food/FTE	4/8/2019	208.72	006	W	R
373109	UNITED DAIRY, INC.	Food/FTE	4/8/2019	195.85	006	W	R
373109	UNITED DAIRY, INC.	Food/FTE	4/8/2019	224.16	006	W	R
373109	UNITED DAIRY, INC.	Food/CES	4/8/2019	269.21	006	W	R
373109	UNITED DAIRY, INC.	Food/CES	4/8/2019	196.15	006	W	R
373109	UNITED DAIRY, INC.	Food/CES	4/8/2019	268.07	006	W	R
373109	UNITED DAIRY, INC.	Food/HES	4/8/2019	222.47	006	W	R
373109	UNITED DAIRY, INC.	Food/HES	4/8/2019	207.17	006	W	R
373109	UNITED DAIRY, INC.	Food/HES	4/8/2019	207.58	006	W	R
373109	UNITED DAIRY, INC.	Food/SMS	4/8/2019	277.24	006	W	R
373109	UNITED DAIRY, INC.	Food/SMS	4/8/2019	262.33	006	W	R
373109	UNITED DAIRY, INC.	Food/SMS	4/8/2019	226.92	006	W	R
373109	UNITED DAIRY, INC.	Food/LMS	4/8/2019	137.36	006	W	R
373109	UNITED DAIRY, INC.	Food/LMS	4/8/2019	226.93	006	W	R
373109	UNITED DAIRY, INC.	Food/LMS	4/8/2019	157.88	006	W	R
373109	UNITED DAIRY, INC.	Food/LMS	4/8/2019	182.71	006	W	R
373109	UNITED DAIRY, INC.	Food/OMS	4/8/2019	286.03	006	W	R
373109	UNITED DAIRY, INC.	Food/OMS	4/8/2019	211.60	006	W	R
373109	UNITED DAIRY, INC.	Food/OMS	4/8/2019	256.60	006	W	R
373109	UNITED DAIRY, INC.	Food/HMS	4/8/2019	128.31	006	W	R
373109	UNITED DAIRY, INC.	Food/HMS	4/8/2019	233.67	006	W	R
373109	UNITED DAIRY, INC.	Food/HMS	4/8/2019	165.29	006	W	R
373109	UNITED DAIRY, INC.	Food/HMS	4/8/2019	175.10	006	W	R
373109	UNITED DAIRY, INC.	Food/BMS	4/8/2019	177.06	006	W	R
373109	UNITED DAIRY, INC.	Food/BMS	4/8/2019	184.82	006	W	R
373109	UNITED DAIRY, INC.	Food/BMS	4/8/2019	221.11	006	W	R
373109	UNITED DAIRY, INC.	Food/OHS	4/8/2019	433.99	006	W	R
373109	UNITED DAIRY, INC.	Food/OHS	4/8/2019	239.43	006	W	R
373109	UNITED DAIRY, INC.	Food/OHS	4/8/2019	370.76	006	W	R
373109	UNITED DAIRY, INC.	Food/LHS	4/8/2019	149.45	006	W	R
373109	UNITED DAIRY, INC.	Food/LHS	4/8/2019	449.21	006	W	R
373109	UNITED DAIRY, INC.	Food/LHS	4/8/2019	366.31	006	W	R
373109	UNITED DAIRY, INC.	Food/LHS	4/8/2019	332.80	006	W	R
373109	UNITED DAIRY, INC.	Food/OOHS	4/8/2019	489.75	006	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373109	UNITED DAIRY, INC.	Food/OOHS	4/8/2019	342.87	006	W	R
373109	UNITED DAIRY, INC.	Food/OOHS	4/8/2019	415.26	006	W	R
373109	UNITED DAIRY, INC.	Food/OBHS	4/8/2019	252.55	006	W	R
373109	UNITED DAIRY, INC.	Food/OBHS	4/8/2019	171.99	006	W	R
373109	UNITED DAIRY, INC.	Food/OBHS	4/8/2019	228.65	006	W	R
373110	Klosterman Baking Company	Food/WRE Jan.-March, 2019	4/8/2019	157.78	006	W	R
373110	Klosterman Baking Company	ACE	4/8/2019	91.12	006	W	R
373110	Klosterman Baking Company	SRE	4/8/2019	141.48	006	W	R
373110	Klosterman Baking Company	AES	4/8/2019	151.56	006	W	R
373110	Klosterman Baking Company	OCE	4/8/2019	154.56	006	W	R
373110	Klosterman Baking Company	TRE	4/8/2019	135.16	006	W	R
373110	Klosterman Baking Company	WCE	4/8/2019	142.10	006	W	R
373110	Klosterman Baking Company	ISE	4/8/2019	131.78	006	W	R
373110	Klosterman Baking Company	GOE	4/8/2019	111.70	006	W	R
373110	Klosterman Baking Company	OME	4/8/2019	172.88	006	W	R
373110	Klosterman Baking Company	LTE	4/8/2019	36.12	006	W	R
373110	Klosterman Baking Company	JCE	4/8/2019	116.40	006	W	R
373110	Klosterman Baking Company	FTE	4/8/2019	133.60	006	W	R
373110	Klosterman Baking Company	CES	4/8/2019	75.24	006	W	R
373110	Klosterman Baking Company	HES	4/8/2019	112.66	006	W	R
373110	Klosterman Baking Company	SMS	4/8/2019	375.04	006	W	R
373110	Klosterman Baking Company	LMS	4/8/2019	446.56	006	W	R
373110	Klosterman Baking Company	OMS	4/8/2019	359.60	006	W	R
373110	Klosterman Baking Company	HMS	4/8/2019	351.60	006	W	R
373110	Klosterman Baking Company	BMS	4/8/2019	434.66	006	W	R
373110	Klosterman Baking Company	OHS	4/8/2019	422.14	006	W	R
373110	Klosterman Baking Company	LHS	4/8/2019	784.98	006	W	R
373110	Klosterman Baking Company	OOHS	4/8/2019	744.24	006	W	R
373110	Klosterman Baking Company	OBHS	4/8/2019	285.88	006	W	R
373111	DOMINO'S PIZZA	Food/WRE Jan.-March, 2019	4/8/2019	-	006	W	R
373111	DOMINO'S PIZZA	ACE	4/8/2019	427.91	006	W	R
373111	DOMINO'S PIZZA	SRE	4/8/2019	384.45	006	W	R
373111	DOMINO'S PIZZA	AES	4/8/2019	440.37	006	W	R
373111	DOMINO'S PIZZA	OCE	4/8/2019	-	006	W	R
373111	DOMINO'S PIZZA	TRE	4/8/2019	-	006	W	R
373111	DOMINO'S PIZZA	WCE	4/8/2019	391.44	006	W	R
373111	DOMINO'S PIZZA	ISE	4/8/2019	419.40	006	W	R
373111	DOMINO'S PIZZA	GOE	4/8/2019	433.38	006	W	R
373111	DOMINO'S PIZZA	OME	4/8/2019	421.92	006	W	R
373111	DOMINO'S PIZZA	LTE	4/8/2019	412.41	006	W	R
373111	DOMINO'S PIZZA	JCE	4/8/2019	475.32	006	W	R
373111	DOMINO'S PIZZA	FTE	4/8/2019	-	006	W	R
373111	DOMINO'S PIZZA	CES	4/8/2019	-	006	W	R
373111	DOMINO'S PIZZA	HES	4/8/2019	-	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	1,019.37	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	644.73	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	631.00	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	998.90	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	(38.04)	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	1,594.16	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	569.92	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	523.22	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	686.30	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	324.31	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	523.52	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	340.56	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	555.04	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	383.24	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	965.04	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	696.44	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	(88.34)	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	(309.86)	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	557.98	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	1,314.31	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	(176.68)	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	2,163.64	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	697.12	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	2,278.77	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	654.20	006	W	R
373112	WASSERSTROM COMPANY	Smallwares and equipment for	4/8/2019	(7.29)	006	W	R
373113	Rightway Food Service	Food/WRE Jan.-March, 2019	4/8/2019	-	006	W	R
373113	Rightway Food Service	Non Food/WRE Jan.-March, 2019	4/8/2019	-	006	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373113	Rightway Food Service	Food/ACE	4/8/2019	629.92	006	W	R
373113	Rightway Food Service	Non Food/ACE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/SRE	4/8/2019	598.80	006	W	R
373113	Rightway Food Service	Non Food/SRE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/AES	4/8/2019	596.32	006	W	R
373113	Rightway Food Service	Non Food/AES	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/OCE	4/8/2019	38.45	006	W	R
373113	Rightway Food Service	Non Food/OCE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/TRE	4/8/2019	276.70	006	W	R
373113	Rightway Food Service	Non Food/TRE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/WCE	4/8/2019	373.38	006	W	R
373113	Rightway Food Service	Non Food/WCE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/ISE	4/8/2019	608.26	006	W	R
373113	Rightway Food Service	Non Food/ISE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/GOE	4/8/2019	252.22	006	W	R
373113	Rightway Food Service	Non Food/GOE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/OME	4/8/2019	718.07	006	W	R
373113	Rightway Food Service	Non Food/OME	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/LTE	4/8/2019	757.28	006	W	R
373113	Rightway Food Service	Non Food/LTE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/JCE	4/8/2019	337.46	006	W	R
373113	Rightway Food Service	Non Food/JCE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/FTE	4/8/2019	922.28	006	W	R
373113	Rightway Food Service	Non Food/FTE	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/CES	4/8/2019	403.63	006	W	R
373113	Rightway Food Service	Non Food/CES	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/HES	4/8/2019	326.49	006	W	R
373113	Rightway Food Service	Non Food/HES	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/SMS	4/8/2019	549.52	006	W	R
373113	Rightway Food Service	Non Food/SMS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/LMS	4/8/2019	820.33	006	W	R
373113	Rightway Food Service	Non Food/LMS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/OMS	4/8/2019	765.85	006	W	R
373113	Rightway Food Service	Non Food/OMS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/HMS	4/8/2019	948.48	006	W	R
373113	Rightway Food Service	Non Food/HMS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/BMS	4/8/2019	332.00	006	W	R
373113	Rightway Food Service	Non Food/BMS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/OHS	4/8/2019	303.54	006	W	R
373113	Rightway Food Service	Non Food/OHS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/LHS	4/8/2019	444.35	006	W	R
373113	Rightway Food Service	Non Food/LHS	4/8/2019	144.11	006	W	R
373113	Rightway Food Service	Food/OOHS	4/8/2019	1,451.71	006	W	R
373113	Rightway Food Service	Non Food/OOHS	4/8/2019	-	006	W	R
373113	Rightway Food Service	Food/OBHS	4/8/2019	324.60	006	W	R
373113	Rightway Food Service	Non Food/OBHS	4/8/2019	-	006	W	R
373114	RTJ RESTAURANTS, LLC	AES	4/8/2019	436.15	006	W	R
373114	RTJ RESTAURANTS, LLC	OCE	4/8/2019	429.80	006	W	R
373114	RTJ RESTAURANTS, LLC	OME	4/8/2019	410.10	006	W	R
373114	RTJ RESTAURANTS, LLC	FTE	4/8/2019	493.35	006	W	R
373114	RTJ RESTAURANTS, LLC	CES	4/8/2019	450.60	006	W	R
373114	RTJ RESTAURANTS, LLC	HES	4/8/2019	445.00	006	W	R
373115	GORDON FOOD SERVICE	Food/WRE Jan.-March, 2019	4/8/2019	2,462.45	006	W	R
373115	GORDON FOOD SERVICE	Non Food/WRE Jan.-March, 2019	4/8/2019	222.87	006	W	R
373115	GORDON FOOD SERVICE	Food/ACE	4/8/2019	1,636.08	006	W	R
373115	GORDON FOOD SERVICE	Non Food/ACE	4/8/2019	249.23	006	W	R
373115	GORDON FOOD SERVICE	Food/SRE	4/8/2019	1,845.55	006	W	R
373115	GORDON FOOD SERVICE	Non Food/SRE	4/8/2019	105.43	006	W	R
373115	GORDON FOOD SERVICE	Food/AES	4/8/2019	3,161.72	006	W	R
373115	GORDON FOOD SERVICE	Non Food/AES	4/8/2019	92.69	006	W	R
373115	GORDON FOOD SERVICE	Food/OCE	4/8/2019	2,464.29	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OCE	4/8/2019	179.15	006	W	R
373115	GORDON FOOD SERVICE	Food/TRE	4/8/2019	1,521.34	006	W	R
373115	GORDON FOOD SERVICE	Non Food/TRE	4/8/2019	31.58	006	W	R
373115	GORDON FOOD SERVICE	Food/WCE	4/8/2019	1,532.86	006	W	R
373115	GORDON FOOD SERVICE	Non Food/WCE	4/8/2019	230.40	006	W	R
373115	GORDON FOOD SERVICE	Food/ISE	4/8/2019	1,905.95	006	W	R
373115	GORDON FOOD SERVICE	Non Food/ISE	4/8/2019	107.85	006	W	R
373115	GORDON FOOD SERVICE	Food/GOE	4/8/2019	1,370.70	006	W	R
373115	GORDON FOOD SERVICE	Non Food/GOE	4/8/2019	264.68	006	W	R
373115	GORDON FOOD SERVICE	Food/OME	4/8/2019	2,258.83	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OME	4/8/2019	301.72	006	W	R



OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373115	GORDON FOOD SERVICE	Food/LTE	4/8/2019	1,403.02	006	W	R
373115	GORDON FOOD SERVICE	Non Food/LTE	4/8/2019	93.25	006	W	R
373115	GORDON FOOD SERVICE	Food/JCE	4/8/2019	2,884.65	006	W	R
373115	GORDON FOOD SERVICE	Non Food/JCE	4/8/2019	431.92	006	W	R
373115	GORDON FOOD SERVICE	Food/FTE	4/8/2019	2,129.64	006	W	R
373115	GORDON FOOD SERVICE	Non Food/FTE	4/8/2019	130.10	006	W	R
373115	GORDON FOOD SERVICE	Food/CES	4/8/2019	1,912.63	006	W	R
373115	GORDON FOOD SERVICE	Non Food/CES	4/8/2019	289.83	006	W	R
373115	GORDON FOOD SERVICE	Food/HES	4/8/2019	2,222.33	006	W	R
373115	GORDON FOOD SERVICE	Non Food/HES	4/8/2019	122.07	006	W	R
373115	GORDON FOOD SERVICE	Food/SMS	4/8/2019	6,219.84	006	W	R
373115	GORDON FOOD SERVICE	Non Food/SMS	4/8/2019	945.10	006	W	R
373115	GORDON FOOD SERVICE	Food/LMS	4/8/2019	6,147.74	006	W	R
373115	GORDON FOOD SERVICE	Non Food/LMS	4/8/2019	651.63	006	W	R
373115	GORDON FOOD SERVICE	Food/OMS	4/8/2019	6,437.26	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OMS	4/8/2019	534.26	006	W	R
373115	GORDON FOOD SERVICE	Food/HMS	4/8/2019	5,996.70	006	W	R
373115	GORDON FOOD SERVICE	Non Food/HMS	4/8/2019	544.86	006	W	R
373115	GORDON FOOD SERVICE	Food/BMS	4/8/2019	7,916.29	006	W	R
373115	GORDON FOOD SERVICE	Non Food/BMS	4/8/2019	705.67	006	W	R
373115	GORDON FOOD SERVICE	Food/OHS	4/8/2019	8,232.61	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OHS	4/8/2019	971.00	006	W	R
373115	GORDON FOOD SERVICE	Food/LHS	4/8/2019	9,837.44	006	W	R
373115	GORDON FOOD SERVICE	Non Food/LHS	4/8/2019	797.56	006	W	R
373115	GORDON FOOD SERVICE	Food/OOHS	4/8/2019	11,164.33	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OOHS	4/8/2019	1,376.56	006	W	R
373115	GORDON FOOD SERVICE	Food/OBHS	4/8/2019	6,051.35	006	W	R
373115	GORDON FOOD SERVICE	Non Food/OBHS	4/8/2019	514.94	006	W	R
373116	Sterling Paper Co.	Copy paper	4/8/2019	3,529.20	001	W	R
373116	Sterling Paper Co.	Copy paper	4/8/2019	3,529.20	001	W	R
373117	STAPLES ADVANTAGE	Office Supplies	4/8/2019	83.44	001	W	R
373117	STAPLES ADVANTAGE	Color Coding Labels	4/8/2019	9.14	001	W	R
373117	STAPLES ADVANTAGE	Color coding labels	4/8/2019	20.98	001	W	R
373117	STAPLES ADVANTAGE	Color Coding Labels	4/8/2019	36.40	001	W	R
373117	STAPLES ADVANTAGE	AA batteries	4/8/2019	7.16	001	W	R
373117	STAPLES ADVANTAGE	Magnetic tape	4/8/2019	7.69	001	W	R
373117	STAPLES ADVANTAGE	Heavy duty magnets	4/8/2019	13.79	001	W	R
373117	STAPLES ADVANTAGE	SUPPLIES JAN-MAR	4/8/2019	39.21	001	W	R
373117	STAPLES ADVANTAGE	SUPPLIES JAN-MAR	4/8/2019	525.03	001	W	R
373117	STAPLES ADVANTAGE	Supplies for 3Q	4/8/2019	99.05	001	W	R
373117	STAPLES ADVANTAGE	Office Supplies Quarter 2	4/8/2019	(59.51)	001	W	R
373117	STAPLES ADVANTAGE	Office Supplies Quarter 2	4/8/2019	283.40	001	W	R
373117	STAPLES ADVANTAGE	ADD LINE TO PO	4/8/2019	428.51	009	W	R
373117	STAPLES ADVANTAGE	3rd Quarter PO for general	4/8/2019	392.29	001	W	R
373117	STAPLES ADVANTAGE	3rd Quarter PO for general	4/8/2019	15.99	001	W	R
373117	STAPLES ADVANTAGE	3 Quarter PO for general	4/8/2019	-	001	W	R
373117	STAPLES ADVANTAGE	3rd Quarter PO for Staples	4/8/2019	-	018	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	20.19	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	129.29	001	W	R
373117	STAPLES ADVANTAGE	CLUB ACCOUNTS -	4/8/2019	44.08	200	W	R
373117	STAPLES ADVANTAGE	Teaching aids/3 (144)	4/8/2019	147.35	001	W	R
373117	STAPLES ADVANTAGE	Teaching aids/5 (157)	4/8/2019	126.22	001	W	R
373117	STAPLES ADVANTAGE	see list of office supplies	4/8/2019	74.41	001	W	R
373117	STAPLES ADVANTAGE	Principals Office Supplies.	4/8/2019	176.80	001	W	R
373117	STAPLES ADVANTAGE	Principals Office Supplies.	4/8/2019	30.46	001	W	R
373117	STAPLES ADVANTAGE	1" 3 Ring Binder,black. Item	4/8/2019	349.20	001	W	R
373117	STAPLES ADVANTAGE	Catalog # 892281 Graph Paper	4/8/2019	258.00	009	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	17.38	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	13.96	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	13.96	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	17.56	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	12.18	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	18.27	001	W	R
373117	STAPLES ADVANTAGE	Please see the attached	4/8/2019	13.96	001	W	R
373117	STAPLES ADVANTAGE	see list of classroom supplies	4/8/2019	99.99	001	W	R
373117	STAPLES ADVANTAGE	SCHOOL FOLDERS/BLUE/2 POCKET	4/8/2019	19.40	018	W	R
373117	STAPLES ADVANTAGE	MOON PRODUCT WELCOME TO SCHOOL	4/8/2019	31.79	018	W	R
373117	STAPLES ADVANTAGE	Open PO for classroom supplies	4/8/2019	89.12	001	W	R
373117	STAPLES ADVANTAGE	Open PO for classroom supplies	4/8/2019	18.71	001	W	R
373117	STAPLES ADVANTAGE	Open PO for classroom supplies	4/8/2019	41.39	001	W	R
373117	STAPLES ADVANTAGE	Open PO for classroom supplies	4/8/2019	46.42	001	W	R
373117	STAPLES ADVANTAGE	OCTOBER	4/8/2019	49.04	516	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373117	STAPLES ADVANTAGE	Office SUPPLIES for Pupil	4/8/2019	88.99	001	W	R
373117	STAPLES ADVANTAGE	Office SUPPLIES for Pupil	4/8/2019	173.89	001	W	R
373117	STAPLES ADVANTAGE	895625 74100 CLEAR SHEET	4/8/2019	54.45	001	W	R
373117	STAPLES ADVANTAGE	SHIPPING	4/8/2019	-	001	W	R
373117	STAPLES ADVANTAGE	See attached	4/8/2019	154.87	001	W	R
373118	SCHOOL SPECIALTY, INC.	Misc. Science Supplies - per	4/8/2019	16.84	001	W	R
373118	SCHOOL SPECIALTY, INC.	Misc. Science Supplies - per	4/8/2019	45.78	001	W	R
373118	SCHOOL SPECIALTY, INC.	Misc. Science Supplies - per	4/8/2019	374.89	001	W	R
373118	SCHOOL SPECIALTY, INC.	Misc. Science Supplies - per	4/8/2019	14.48	001	W	R
373118	SCHOOL SPECIALTY, INC.	2nd Grade Teaching Aids	4/8/2019	10.46	001	W	R
373118	SCHOOL SPECIALTY, INC.	2nd Grade Teaching Aids	4/8/2019	272.44	001	W	R
373118	SCHOOL SPECIALTY, INC.	2nd Student Fee Purchases.	4/8/2019	69.59	009	W	R
373118	SCHOOL SPECIALTY, INC.	Art Supplies	4/8/2019	123.56	001	W	R
373118	SCHOOL SPECIALTY, INC.	ART SUPPLIES - SEE ATTACHED	4/8/2019	63.45	009	W	R
373118	SCHOOL SPECIALTY, INC.	ART SUPPLIES - SEE ATTACHED	4/8/2019	2,836.80	009	W	R
373118	SCHOOL SPECIALTY, INC.	ART TEACHING AIDS - SEE	4/8/2019	165.87	001	W	R
373118	SCHOOL SPECIALTY, INC.	Kindergarten classroom	4/8/2019	184.04	001	W	R
373118	SCHOOL SPECIALTY, INC.	PLEASE SEE ATTACHED	4/8/2019	243.20	001	W	R
373118	SCHOOL SPECIALTY, INC.	(237632) Kindergarten pencils	4/8/2019	4.80	001	W	R
373118	SCHOOL SPECIALTY, INC.	(1436350) Staplers	4/8/2019	16.68	001	W	R
373118	SCHOOL SPECIALTY, INC.	(067678) Labels	4/8/2019	34.50	001	W	R
373118	SCHOOL SPECIALTY, INC.	classroom supplies for Julie	4/8/2019	99.25	001	W	R
373119	CITY OF COLUMBUS, TREASURER	OMES Water and Sewer	4/8/2019	1,554.92	001	W	R
373119	CITY OF COLUMBUS, TREASURER	Food Service Water OMES 2.5%	4/8/2019	48.09	006	W	R
373120	VERIZON WIRELESS	DISTRICT CELL PHONES	4/8/2019	1,773.03	001	W	R
373121	DEL-CO WATER CO	West Bus Garage	4/8/2019	11.85	001	W	R
373121	DEL-CO WATER CO	Alum Creek	4/8/2019	312.63	001	W	R
373121	DEL-CO WATER CO	Arrowhead Elementary	4/8/2019	324.72	001	W	R
373121	DEL-CO WATER CO	Cheshire Elementary	4/8/2019	412.10	001	W	R
373121	DEL-CO WATER CO	Freedom Trail	4/8/2019	398.66	001	W	R
373121	DEL-CO WATER CO	Glen Oak	4/8/2019	379.72	001	W	R
373121	DEL-CO WATER CO	Heritage Elementary	4/8/2019	330.22	001	W	R
373121	DEL-CO WATER CO	Oak Creek	4/8/2019	356.49	001	W	R
373121	DEL-CO WATER CO	Walnut Creek	4/8/2019	468.94	001	W	R
373121	DEL-CO WATER CO	Orange Middle	4/8/2019	621.10	001	W	R
373121	DEL-CO WATER CO	Berlin High School	4/8/2019	802.18	001	W	R
373121	DEL-CO WATER CO	Olentangy High School	4/8/2019	1,366.05	001	W	R
373121	DEL-CO WATER CO	Orange High School	4/8/2019	1,426.49	001	W	R
373121	DEL-CO WATER CO	Olentangy Administrative	4/8/2019	142.12	001	W	R
373121	DEL-CO WATER CO	Food Services D/W 2.5%	4/8/2019	156.11	006	W	R
373122	AMERICAN ELECTRIC POWER	District - Other	4/8/2019	30.34	001	W	R
373122	AMERICAN ELECTRIC POWER	Freedom Trail	4/8/2019	3,756.02	001	W	R
373122	AMERICAN ELECTRIC POWER	Glen Oak	4/8/2019	3,090.72	001	W	R
373122	AMERICAN ELECTRIC POWER	Johnnycake Corners	4/8/2019	5,842.27	001	W	R
373122	AMERICAN ELECTRIC POWER	Oak Creek	4/8/2019	4,303.72	001	W	R
373122	AMERICAN ELECTRIC POWER	Olentangy Meadows	4/8/2019	3,922.60	001	W	R
373122	AMERICAN ELECTRIC POWER	Scioto Ridge	4/8/2019	2,889.91	001	W	R
373122	AMERICAN ELECTRIC POWER	Walnut Creek	4/8/2019	3,331.87	001	W	R
373122	AMERICAN ELECTRIC POWER	Wyandot Run	4/8/2019	3,899.18	001	W	R
373122	AMERICAN ELECTRIC POWER	Berkshire Middle	4/8/2019	17,561.00	001	W	R
373122	AMERICAN ELECTRIC POWER	Liberty Middle	4/8/2019	7,242.07	001	W	R
373122	AMERICAN ELECTRIC POWER	Orange Middle	4/8/2019	9,823.04	001	W	R
373122	AMERICAN ELECTRIC POWER	Shanahan Middle	4/8/2019	2,916.09	001	W	R
373122	AMERICAN ELECTRIC POWER	Berlin High School	4/8/2019	2,923.70	001	W	R
373122	AMERICAN ELECTRIC POWER	Orange High School	4/8/2019	27,233.01	001	W	R
373122	AMERICAN ELECTRIC POWER	East Bus Garage	4/8/2019	2,418.86	001	W	R
373122	AMERICAN ELECTRIC POWER	Food Service D/W	4/8/2019	1,801.77	006	W	R
373123	SPORT SAFE TESTING SERVICE, IN	FY19 OHS DRUG TESTING	4/8/2019	1,288.00	001	W	R
373123	SPORT SAFE TESTING SERVICE, IN	FY19 OOHs DRUG TESTING	4/8/2019	1,344.00	001	W	R
373123	SPORT SAFE TESTING SERVICE, IN	FY19 BHS DRUG TESTING	4/8/2019	950.00	001	W	R
373124	STANTON'S SHEET MUSIC	SHEET MUSIC - MUSIC	4/8/2019	212.25	001	W	R
373124	STANTON'S SHEET MUSIC	SHEET MUSIC - MUSIC	4/8/2019	157.50	001	W	R
373126	CARMEN'S DISTRIBUTION SYSTEMS	Custodial Supplies	4/9/2019	64.45	001	W	R
373126	CARMEN'S DISTRIBUTION SYSTEMS	Custodial Supplies	4/9/2019	279.65	001	W	R
373127	BATTERIES PLUS	Custodial Supplies	4/9/2019	567.00	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	39.81	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	270.72	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	526.20	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	79.64	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	54.71	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	18.24	001	W	R
373128	HILLYARD	Custodial Supplies	4/9/2019	1,864.26	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373129	JANTON COMPANY	Custodial Supplies	4/9/2019	1,022.10	001	W	R
373130	SHERWIN-WILLIAMS CO.	Custodial Supplies	4/9/2019	42.43	001	W	R
373131	UNIFIRST CORPORATION	Custodial Supplies	4/9/2019	401.37	001	W	R
373131	UNIFIRST CORPORATION	Custodial Supplies	4/9/2019	401.37	001	W	R
373132	AAA State of Play	Parts D/W	4/9/2019	1,025.50	001	W	R
373132	AAA State of Play	Parts D/W	4/9/2019	635.18	001	W	R
373132	AAA State of Play	Parts D/W	4/9/2019	651.68	001	W	R
373133	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/9/2019	10,205.00	001	W	R
373133	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/9/2019	307.50	001	W	R
373133	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/9/2019	9,106.00	001	W	R
373133	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/9/2019	134.50	001	W	R
373134	All Hours Mechanical, LLC	Professional & Technical	4/9/2019	3,590.00	001	W	R
373134	All Hours Mechanical, LLC	Parts D/W	4/9/2019	5,962.00	001	W	R
373135	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	4/9/2019	104.12	001	W	R
373135	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	4/9/2019	1,244.78	001	W	R
373136	AMERICAN TIME AND SIGNAL	Parts D/W	4/9/2019	1,161.49	001	W	R
373137	ATECH FIRE AND SECURITY	Repairs & Maintenance D/W	4/9/2019	495.00	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	19.95	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	68.84	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	35.95	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	125.28	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	107.95	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	10.08	001	W	R
373138	BATTERIES PLUS	Parts D/W	4/9/2019	83.52	001	W	R
373139	COLUMBUS CLIMATE CONTROLS CO	Parts D/W	4/9/2019	2,292.10	001	W	R
373139	COLUMBUS CLIMATE CONTROLS CO	Parts D/W	4/9/2019	294.01	001	W	R
373140	COLUMBUS TEMPERATURE CONTROL	Parts D/W	4/9/2019	133.46	001	W	R
373141	Dayton Appliance Parts Co.	Parts D/W	4/9/2019	85.64	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	62.62	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	2,152.00	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	117.20	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	273.78	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	195.00	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	617.88	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	319.26	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	126.05	001	W	R
373142	EQUIPARTS CORP	Parts D/W	4/9/2019	227.40	001	W	R
373143	EVOLUTION AG, LLC	Parts D/W	4/9/2019	101.04	001	W	R
373144	GOLDEN BEAR LOCK&SAFE	Parts D/W	4/9/2019	42.50	001	W	R
373145	GRAINGER, INC.	Parts D/W	4/9/2019	23.70	001	W	R
373145	GRAINGER, INC.	Parts D/W	4/9/2019	100.20	001	W	R
373145	GRAINGER, INC.	Parts D/W	4/9/2019	57.00	001	W	R
373145	GRAINGER, INC.	Parts D/W	4/9/2019	(38.86)	001	W	R
373146	GRAYBAR	Parts D/W	4/9/2019	1,028.57	001	W	R
373146	GRAYBAR	Parts D/W	4/9/2019	1,128.07	001	W	R
373146	GRAYBAR	Parts D/W	4/9/2019	118.08	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	19.29	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	87.55	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	96.65	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	14.85	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	38.75	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	43.88	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	53.49	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	267.21	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	4.98	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	39.92	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	119.94	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	77.84	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	26.94	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	121.20	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	19.97	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	68.30	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	43.52	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	108.92	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	100.94	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	21.63	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	23.80	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	100.82	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	9.16	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	10.63	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	6.28	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	110.00	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373147	HOME DEPOT	Parts D/W	4/9/2019	119.09	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	8.78	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	44.33	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	10.62	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	42.69	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	121.36	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	53.86	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	43.52	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	153.14	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	19.94	001	W	R
373147	HOME DEPOT	Parts D/W	4/9/2019	62.17	001	W	R
373148	Habitec Security	Professional & Technical	4/9/2019	192.00	001	W	R
373148	Habitec Security	Professional & Technical	4/9/2019	65.00	001	W	R
373148	Habitec Security	Professional & Technical	4/9/2019	32.50	001	W	R
373148	Habitec Security	Professional & Technical	4/9/2019	2,119.15	001	W	R
373148	Habitec Security	Professional & Technical	4/9/2019	150.00	001	W	R
373149	KERBLER & CO	Parts D/W	4/9/2019	32.00	001	W	R
373150	KIMBALL MIDWEST	Parts D/W	4/9/2019	130.57	001	W	R
373150	KIMBALL MIDWEST	Parts D/W	4/9/2019	337.99	001	W	R
373150	KIMBALL MIDWEST	Parts D/W	4/9/2019	651.66	001	W	R
373150	KIMBALL MIDWEST	Parts D/W	4/9/2019	557.67	001	W	R
373151	LENNOX INDUSTRIES, INC.	Parts D/W	4/9/2019	11.98	001	W	R
373152	LOEB ELECTRIC	Parts D/W	4/9/2019	17.59	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	55.76	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	40.96	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	16.56	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	3.58	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	39.62	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	44.61	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	9.73	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	62.69	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	19.16	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	69.99	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	34.26	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	119.22	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	52.39	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	25.46	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	94.25	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	46.89	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	38.43	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	66.03	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	37.83	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	76.56	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	34.03	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	20.75	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	35.13	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	34.88	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	26.83	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	48.59	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	100.28	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	(95.50)	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	18.99	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	68.31	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	15.96	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	35.88	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	45.04	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	38.81	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	232.54	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	33.53	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	77.45	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	46.24	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	3.97	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	14.82	001	W	R
373153	MENARDS INC	Parts D/W	4/9/2019	75.82	001	W	R
373154	HOME DEPOT	Parts D/W	4/9/2019	198.91	001	W	R
373155	MATHESON TRI-GAS INC	Parts D/W	4/9/2019	261.96	001	W	R
373156	MUSSUN SALES	Parts D/W	4/9/2019	60.00	001	W	R
373157	Norwood Hardware and Supply	Parts D/W	4/9/2019	300.00	001	W	R
373157	Norwood Hardware and Supply	Parts D/W	4/9/2019	570.00	001	W	R
373158	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/9/2019	191.50	001	W	R
373158	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/9/2019	996.50	001	W	R
373158	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/9/2019	1,110.55	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373158	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/9/2019	142.00	001	W	R
373159	ROJEN COMPANY INC.	Parts D/W	4/9/2019	346.95	001	W	R
373159	ROJEN COMPANY INC.	Parts D/W	4/9/2019	191.43	001	W	R
373159	ROJEN COMPANY INC.	Parts D/W	4/9/2019	462.61	001	W	R
373159	ROJEN COMPANY INC.	Parts D/W	4/9/2019	462.25	001	W	R
373160	SCHINDLER ELEVATOR CORP.	Repairs & Maintenance D/W	4/9/2019	514.50	001	W	R
373160	SCHINDLER ELEVATOR CORP.	Repairs & Maintenance D/W	4/9/2019	663.12	001	W	R
373160	SCHINDLER ELEVATOR CORP.	Professional & Technical	4/9/2019	178.00	001	W	R
373161	SHERWIN-WILLIAMS CO.	Parts D/W	4/9/2019	84.86	001	W	R
373162	SOUTHARD SUPPLY INC.	Parts D/W	4/9/2019	26.60	001	W	R
373162	SOUTHARD SUPPLY INC.	Parts D/W	4/9/2019	74.75	001	W	R
373163	SPEER MECHANICAL	Professional & Technical	4/9/2019	1,298.00	001	W	R
373163	SPEER MECHANICAL	Professional & Technical	4/9/2019	619.50	001	W	R
373163	SPEER MECHANICAL	Professional & Technical	4/9/2019	317.00	001	W	R
373164	SOUNDCOM SYSTEMS	Parts D/W	4/9/2019	698.00	001	W	R
373165	UNITED REFRIGERATION	Parts D/W	4/9/2019	31.72	001	W	R
373166	UNIFIRST CORPORATION	Uniform Rental D/W	4/9/2019	166.20	001	W	R
373166	UNIFIRST CORPORATION	Uniform Rental D/W	4/9/2019	166.20	001	W	R
373167	UTILITY TRUCK EQUIPMENT, INC	Parts D/W	4/9/2019	6,059.60	001	W	R
373168	UNITED REFRIGERATION	Parts D/W	4/9/2019	37.30	001	W	R
373169	VOSS BROS. SALES	Parts D/W	4/9/2019	132.78	001	W	R
373169	VOSS BROS. SALES	Parts D/W	4/9/2019	53.30	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	27.52	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	29.31	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	168.84	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	147.87	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	56.72	001	W	R
373170	Washington Auto Parts LLC	Parts D/W	4/9/2019	76.44	001	W	R
373171	WATERWORKS	Professional & Technical	4/9/2019	202.50	001	W	R
373171	WATERWORKS	Professional & Technical	4/9/2019	295.00	001	W	R
373171	WATERWORKS	Professional & Technical	4/9/2019	175.00	001	W	R
373172	EHRHARDT, LISA	BLAX	4/9/2019	36.00	300	W	R
373172	EHRHARDT, LISA	BLAX	4/9/2019	42.00	300	W	R
373172	EHRHARDT, LISA	BLAX	4/9/2019	24.00	300	W	R
373172	EHRHARDT, LISA	GLAX	4/9/2019	36.00	300	W	R
373173	McDougal, Kaitlin	GLAX	4/9/2019	30.00	300	W	R
373174	HILLIARD DARBY HIGH SCHOOL	Boys track	4/9/2019	100.00	300	W	R
373174	HILLIARD DARBY HIGH SCHOOL	Girls track	4/9/2019	100.00	300	W	R
373174	HILLIARD DARBY HIGH SCHOOL	Boys track	4/9/2019	100.00	300	W	R
373174	HILLIARD DARBY HIGH SCHOOL	Girls track	4/9/2019	100.00	300	W	R
373175	GROVEPORT-MADISON	Boys track	4/9/2019	125.00	300	W	W
373175	GROVEPORT-MADISON	Girls track	4/9/2019	125.00	300	W	W
373176	OLENTANGY LIBERTY HIGH SCHOOL	Boys track	4/9/2019	100.00	300	W	R
373176	OLENTANGY LIBERTY HIGH SCHOOL	Girls track	4/9/2019	100.00	300	W	R
373177	OLENTANGY ORANGE HIGH SCHOOL	Boys track	4/9/2019	100.00	300	W	R
373177	OLENTANGY ORANGE HIGH SCHOOL	Girls track	4/9/2019	100.00	300	W	R
373178	CENTRAL DIST. GYMNASTICS	Gymnastics	4/9/2019	90.00	300	W	W
373179	HILLIARD DAVIDSON	BOYS VOLLEYBALL	4/9/2019	150.00	300	W	R
373180	WHEELING PARK HS	BOYS TRACK	4/9/2019	125.00	300	W	R
373180	WHEELING PARK HS	GIRLS TRACK	4/9/2019	125.00	300	W	R
373181	HILLIARD DAVIDSON GIRLS LAX	BOYS TENNIS	4/9/2019	-	300	W	V
373182	BURKE, LAUREN	BOYS LACROSSE	4/9/2019	60.00	300	W	R
373183	Clausing, Lisa M.	BOYS LACROSSE	4/9/2019	42.00	300	W	W
373183	Clausing, Lisa M.	GIRLS LACROSSE	4/9/2019	18.00	300	W	W
373183	Clausing, Lisa M.	BOYS LACROSSE	4/9/2019	36.00	300	W	W
373184	LaChapelle, Peter	TICKET MANAGER	4/9/2019	72.00	300	W	R
373184	LaChapelle, Peter	SPRING TICKET MANAGER	4/9/2019	78.00	300	W	R
373184	LaChapelle, Peter	SPRING TICKET MANAGER	4/9/2019	81.00	300	W	R
373184	LaChapelle, Peter	SPRING TICKET MANAGER	4/9/2019	81.00	300	W	R
373185	HAUGH, SUSAN KAY	BLAX GATE HELP	4/9/2019	51.00	300	W	R
373186	Hope, Jessica	GLAX GATE HELP	4/9/2019	36.00	300	W	R
373186	Hope, Jessica	BLAX GATE HELP	4/9/2019	42.00	300	W	R
373186	Hope, Jessica	BLAX GATE HELP	4/9/2019	42.00	300	W	R
373186	Hope, Jessica	Track & Field	4/9/2019	24.00	300	W	R
373186	Hope, Jessica	BLAX	4/9/2019	33.00	300	W	R
373187	LEWIS, AMANDA	GLAX	4/9/2019	27.00	300	W	R
373188	COWLOA	Blax	4/9/2019	60.00	300	W	R
373189	DELAWARE CITY SCHOOLS	Softball entry fee 2 teams	4/9/2019	350.00	300	W	W
373190	Garling, Lainey	Lacrosse Gate Help	4/9/2019	12.00	300	W	R
373191	DUBLIN SCIOTO LAX BOOSTERS	Boys Lacrosse Entry Fees	4/9/2019	95.00	300	W	R
373191	DUBLIN SCIOTO LAX BOOSTERS	BOYS LACROSSE	4/9/2019	95.00	300	W	R
373192	BEARD, TIM	Qualtrics 2019 X4 Summit,	4/9/2019	-	590	W	V

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373193	GALE GROUP	GVRL HOSTIN FEE FOR ACCT	4/9/2019	50.00	001	W	R
373194	SAMUEL D. KOON, MAI	FY19 APPRAISAL (ADDL.)	4/10/2019	3,750.00	001	W	R
373195	DELAWARE COUNTY CODE COMPLIANC	Elementary School Additions-	4/10/2019	302.61	004	W	R
373196	ESPEN Technology, Inc.	Elementary Schools- Ballasts	4/10/2019	13,200.00	003	W	R
373197	DELAWARE COUNTY CODE COMPLIANC	Elementary School Additions-	4/10/2019	310.55	004	W	R
373198	JUDY'S CAFE & CATERING	VIP & Staff Breakfast	4/10/2019	660.00	007	W	W
373199	CENTER FOR PUBLIC INVESTMENT	2019 CPIM CERTIFICATION FEE	4/10/2019	100.00	001	W	R
373199	CENTER FOR PUBLIC INVESTMENT	2019 CPIM CERTIFICATION FEE	4/10/2019	100.00	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	437,852.11	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	437,534.11	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	(5,521.21)	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	(3,427.06)	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	(5,521.20)	001	W	R
373200	EDUCATIONAL SERVICE CENTER	FY19 CONTRACTED SERVICES	4/10/2019	(3,427.05)	001	W	R
373201	MEYER, CARLA	Mileage for Jan.- March,2019	4/12/2019	67.86	006	W	R
373202	Tharp Graphics, LLC	Mileage Club T-Shirts	4/12/2019	1,713.90	018	W	R
373203	Consolidated Electric	Monthly expense for Dark Fiber	4/12/2019	1,150.00	001	W	R
373204	CenturyLink	District Wide Long Distance	4/12/2019	142.68	001	W	R
373205	Laber, Jennifer	REIMBURSEMENT FOR OG	4/12/2019	175.00	516	W	W
373206	LAKESHORE LEARNING MATERIALS	Please see attached list	4/12/2019	162.92	001	W	R
373206	LAKESHORE LEARNING MATERIALS	15% shipping	4/12/2019	24.44	001	W	R
373206	LAKESHORE LEARNING MATERIALS	Best Buy Magnifiers (set of	4/12/2019	25.98	001	W	R
373206	LAKESHORE LEARNING MATERIALS	S&H	4/12/2019	6.99	001	W	R
373206	LAKESHORE LEARNING MATERIALS	(KC70) Write and wipe lap	4/12/2019	289.90	001	W	R
373206	LAKESHORE LEARNING MATERIALS	(HH455) Name tag holder	4/12/2019	319.84	001	W	R
373206	LAKESHORE LEARNING MATERIALS	(DD105) Dry erase markers,	4/12/2019	206.17	001	W	R
373206	LAKESHORE LEARNING MATERIALS	Write & Wipe set of 10	4/12/2019	66.68	001	W	R
373207	LERNER	Library see attached order	4/12/2019	100.00	001	W	R
373207	LERNER	Library - see attached order	4/12/2019	79.66	001	W	R
373208	LEXIA LEARNING SOFTWARE	Using 2 Cost Center	4/12/2019	1,874.18	009	W	R
373208	LEXIA LEARNING SOFTWARE	Split Cost Centers	4/12/2019	808.32	018	W	R
373209	LIBERTY AWARDS & ENGRAVING	Engraved name plates	4/12/2019	154.36	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	49.80	300	W	R
373209	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	4/12/2019	100.00	300	W	R
373210	LOFT VIOLIN SHOP	PO FOR MAINTENANCE & REPAIRS	4/12/2019	1,520.00	009	W	R
373210	LOFT VIOLIN SHOP	PO FOR SUPPLIES/REPAIRS	4/12/2019	2,400.00	001	W	R
373211	MARTIN, JILL	Mileage Reimbursement for	4/12/2019	26.68	001	W	R
373212	Mathematical Olympiads for	Problem solving using MOEMS	4/12/2019	40.00	001	W	R
373212	Mathematical Olympiads for	Creative Problem Solving in	4/12/2019	37.99	001	W	R
373212	Mathematical Olympiads for	MOEMS Contest problem volume 3	4/12/2019	39.95	001	W	R
373212	Mathematical Olympiads for	S&H	4/12/2019	20.00	001	W	R
373213	MID-STATES BAND ASSOCIATION	COLERAIN HIGH SCHOOL CONTEST	4/12/2019	100.00	001	W	W
373214	MAZZA, JENNIFER	mileage	4/12/2019	97.44	001	W	R
373215	MID-STATES BAND ASSOCIATION	MASON HIGH SCHOOL CONTEST FEE	4/12/2019	100.00	001	W	W
373216	McMURRY, PEGGY	Project Zero Artful Thinking &	4/12/2019	650.36	590	W	R
373217	MID-STATES BAND ASSOCIATION	KINGS HIGH SCHOOL CONTEST FEE	4/12/2019	100.00	001	W	W
373218	Lombardo, Guy	Meal reimbursement for drivers	4/12/2019	25.35	001	W	R
373219	HARTLEY, ALLEN	Meal reimbursement for drivers	4/12/2019	31.38	001	W	R
373220	HIMLER, TIM	Meal reimbursement for drivers	4/12/2019	24.39	001	W	R
373221	META	DISTRICT FIBER CONNECTION	4/12/2019	107,216.16	001	W	R
373222	MEYER, TODD	Mileage Reimbursement -	4/12/2019	47.33	001	W	R
373223	M-F ATHLETIC COMPANY	Timing System	4/12/2019	341.00	300	W	W
373223	M-F ATHLETIC COMPANY	Timing System	4/12/2019	1,000.00	300	W	W
373223	M-F ATHLETIC COMPANY	Timing System	4/12/2019	549.00	300	W	W
373224	MT BUSINESS TECHNOLOGIES, INC.	HIGH SCHOOL - COPIER SUPPLIES	4/12/2019	2,106.40	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	HIGH SCHOOL - COPIER SUPPLIES	4/12/2019	421.28	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	Type T Staple Refill	4/12/2019	268.86	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	Estimated Shipping/Handling	4/12/2019	-	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	REFILL M STAPLES FOR RICOH	4/12/2019	432.60	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	REFILL H STAPLES FOR RICOH	4/12/2019	421.28	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	SHIPPING	4/12/2019	-	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	STAPLES FOR RICOH COPIER Z0782	4/12/2019	865.20	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	STAPLES FOR XEROX COPIERS	4/12/2019	538.38	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	Type M staples for copier	4/12/2019	183.86	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	Type T staples for copier	4/12/2019	44.81	001	W	R
373224	MT BUSINESS TECHNOLOGIES, INC.	(008R12898) Staples for Xerox	4/12/2019	89.73	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373225	Stern, Peter	2018-19 Job Fair Expense	4/12/2019	112.52	001	W	R
373226	Crandall, Linda	2018-19 Job Fair Expense	4/12/2019	20.88	001	W	R
373227	Starner, Michael	2018-19 Job Fair Expense	4/12/2019	298.02	001	W	R
373228	CUNNINGHAM, SCOTT	2018-19 Job Fair Expense	4/12/2019	306.85	001	W	R
373229	Myers, Amber	SCRIPT PRODUCTION	4/12/2019	600.00	200	W	R
373230	Shiner, Jenna	VI-MILEAGE	4/12/2019	47.85	516	W	R
373231	Lewis, Jillian	ENGLISH SCHOOL LANGUAGE	4/12/2019	48.72	001	W	W
373232	CARPENTER, TARA	SCHOOL PSYCHOLOGIST	4/12/2019	32.60	001	W	R
373233	GLADDEN, ALISSA	SCHOOL PSYCHOLOGIST	4/12/2019	44.08	001	W	R
373234	Barstow, Jennifer	VI-MILEAGE	4/12/2019	98.31	516	W	R
373235	Colapietro, Lauren	VI-MILEAGE	4/12/2019	51.56	516	W	R
373236	Hazelton, Erin	VI-MILEAGE	4/12/2019	21.58	516	W	R
373237	RIEDEL, TONYA	VI-MILEAGE	4/12/2019	63.22	516	W	R
373238	STEVENS, PAT JECK	VI-MILEAGE	4/12/2019	67.86	516	W	R
373239	ZAYE, PATRICK	Mileage reimbursement	4/12/2019	45.07	001	W	W
373240	FIELDS, JESSICA	Mileage reimbursement	4/12/2019	25.52	001	W	R
373241	GEROLD, TRACY	Mileage reimbursement	4/12/2019	40.28	001	W	R
373242	Winters, David	Mileage reimbursement	4/12/2019	85.99	001	W	W
373243	Callahan, Keeler	CERTIFIED MILEAGE (TRAVELING	4/12/2019	60.90	001	W	R
373244	WILLIAMSON, WILLIAM	CERTIFIED MILEAGE (TRAVELING	4/12/2019	155.68	001	W	R
373245	PFAU, ANN	CERTIFIED MILEAGE (TRAVELING	4/12/2019	166.46	001	W	R
373246	HAEGE, KATRIN	CERTIFIED MILEAGE (TRAVELING	4/12/2019	81.20	001	W	W
373247	McCloskey, Sarah	CERTIFIED MILEAGE (TRAVELING	4/12/2019	104.67	001	W	R
373248	MOORE, NICOLE	CERTIFIED MILEAGE (TRAVELING	4/12/2019	143.55	001	W	R
373249	REYNOLDS, CINDY	CERTIFIED MILEAGE (TRAVELING	4/12/2019	19.89	001	W	W
373250	Arnett, Jasmine	CERTIFIED MILEAGE (TRAVELING	4/12/2019	53.36	001	W	R
373251	Williams, Vicki	CERTIFIED MILEAGE (TRAVELING	4/12/2019	37.12	001	W	R
373252	NCTM	id# 15368 Unpacking Fractions:	4/12/2019	38.95	572	W	R
373252	NCTM	id# 15199 Access and Equity:	4/12/2019	27.95	572	W	R
373252	NCTM	id# 15462 Your Mathematics	4/12/2019	34.95	572	W	R
373252	NCTM	id # 15461 Your Mathematics	4/12/2019	34.95	572	W	R
373252	NCTM	Shipping	4/12/2019	12.88	572	W	R
373253	NEW HORIZONS COMPUTER LEARNING	Professional Development	4/12/2019	5,000.00	001	W	R
373254	North Point Educational	EDUCATIONAL SERVICES FOR	4/12/2019	1,530.00	001	W	R
373255	NATIONWIDE CHILDREN'S HOSPITAL	EDUCATIONAL SERVICES FOR IEP	4/12/2019	781.00	516	W	R
373256	NATIONWIDE CHILDREN'S HOSPITAL	EDUCATIONAL SERVICES FOR IEP	4/12/2019	117.15	516	W	R
373256	NATIONWIDE CHILDREN'S HOSPITAL	EDUCATIONAL SERVICES FOR IEP	4/12/2019	195.25	516	W	R
373257	OHIO DECA	DECA ICDC Lodging - Spring	4/12/2019	4,966.00	300	W	R
373258	Olentangy Entrepreneurs	CLUB ACCOUNTS - SCIENCE	4/12/2019	396.00	200	W	R
373258	Olentangy Entrepreneurs	CLUB ACCOUNTS - FACE TO	4/12/2019	146.00	200	W	R
373258	Olentangy Entrepreneurs	CLUB ACCOUNTS - MATH CLUB	4/12/2019	30.00	200	W	R
373259	OLENTANGY FOOD SERVICE	Open PO for student	4/12/2019	78.90	018	W	W
373259	OLENTANGY FOOD SERVICE	STUDENT RECOGNITION BREAKFAST	4/12/2019	86.50	018	W	W
373260	OMEA	Bands to States AE In District	4/12/2019	500.00	001	W	W
373261	ORIENTAL TRADING INC.	O'Fishally in Kindergarten	4/12/2019	46.90	001	W	R
373261	ORIENTAL TRADING INC.	10% discount code CE19338	4/12/2019	(4.69)	001	W	R
373262	OSBA Central Region	OSBA 2019 SPRING CONFERENCE	4/12/2019	240.00	001	W	R
373263	Parallax Inc.	750-28330 SCRIBBLER S2/S3	4/12/2019	44.95	001	W	R
373263	Parallax Inc.	SHIPPING	4/12/2019	10.00	001	W	R
373264	PASCO SCIENTIFIC	ME-6951 GO-CAR	4/12/2019	200.00	001	W	R
373264	PASCO SCIENTIFIC	SHIPPING	4/12/2019	34.00	001	W	R
373265	PEPSI COLA BOTTLING CO.	Blanket PO for Jan-Mar Pepsi	4/12/2019	272.64	300	W	R
373265	PEPSI COLA BOTTLING CO.	Blanket PO for Jan-Mar Pepsi	4/12/2019	116.84	300	W	R
373265	PEPSI COLA BOTTLING CO.	Blanket PO for Jan-Mar Pepsi	4/12/2019	218.28	300	W	R
373266	PERIPOLE BERGERAULT INC.	ANGEL HALO RECORDER - PLEASE	4/12/2019	481.95	018	W	R
373266	PERIPOLE BERGERAULT INC.	SHIPPING / HANDLING	4/12/2019	43.38	018	W	R
373267	Perry ProTech, Inc.	WRES	4/12/2019	196.01	001	W	R
373267	Perry ProTech, Inc.	ACES	4/12/2019	134.02	001	W	R
373267	Perry ProTech, Inc.	SRES	4/12/2019	240.77	001	W	R
373267	Perry ProTech, Inc.	AES	4/12/2019	212.09	001	W	R
373267	Perry ProTech, Inc.	OCES	4/12/2019	147.51	001	W	R
373267	Perry ProTech, Inc.	TRES	4/12/2019	157.39	001	W	R
373267	Perry ProTech, Inc.	WCES	4/12/2019	167.18	001	W	R
373267	Perry ProTech, Inc.	ISES	4/12/2019	88.05	001	W	R
373267	Perry ProTech, Inc.	GOES	4/12/2019	128.51	001	W	R
373267	Perry ProTech, Inc.	OMES	4/12/2019	100.91	001	W	R
373267	Perry ProTech, Inc.	LTES	4/12/2019	96.06	001	W	R
373267	Perry ProTech, Inc.	JCES	4/12/2019	136.92	001	W	R
373267	Perry ProTech, Inc.	FTES	4/12/2019	157.31	001	W	R
373267	Perry ProTech, Inc.	CES	4/12/2019	198.08	001	W	R
373267	Perry ProTech, Inc.	HES	4/12/2019	126.10	001	W	R
373267	Perry ProTech, Inc.	OSMS	4/12/2019	310.52	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373267	Perry ProTech, Inc.	OLMS	4/12/2019	172.63	001	W	R
373267	Perry ProTech, Inc.	OOMS	4/12/2019	245.65	001	W	R
373267	Perry ProTech, Inc.	OHMS	4/12/2019	242.87	001	W	R
373267	Perry ProTech, Inc.	OBMS	4/12/2019	427.61	001	W	R
373267	Perry ProTech, Inc.	OHS	4/12/2019	388.29	001	W	R
373267	Perry ProTech, Inc.	OLHS	4/12/2019	421.64	001	W	R
373267	Perry ProTech, Inc.	OOHS	4/12/2019	577.25	001	W	R
373267	Perry ProTech, Inc.	OBHS	4/12/2019	135.47	001	W	R
373267	Perry ProTech, Inc.	OA	4/12/2019	41.67	001	W	R
373267	Perry ProTech, Inc.	OAO	4/12/2019	169.93	001	W	R
373268	PICKAWAY COUNTY ED.SERV.CENTER	Driver testing and	4/12/2019	85.00	001	W	R
373268	PICKAWAY COUNTY ED.SERV.CENTER	Driver testing and	4/12/2019	60.00	001	W	R
373269	PORTA KLEEN	UNITS FOR MARCH-MAY 2019	4/12/2019	138.00	300	W	R
373269	PORTA KLEEN	Porta-john rental for spring	4/12/2019	309.00	300	W	R
373270	PRODIGY STUDENT TRAVEL	Student Fundraising for the	4/12/2019	9,726.30	200	W	R
373270	PRODIGY STUDENT TRAVEL	Transfer BMS funds dues to	4/12/2019	4,449.50	200	W	R
373271	PROMOWEST	CLUB ACCOUNTS - CLASS OF 2021	4/12/2019	2,500.00	200	W	W
373272	PULFER, KEVIN	Project Zero Artful Thinking &	4/12/2019	624.45	590	W	R
373273	RAIFF, MARK	MEETINGS AND MILEAGE	4/12/2019	218.49	001	W	R
373274	REALLY GOOD STUFF	164762 Privacy Folders set of	4/12/2019	45.99	001	W	R
373274	REALLY GOOD STUFF	Shipping	4/12/2019	8.95	001	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	90.00	300	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	90.00	300	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	90.00	300	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	90.00	300	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	135.00	300	W	R
373275	RENT-A-JOHN	SPRING UNITS	4/12/2019	245.00	300	W	R
373276	SMITH, TROND	SXSW EDU Conference, March	4/12/2019	2,179.83	590	W	R
373277	Reynolds Golf and Turf	1200A Bunker & Field Rake (per	4/12/2019	12,495.00	300	W	R
373278	SAFARI Montage	SAFARI Montage professional	4/12/2019	2,970.00	001	W	R
373279	Sargent Welch	470157-640 HARMONIC MOTION	4/12/2019	356.44	009	W	R
373279	Sargent Welch	28% DISCOUNT 202350-CT	4/12/2019	-	009	W	R
373279	Sargent Welch	SHIPPING	4/12/2019	-	009	W	R
373280	SCANTRON	882-E ANSWER SHEET, 100Q,5 CHC	4/12/2019	85.33	001	W	R
373281	SCHOLASTIC	9 Copies of Serendipity & Me	4/12/2019	45.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	The Westing Game	4/12/2019	20.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	10 True Tales Titanic	4/12/2019	20.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	From the Mixed Up Files	4/12/2019	20.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	Bridge to Terabithia	4/12/2019	20.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	Bailey's Story: A Dog's	4/12/2019	20.00	009	W	R
373282	SCHOLASTIC BOOK CLUB	Spring According to Humphrey	4/12/2019	8.00	009	W	R
373283	School Health Corporation	BB3027 POINTED TIP SCISSORS 4	4/12/2019	4.00	001	W	R
373283	School Health Corporation	BB36031 BANDAGE SCISSORS 5.5"	4/12/2019	4.80	001	W	R
373283	School Health Corporation	BB1005927 PROBE COVERS 200 BX	4/12/2019	43.40	001	W	R
373283	School Health Corporation	15% DISCOUNT PER MIKE KLEIN	4/12/2019	(7.82)	001	W	R
373283	School Health Corporation	1005929 Braun Pro 6000	4/12/2019	11.36	001	W	R
373283	School Health Corporation		4/12/2019	210.49	001	W	R
373283	School Health Corporation	See Attached	4/12/2019	128.94	001	W	R
373283	School Health Corporation	TRAINER SUPPLIES	4/12/2019	55.95	300	W	R
373284	Secure Transportation Company	Transportation services for	4/12/2019	2,460.00	001	W	R
373285	SEITZ, MICHELLE	Transportation, Meals, Lodging	4/12/2019	689.83	001	W	R
373286	Sky Roofing, Inc.	Olentangy High School- Labor	4/12/2019	4,678.00	003	W	R
373287	Stanik, Jessica	TRUMPET PLAYER - SPRING	4/12/2019	400.00	200	W	R
373288	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/12/2019	121.60	004	W	R
373288	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/12/2019	121.50	004	W	R
373288	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/12/2019	31.50	004	W	R
373288	STANTON'S SHEET MUSIC	Berlin HS- Assorted Sheet	4/12/2019	9.00	004	W	R
373288	STANTON'S SHEET MUSIC	FAX PO TO 614-224-5929	4/12/2019	59.43	001	W	R
373288	STANTON'S SHEET MUSIC	FAX PO TO 614-224-5929	4/12/2019	30.98	001	W	R
373289	Sterling Paper Co.	120 CARTONS OF MAESTRO 11/ALMA	4/12/2019	3,582.00	001	W	R
373289	Sterling Paper Co.	WHITE 8 1/2" X 11" COPIER	4/12/2019	6,758.80	001	W	R
373289	Sterling Paper Co.	Copy paper 8.5 x 11	4/12/2019	2,642.40	001	W	R
373289	Sterling Paper Co.	handling charge	4/12/2019	6.00	001	W	R
373289	Sterling Paper Co.	Copy Paper - white 8 1/2 x 11	4/12/2019	2,384.00	001	W	R
373289	Sterling Paper Co.	Fuel Charge	4/12/2019	6.00	001	W	R
373289	Sterling Paper Co.	SCHOOL055235 8.5x11 white copy	4/12/2019	2,031.84	001	W	R
373290	STEPS TO LITERACY	MAG252 - Magnetic Letters to	4/12/2019	46.46	001	W	R
373290	STEPS TO LITERACY	shipping	4/12/2019	7.25	001	W	R
373291	SUPREME SCHOOL SUPPLY	SSCA39 Student Cumulative	4/12/2019	70.00	001	W	R
373291	SUPREME SCHOOL SUPPLY	Shipping and Handling	4/12/2019	11.31	001	W	R
373292	STATE SECURITY, LLC	District Wide- Labor and	4/12/2019	797.50	003	W	R
373292	STATE SECURITY, LLC	District Wide- Labor and	4/12/2019	797.50	003	W	R



OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373292	STATE SECURITY, LLC	District Wide- Labor and	4/12/2019	5,145.00	003	W	R
373293	The Ohio State University	ChickQuest Books - 3rd grade	4/12/2019	137.44	001	W	R
373293	The Ohio State University	ChickQuest Books	4/12/2019	12.56	001	W	R
373294	T & L GRAPHICS	Blanket PO for Jan-Mar	4/12/2019	342.00	300	W	R
373294	T & L GRAPHICS	Blanket PO for Jan-Mar	4/12/2019	230.00	300	W	R
373295	TREETOP PUBLISHING	#1802SET Portrait Blang Big	4/12/2019	345.00	009	W	R
373295	TREETOP PUBLISHING	shipping (10%)	4/12/2019	34.50	009	W	R
373296	TRISTAR TRANSPORTATION	Transportation Services for	4/12/2019	44,324.75	001	W	R
373296	TRISTAR TRANSPORTATION	Transportation Services for	4/12/2019	50,078.50	001	W	R
373297	Undisputed Sports Group, LLC	Baseball supplies	4/12/2019	140.00	300	W	R
373297	Undisputed Sports Group, LLC	Softball supplies	4/12/2019	140.00	300	W	R
373298	VERITIV OPERATING COMPANY	10 cases of School 055235	4/12/2019	162.54	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	5.01	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	6.98	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	63.73	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	20.55	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	4.90	001	W	R
373298	VERITIV OPERATING COMPANY		4/12/2019	34.29	001	W	R
373298	VERITIV OPERATING COMPANY	COMET WHITE PAPER 8 1/2 X 11	4/12/2019	2,348.80	001	W	R
373299	WEST MUSIC COMPANY	201588 Remo TU - 1112-PM	4/12/2019	235.00	001	W	R
373300	WESTHOVEN, ELIZABETH	PD Conference OAKE March 21	4/12/2019	275.00	018	W	R
373301	WILSON COMPANY PROMOTIONALS	3" x 1.5" brass coated plates	4/12/2019	35.00	018	W	R
373301	WILSON COMPANY PROMOTIONALS	shipping	4/12/2019	4.75	018	W	R
373302	WILSON LANGUAGE TRAINING	LD Supply Purchases.	4/12/2019	292.00	001	W	R
373302	WILSON LANGUAGE TRAINING	Shipping	4/12/2019	23.36	001	W	R
373303	Wozniak, Lauren	MILEAGER REIMBURSEMENT JAN-MAR	4/12/2019	44.31	001	W	W
373304	Yonchak, Michael S.	DRAMA SET PLAYER - SPRING	4/12/2019	400.00	200	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	1,700.00	001	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	4,575.00	001	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	4,152.00	001	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	9,104.00	001	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	3,645.56	001	W	R
373305	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 19	4/16/2019	406.00	001	W	R
373306	SCHOOL PRIDE	PRINCIPAL'S FUND - HIGH SCHOOL	4/16/2019	2,340.00	018	W	R
373307	ESPEN Technology, Inc.	District-Wide- Ballasts for	4/16/2019	7,480.00	003	W	R
373307	ESPEN Technology, Inc.	District-Wide- Ballasts for	4/16/2019	5,720.00	003	W	R
373308	LAKESHORE LEARNING MATERIALS	Miscellaneous Instructional	4/16/2019	304.70	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	4th Daily Language	4/16/2019	60.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	5th Daily Language	4/16/2019	90.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	1st Grade Daily Math	4/16/2019	180.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Language -3rd Grade	4/16/2019	120.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Math for 3rd grade	4/16/2019	120.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Math 2nd grade	4/16/2019	210.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Language - 2nd grade	4/16/2019	210.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Geography 6th grade	4/16/2019	60.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily math - 4th grade	4/16/2019	90.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Math 5th grade	4/16/2019	90.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Geography - 4th grade	4/16/2019	60.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Daily Geography 5th grade	4/16/2019	90.00	401	W	R
373309	EVAN-MOOR EDUC. PUBLISHERS	Shipping	4/16/2019	137.49	401	W	R
373310	DOCTOR ROOFING AND REMODELING	SMS Maintenance Facility-	4/16/2019	8,793.50	004	W	R
373311	ADVANCED TURF SOLUTIONS	Maintenance- GNC 100 gallon	4/16/2019	2,239.99	003	W	R
373311	ADVANCED TURF SOLUTIONS	Maintenance-GNC 18" Hannay 12V	4/16/2019	1,080.00	003	W	R
373311	ADVANCED TURF SOLUTIONS	Maintenance- Hannay 18" Top	4/16/2019	189.00	003	W	R
373311	ADVANCED TURF SOLUTIONS	Honda Electric Start Engine.	4/16/2019	310.00	003	W	R
373311	ADVANCED TURF SOLUTIONS	Shipping & Handling	4/16/2019	250.00	003	W	R
373311	ADVANCED TURF SOLUTIONS	Clay, Chalk, Dirt	4/16/2019	2,000.00	300	W	R
373312	Kelly, Kimberly	Project Zero Artful Thinking &	4/16/2019	655.19	590	W	R
373313	Flyers Pizza and Subs	OPEN PO FOR PRINCIPAL'S	4/16/2019	998.36	018	W	R
373314	KENNEY, JEANETTE	3rd quarter mileage	4/16/2019	123.25	001	W	R
373314	KENNEY, JEANETTE	Qualtrics 2019 X4 Summit,	4/16/2019	1,202.24	590	W	R
373315	BEARD, TIM	3rd quarter mileage	4/16/2019	67.05	001	W	R
373316	AMANDA HILLS DISTRIBUTION, INC	15 CASE OF WATER WITH NEW	4/16/2019	310.00	001	W	R
373317	American Drum	Mallet - Red Medium rubber	4/16/2019	140.00	001	W	R
373317	American Drum	Mallet - yellow soft rubber	4/16/2019	60.00	001	W	R
373317	American Drum	Shipping	4/16/2019	12.00	001	W	R
373318	AMERICAN RED CROSS	CPR/AED CERTIFICATION FOR OLSD	4/16/2019	21.00	001	W	R
373318	AMERICAN RED CROSS	CPR/AED CERTIFICATION FOR OLSD	4/16/2019	331.00	001	W	R
373318	AMERICAN RED CROSS	CPR/AED CERTIFICATION FOR OLSD	4/16/2019	7.00	001	W	R
373319	ASIAN AMERICAN COMM.SERVICES	Toishanese interpreter for a	4/16/2019	40.00	001	W	R
373319	ASIAN AMERICAN COMM.SERVICES	Mileage to and from 4700 Reed	4/16/2019	22.40	001	W	R
373320	ASIST TRANSLATION SERVICES INC	Interpreter SERVICES FOR	4/16/2019	65.04	516	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373321	B&H PHOTO	SEE ATTACHED LIST OF SUPPLIES	4/16/2019	2,780.11	009	W	R
373321	B&H PHOTO	SEE ATTACHED LIST OF SUPPLIES	4/16/2019	212.24	009	W	R
373322	BSN SPORTS	Boys Track Supplies	4/16/2019	2,750.02	300	W	R
373322	BSN SPORTS	Girls Track Supplies	4/16/2019	221.92	300	W	R
373322	BSN SPORTS	Berlin HS- Baseball equipment	4/16/2019	1,404.78	004	W	R
373322	BSN SPORTS	Shipping & Handling	4/16/2019	63.25	004	W	R
373322	BSN SPORTS	Berlin HS- Gymnastic Mats	4/16/2019	5,440.00	004	W	R
373322	BSN SPORTS	5'X3' Nike Floor mat	4/16/2019	350.00	300	W	R
373322	BSN SPORTS	Scorekeeper Numbers	4/16/2019	120.00	300	W	R
373322	BSN SPORTS	Shipplng	4/16/2019	10.80	300	W	R
373322	BSN SPORTS	Molten Volleyballs	4/16/2019	500.00	300	W	R
373322	BSN SPORTS	Shipping	4/16/2019	45.00	300	W	R
373323	Background Investigation	New Hire Background Checks -	4/16/2019	1,614.35	001	W	R
373324	BARNES AND NOBLE	AP books per Quote # 924929	4/16/2019	2,536.20	009	W	R
373324	BARNES AND NOBLE	AP books per Quote # 924929	4/16/2019	510.20	001	W	R
373325	BEREND, DANIEL	MILEAGE AND EXPENSES	4/16/2019	61.36	001	W	R
373326	BETZ, JOHN	Spring Mileage	4/16/2019	179.36	300	W	R
373327	BIRD, COURTNEY	Reimbursement to Courtney Bird	4/16/2019	128.75	200	W	R
373328	BLACKBOARD INC.	WEBSITE UPDATING FOR NEW BRAND	4/16/2019	3,300.00	001	W	R
373329	Boundless Behavioral Health	EDUCATIONAL SERVICES FOR IEP	4/16/2019	20,375.00	516	W	W
373329	Boundless Behavioral Health	EDUCATIONAL SERVICES FOR IEP	4/16/2019	20,375.00	516	W	W
373330	Bridgeway Academy	EDUCATIONAL SERVICES FOR IEP	4/16/2019	3,632.00	516	W	R
373331	BRIGHT WHITE PAPER COMPANY	Black on white 23" roll	4/16/2019	449.75	001	W	R
373331	BRIGHT WHITE PAPER COMPANY	Blue on white 23" roll	4/16/2019	449.75	001	W	R
373332	The Buckeye Ranch, Inc.	"The Buckeye Ranch"	4/16/2019	1,040.00	001	W	R
373332	The Buckeye Ranch, Inc.	"The Buckeye Ranch"	4/16/2019	1,950.00	001	W	R
373333	BUREAU OF EDUCATION &	Develop Students	4/16/2019	259.00	001	W	R
373334	Burton, Frederick	What is Thinking - PD will be	4/16/2019	-	590	W	V
373335	ALL-LINES LEASING	Scrubbers	4/16/2019	2,705.71	001	W	R
373336	CDW-G INC.	Epson ELPLP42 Projector Bulb.	4/16/2019	99.00	001	W	R
373336	CDW-G INC.	See attached quote for student	4/16/2019	1,823.25	001	W	R
373336	CDW-G INC.	HP-Probook 470 GS	4/16/2019	800.91	516	W	R
373336	CDW-G INC.	TEACHINGS AIDS - SCIENCE	4/16/2019	257.67	001	W	R
373336	CDW-G INC.	Epson ELPLP60 Replacement	4/16/2019	109.00	001	W	R
373337	COIAAA	FALL/SPRING	4/16/2019	50.00	300	W	W
373338	COSI	COSI MYTHIC CREATIVE EXHIBIT	4/16/2019	308.00	018	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	93.35	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	205.45	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	219.00	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	65.70	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	186.15	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	142.35	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	481.80	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	65.70	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	21.90	300	W	R
373339	CAPITAL AWARDS, INC.	WINTER 2018-19	4/16/2019	186.15	300	W	R
373340	CENTRAL OHIO BEHAVIORAL CONSUL	NOVEMBER - CONSULTING	4/16/2019	2,250.00	516	W	W
373340	CENTRAL OHIO BEHAVIORAL CONSUL	NOVEMBER - CONSULTING	4/16/2019	343.75	516	W	W
373340	CENTRAL OHIO BEHAVIORAL CONSUL	NOVEMBER - CONSULTING	4/16/2019	687.50	516	W	W
373340	CENTRAL OHIO BEHAVIORAL CONSUL	NOVEMBER - CONSULTING	4/16/2019	1,062.50	516	W	W
373340	CENTRAL OHIO BEHAVIORAL CONSUL	NOVEMBER - CONSULTING	4/16/2019	1,281.25	516	W	W
373341	Central Ohio Door Control LLC	Berlin HS- Liftmaster door	4/16/2019	3,500.00	004	W	R
373342	CHOICE LITERACY	Choice Literacy site license	4/16/2019	2,449.00	590	W	W
373343	COLUMBUS CLAY AND	Variety of different colored	4/16/2019	960.04	009	W	R
373343	COLUMBUS CLAY AND	50 POUNDS LAGUNA B MIX	4/16/2019	847.50	009	W	R
373343	COLUMBUS CLAY AND	Buff moist clay Catalog	4/16/2019	280.00	009	W	R
373343	COLUMBUS CLAY AND	Shipping/Handling	4/16/2019	85.00	009	W	R
373343	COLUMBUS CLAY AND	125 CC white moist clay	4/16/2019	280.00	009	W	R
373343	COLUMBUS CLAY AND	Shipping/handling	4/16/2019	55.00	009	W	R
373343	COLUMBUS CLAY AND	SKUTT PARTS	4/16/2019	569.15	009	W	R
373344	CONSTRUCTION ANALYSIS, LLC	2018 Elementary School	4/16/2019	7,800.00	004	W	W
373345	CROSS THREAD SOLUTIONS	Interpreter (Vietnamese)	4/16/2019	127.90	516	W	R
373345	CROSS THREAD SOLUTIONS	Interpreter (Spanish)	4/16/2019	112.24	516	W	R
373345	CROSS THREAD SOLUTIONS	Interpreter (TELUGU)	4/16/2019	120.36	516	W	R
373346	CROTHERS, NICHOLE	MTSS and Meeting the Needs of	4/16/2019	44.08	590	W	R
373347	DC REPROGRAPHICS CO.	Professional printing services	4/16/2019	1,035.90	003	W	R
373347	DC REPROGRAPHICS CO.	Professional printing services	4/16/2019	103.50	003	W	R
373348	DLL Finance LLC	2018-2019 monthly rental	4/16/2019	295.00	300	W	R
373349	D'AMATO, DORA	SUPPLIES AND GROCERIES FOR	4/16/2019	300.00	200	W	R
373350	DAVIS, JAYME	Guidance Counselor mileage	4/16/2019	71.34	001	W	R
373351	DAVIS, KRISTA	REIMBURSEMENT OF EXPENSES FOR	4/16/2019	1,474.46	001	W	R
373352	Davis, Nathan	MILEAGE REIMBURSEMENT JAN-MAR	4/16/2019	140.94	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373353	DAYTON CINCINNATI TECHNOLOGY	ASUS Chromebit	4/16/2019	168.00	001	W	R
373353	DAYTON CINCINNATI TECHNOLOGY	Google Management Console	4/16/2019	48.00	001	W	R
373353	DAYTON CINCINNATI TECHNOLOGY	24 Chromebits for Kiosk	4/16/2019	2,640.00	001	W	R
373354	DECKER EQUIPMENT	MR8ND Tack Strip Display Rails	4/16/2019	922.24	001	W	R
373354	DECKER EQUIPMENT	shipping	4/16/2019	51.13	001	W	R
373355	AMAZON.COM	Supplies for Family Consumer	4/16/2019	999.37	001	W	R
373356	DELAWARE GENERAL HEALTH DIST.	HEALTH SERVICES FOR OLSD	4/16/2019	73.00	001	W	R
373356	DELAWARE GENERAL HEALTH DIST.	HEALTH SERVICES FOR OLSD	4/16/2019	73.00	001	W	R
373357	DELAWARE GAZETTE	Required advertising/legal ad	4/16/2019	452.25	001	W	R
373358	DELAWARE-MORROW MENTAL HEALTH	EDUCATIONAL SERVICES FOR IEP	4/16/2019	22,750.00	516	W	R
373359	DEMCO	Media Center supplies. Cart	4/16/2019	385.32	001	W	R
373360	D'ERRICO, NICK	Guidance Counselor mileage	4/16/2019	49.30	001	W	R
373361	DICK BLICK ART MATERIALS	STUDENT ART SUPPLIES	4/16/2019	1,793.16	009	W	R
373361	DICK BLICK ART MATERIALS	13007-2656 SMOOTH BLACK MAT	4/16/2019	95.25	009	W	R
373361	DICK BLICK ART MATERIALS	13007-2656 SMOOTH BLACK MAT	4/16/2019	285.75	009	W	R
373361	DICK BLICK ART MATERIALS	13007-2653 SMOOTH BLACK MAT	4/16/2019	105.50	009	W	R
373361	DICK BLICK ART MATERIALS	SCHOOL DISCOUNT	4/16/2019	(57.25)	009	W	R
373361	DICK BLICK ART MATERIALS	Blick scholastic short white	4/16/2019	257.34	001	W	R
373361	DICK BLICK ART MATERIALS	Blick scholastic brush set-one	4/16/2019	318.75	001	W	R
373361	DICK BLICK ART MATERIALS	SEE ATTACHED LIST OF SUPPLIES	4/16/2019	96.93	009	W	R
373361	DICK BLICK ART MATERIALS	SEE ATTACHED LIST OF SUPPLIES	4/16/2019	57.83	009	W	R
373362	DIGITAL IMPRESSIONS	TEACHING AIDS - HIGH SCHOOL	4/16/2019	248.69	001	W	R
373362	DIGITAL IMPRESSIONS	Set up	4/16/2019	15.00	001	W	R
373363	Columbus State Community	Multi-Vendor College Credit	4/16/2019	22,970.65	001	W	W
373364	OTTERBEIN UNIVERSITY	Multi-Vendor College Credit	4/16/2019	3,231.04	001	W	R
373365	EDUCATIONAL INNOVATIONS INC	ENV-125 ENVIROBOND - 454 G	4/16/2019	17.95	009	W	R
373365	EDUCATIONAL INNOVATIONS INC	SHIPPING	4/16/2019	7.95	009	W	R
373366	EDUCATIONAL SERVICE CENTER	AESOP/Veritime Services	4/16/2019	32,051.87	001	W	R
373366	EDUCATIONAL SERVICE CENTER	UPPER ARLINGTON HI SUPPORT	4/16/2019	1,960.40	516	W	R
373366	EDUCATIONAL SERVICE CENTER	UPPER ARLINGTON HI PROGRAM	4/16/2019	13,642.38	516	W	R
373366	EDUCATIONAL SERVICE CENTER	UPPER ARLINGTON HI SUPPORT	4/16/2019	713.01	516	W	R
373366	EDUCATIONAL SERVICE CENTER	MENTOR TRAINING thru the ESCCO	4/16/2019	126.00	001	W	R
373367	EMBROIDERY DESIGN GROUP	FORT ORANGE - ITEMS FOR RESALE	4/16/2019	611.50	300	W	R
373368	Fedak, Tori	MILEAGE REIMBURSEMENT JAN-MAR	4/16/2019	30.74	001	W	R
373368	Fedak, Tori	MILEAGE REIMBURSEMENT JAN-MAR	4/16/2019	59.39	001	W	R
373369	FETTE, JACK	Mileage & Expenses	4/16/2019	51.10	001	W	W
373370	First Response Pest Management	SMS bi-weekly pest treatment	4/16/2019	375.00	001	W	R
373371	FLICHIA	WIGWAM APR-MAY	4/16/2019	912.10	300	W	R
373372	FLOURISH INTEGRATED THERAPY	THERAPY SERVICES FOR	4/16/2019	276.25	516	W	R
373373	FOLLETT SCHOOL SOLUTIONS, INC	see attached list of books for	4/16/2019	223.97	018	W	R
373373	FOLLETT SCHOOL SOLUTIONS, INC	see attached list of books for	4/16/2019	229.53	018	W	R
373373	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY - NEW BOOKS	4/16/2019	14.37	001	W	R
373373	FOLLETT SCHOOL SOLUTIONS, INC	New Books for Library.	4/16/2019	283.83	001	W	R
373374	GBC	REPAIR CONTRACT FOR LAMINATER	4/16/2019	625.10	001	W	R
373374	GBC	CONTRACT #1534248	4/16/2019	94.36	001	W	R
373375	Gellner, Dawn	3Q Mileage	4/16/2019	12.67	001	W	W
373376	GILLIAM, DERRICK	MILEAGE EXPENSES FOR DERRICK	4/16/2019	80.04	001	W	W
373377	GOPHER SPORT	Gopher Rainbow Classicoat Foam	4/16/2019	360.13	001	W	R
373377	GOPHER SPORT	Gopher Rainbow Classicoat Foam	4/16/2019	(360.12)	001	W	R
373377	GOPHER SPORT	Gopher Rainbow Classicoat Foam	4/16/2019	450.16	001	W	R
373377	GOPHER SPORT	STUDENT FEES - LIFETIME	4/16/2019	354.60	009	W	R
373377	GOPHER SPORT	29-688 Gopher Team Wrist Bands	4/16/2019	37.44	001	W	R
373377	GOPHER SPORT	29-690 Gopher Team Wrist Bands	4/16/2019	37.44	001	W	R
373377	GOPHER SPORT	29-686 Gopher Team Wrist Bands	4/16/2019	37.44	001	W	R
373377	GOPHER SPORT	29-689 Gopher Team Wrist Bands	4/16/2019	37.44	001	W	R
373378	GRIFFITHS, ROBERT	MILEAGE REIMBURSEMENT JAN-MAR	4/16/2019	25.52	001	W	R
373379	Gudenkauf Corporation	Liberty High School- labor	4/16/2019	4,173.19	003	W	R
373380	HOSA - Future Health	31 STUDENTS STATE DUES	4/16/2019	1,240.00	200	W	W
373381	HAMILTON, WHITNEY	MILEAGE REIMBURSEMENT JAN-MAR	4/16/2019	32.48	001	W	W
373382	HAUGLAND LEARNING CENTER	EDUCATIONAL SERVICES FOR IEP	4/16/2019	2,750.00	516	W	R
373382	HAUGLAND LEARNING CENTER	EDUCATIONAL SERVICES FOR IEP	4/16/2019	7,500.00	516	W	R
373382	HAUGLAND LEARNING CENTER	EDUCATIONAL SERVICES FOR IEP	4/16/2019	5,500.00	516	W	R
373383	HEALTHCARE BILLING SERVICES, I	MEDICAID RECEIPTS - FY 1	4/16/2019	957.88	001	W	R
373384	HEINEMANN	Reading Mini lessons	4/16/2019	99.00	001	W	R
373384	HEINEMANN	Shipping	4/16/2019	9.90	001	W	R
373385	HENDERSON TRUCKING CO.	Berlin HS- Gravel/trucking	4/16/2019	841.46	004	W	R
373386	HERFF JONES	graduation cords	4/16/2019	382.49	009	W	W
373387	HOME DEPOT	OPEN PO FOR MATERIALS USED BY	4/16/2019	89.45	009	W	R
373387	HOME DEPOT	OPEN PO FOR TEACHING AIDS	4/16/2019	-	001	W	R
373388	Howell, Vicki	OBHS nurse, Vicki Howell had	4/16/2019	5.00	001	W	R
373388	Howell, Vicki	OASN State Conf.	4/16/2019	277.80	001	W	R
373389	Imagine Missions Inc.	CLUB ACCOUNTS -	4/16/2019	1,000.00	200	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373390	Interim Healthcare Delaware	NURSING SERVICES FOR IEP	4/16/2019	682.50	001	W	R
373390	Interim Healthcare Delaware	NURSING SERVICES FOR IEP	4/16/2019	673.75	001	W	R
373391	Johnson, Josh	Guidance Counselor mileage	4/16/2019	59.16	001	W	R
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Staff Registration Fee	4/16/2019	-	516	W	W
373392	Kuypers Consulting, Inc.	Add T. Riedel and L. Metheney	4/16/2019	150.00	516	W	W
373392	Kuypers Consulting, Inc.	Add T. Riedel and L. Metheney	4/16/2019	150.00	516	W	W
373393	EQUIFAX WORKFORCE SOLUTIONS	UNEMPLOYMENT SERVICES	4/17/2019	930.80	001	W	R
373394	OHIO DEPARTMENT OF JOB AND	CLASSIFIED UNEMPLOYMENT	4/17/2019	421.94	001	W	R
373394	OHIO DEPARTMENT OF JOB AND	CLASSIFIED UNEMP	4/17/2019	262.00	001	W	R
373394	OHIO DEPARTMENT OF JOB AND	UNEMP CREDIT	4/17/2019	(277.57)	001	W	R
373395	Wamsley, Erin	Mileage reimbursement for	4/17/2019	269.12	001	W	R
373396	AMERICAN ELECTRIC POWER	Alum Creek	4/17/2019	3,765.55	001	W	R
373396	AMERICAN ELECTRIC POWER	Arrowhead	4/17/2019	3,431.52	001	W	R
373396	AMERICAN ELECTRIC POWER	Cheshire	4/17/2019	2,708.70	001	W	R
373396	AMERICAN ELECTRIC POWER	Heritage	4/17/2019	887.90	001	W	R
373396	AMERICAN ELECTRIC POWER	Indian Springs	4/17/2019	4,014.30	001	W	R
373396	AMERICAN ELECTRIC POWER	Tyler Run	4/17/2019	16.22	001	W	R
373396	AMERICAN ELECTRIC POWER	Shanahan Middle	4/17/2019	5,146.39	001	W	R
373396	AMERICAN ELECTRIC POWER	Berlin High School	4/17/2019	13,491.30	001	W	R
373396	AMERICAN ELECTRIC POWER	Olentangy High School	4/17/2019	17,832.59	001	W	R
373396	AMERICAN ELECTRIC POWER	Liberty High School	4/17/2019	20,485.32	001	W	R
373396	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	4/17/2019	1,142.95	001	W	R
373396	AMERICAN ELECTRIC POWER	Olentangy Academy	4/17/2019	3,915.96	001	W	R
373396	AMERICAN ELECTRIC POWER	Olentangy Administrative	4/17/2019	4,423.44	001	W	R
373396	AMERICAN ELECTRIC POWER	Food Service D/W	4/17/2019	1,215.90	006	W	R
373397	FRONTIER NORTH INC.	increase po	4/17/2019	7,654.57	001	W	R
373397	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	4/17/2019	167.24	001	W	R
373398	AT & T	District Wide Long Distance	4/17/2019	301.99	001	W	R
373399	PITNEY BOWES INC.	FY17- POSTAGE MACHINES FOR	4/17/2019	859.00	001	W	R
373399	PITNEY BOWES INC.	FY17- POSTAGE MACHINES FOR	4/17/2019	299.00	001	W	R
373400	CITY OF COLUMBUS, TREASURER	OMES Water and Sewer	4/17/2019	1,554.92	001	W	R
373400	CITY OF COLUMBUS, TREASURER	Food Service Water OMES 2.5%	4/17/2019	48.09	006	W	R
373401	PRODIGY STUDENT TRAVEL	2019 WASHINGTON, D.C.	4/17/2019	24,320.83	200	W	R
373401	PRODIGY STUDENT TRAVEL		4/17/2019	728.58	200	W	R
373402	NorthStar Golf Club, LLC	Final payment for 2019 Prom	4/17/2019	3,105.00	200	W	R
373403	PITNEY BOWES	Add funds to online account	4/17/2019	50.00	001	W	R
373404	ROBBERTZ, HOLLY	AOGPE REIMBURSEMENT FOR	4/17/2019	942.73	516	W	R
373405	ZELLER, CHRISTINA	Project Zero Artful Thinking &	4/17/2019	670.67	590	W	R
373406	U.S. AWARDS INC	Chenille patches - awards	4/17/2019	473.06	300	W	R
373407	PESI, LLC	REGISTRATION FEE FOR "Rewire	4/17/2019	569.97	516	W	R
373408	JOHN DEERE FINANCIAL	May and June lease for John	4/17/2019	1,407.44	001	W	R
373409	Columbus Zoological Park	WALK-A-THON FUNDRAISER FOR	4/17/2019	1,500.00	200	W	R
373409	Columbus Zoological Park	INCREASE PO DUE TO ADDITIONAL	4/17/2019	500.00	200	W	R
373410	Bull's Eye Brands Inc.	Food/OHS Jan.-March, 2019	4/17/2019	753.00	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OHS Jan.-March, 2019	4/17/2019	123.69	006	W	R
373410	Bull's Eye Brands Inc.	Food/OHS Jan.-March, 2019	4/17/2019	876.53	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OHS Jan.-March, 2019	4/17/2019	164.92	006	W	R
373410	Bull's Eye Brands Inc.	Food/OHS Jan.-March, 2019	4/17/2019	1,224.48	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OHS Jan.-March, 2019	4/17/2019	-	006	W	R
373410	Bull's Eye Brands Inc.	Food/LHS	4/17/2019	862.33	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/LHS	4/17/2019	247.38	006	W	R
373410	Bull's Eye Brands Inc.	Food/LHS	4/17/2019	176.40	006	W	R
373410	Bull's Eye Brands Inc.	Food/LHS	4/17/2019	964.73	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/LHS	4/17/2019	164.92	006	W	R
373410	Bull's Eye Brands Inc.	Food/OOHS	4/17/2019	1,353.06	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OOHS	4/17/2019	164.92	006	W	R
373410	Bull's Eye Brands Inc.	Food/OOHS	4/17/2019	1,934.19	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OOHS	4/17/2019	288.61	006	W	R
373410	Bull's Eye Brands Inc.	Food/OOHS	4/17/2019	915.20	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OOHS	4/17/2019	206.15	006	W	R
373410	Bull's Eye Brands Inc.	Food/OBHS	4/17/2019	631.80	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OBHS	4/17/2019	82.46	006	W	R
373410	Bull's Eye Brands Inc.	Food/OBHS	4/17/2019	876.53	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OBHS	4/17/2019	164.92	006	W	R
373410	Bull's Eye Brands Inc.	Food/OBHS	4/17/2019	367.73	006	W	R
373410	Bull's Eye Brands Inc.	Non-Food/OBHS	4/17/2019	41.23	006	W	R
373411	Jet's Pizza - Lewis Center	Food/WRE Jan.-March, 2019	4/17/2019	435.50	006	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373411	Jet's Pizza - Lewis Center	ACE	4/17/2019	405.00	006	W	R
373411	Jet's Pizza - Lewis Center	SRE	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	AES	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	OCE	4/17/2019	405.00	006	W	R
373411	Jet's Pizza - Lewis Center	TRE	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	WCE	4/17/2019	390.00	006	W	R
373411	Jet's Pizza - Lewis Center	ISE	4/17/2019	377.00	006	W	R
373411	Jet's Pizza - Lewis Center	GOE	4/17/2019	435.50	006	W	R
373411	Jet's Pizza - Lewis Center	OME	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	LTE	4/17/2019	395.50	006	W	R
373411	Jet's Pizza - Lewis Center	JCE	4/17/2019	466.50	006	W	R
373411	Jet's Pizza - Lewis Center	FTE	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	CES	4/17/2019	-	006	W	R
373411	Jet's Pizza - Lewis Center	HES	4/17/2019	429.50	006	W	R
373411	Jet's Pizza - Lewis Center	SMS	4/17/2019	800.00	006	W	R
373411	Jet's Pizza - Lewis Center	LMS	4/17/2019	993.00	006	W	R
373411	Jet's Pizza - Lewis Center	OMS	4/17/2019	1,081.50	006	W	R
373411	Jet's Pizza - Lewis Center	HMS	4/17/2019	909.00	006	W	R
373411	Jet's Pizza - Lewis Center	BMS	4/17/2019	817.50	006	W	R
373411	Jet's Pizza - Lewis Center	OHS	4/17/2019	819.00	006	W	R
373411	Jet's Pizza - Lewis Center	LHS	4/17/2019	1,326.00	006	W	R
373411	Jet's Pizza - Lewis Center	OOHS	4/17/2019	1,020.50	006	W	R
373411	Jet's Pizza - Lewis Center	OBHS	4/17/2019	468.00	006	W	R
373412	DONATOS PIZZA, INC.	Food/WRE Jan.-March, 2019	4/17/2019	429.00	006	W	R
373412	DONATOS PIZZA, INC.	SRE	4/17/2019	400.40	006	W	R
373412	DONATOS PIZZA, INC.	TRE	4/17/2019	522.80	006	W	R
373413	BATTERIES PLUS	Food Service Maintenance -	4/17/2019	125.70	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	154.46	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	449.42	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	143.70	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	168.57	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	191.53	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	1,283.86	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	93.25	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	102.56	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	48.66	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	54.89	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	205.26	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	68.11	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	248.89	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	151.68	006	W	R
373414	COMMERCIAL PARTS	Food Service Maintenance -	4/17/2019	55.26	006	W	R
373415	Dayton Appliance Parts Co.	Food Service Maintenance -	4/17/2019	110.12	006	W	R
373416	Environmental Air, Inc.	Food Service Maintenance -	4/17/2019	410.00	006	W	R
373417	HOSHIZAKI NORTH CENTRAL	Food Service Maintenance -	4/17/2019	263.91	006	W	R
373417	HOSHIZAKI NORTH CENTRAL	Food Service Maintenance -	4/17/2019	(93.15)	006	W	R
373418	MENARDS INC	Food Service Maintenance -	4/17/2019	98.46	006	W	R
373418	MENARDS INC	Food Service Maintenance -	4/17/2019	71.35	006	W	R
373418	MENARDS INC	Food Service Maintenance -	4/17/2019	5.99	006	W	R
373418	MENARDS INC	Food Service Maintenance -	4/17/2019	28.97	006	W	R
373419	SOUTHARD SUPPLY INC.	Food Service Maintenance -	4/17/2019	20.72	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	30.53	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	191.68	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	128.10	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	87.46	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	126.26	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	7.80	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	8.37	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	135.00	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	58.48	006	W	R
373420	UNITED REFRIGERATION	Food Service Maintenance -	4/17/2019	66.06	006	W	R
373421	Hershey's Ice Cream	Food/WRE Jan.-March, 2019	4/17/2019	507.48	006	W	R
373421	Hershey's Ice Cream	Food/ACE	4/17/2019	211.20	006	W	R
373421	Hershey's Ice Cream	Food/SRE	4/17/2019	195.60	006	W	R
373421	Hershey's Ice Cream	Food/AES	4/17/2019	431.88	006	W	R
373421	Hershey's Ice Cream	Food/OCE	4/17/2019	173.76	006	W	R
373421	Hershey's Ice Cream	Food/TRE	4/17/2019	153.36	006	W	R
373421	Hershey's Ice Cream	Food/WCE	4/17/2019	379.20	006	W	R
373421	Hershey's Ice Cream	Food/ISE	4/17/2019	337.68	006	W	R
373421	Hershey's Ice Cream	Food/GOE	4/17/2019	180.24	006	W	R
373421	Hershey's Ice Cream	Food/OME	4/17/2019	362.88	006	W	R
373421	Hershey's Ice Cream	Food/LTE	4/17/2019	149.76	006	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373421	Hershey's Ice Cream	Food/JCE	4/17/2019	-	006	W	R
373421	Hershey's Ice Cream	Food/FTE	4/17/2019	203.16	006	W	R
373421	Hershey's Ice Cream	Food/CES	4/17/2019	358.32	006	W	R
373421	Hershey's Ice Cream	Food/HES	4/17/2019	406.32	006	W	R
373421	Hershey's Ice Cream	Food/SMS	4/17/2019	544.32	006	W	R
373421	Hershey's Ice Cream	Food/LMS	4/17/2019	344.88	006	W	R
373421	Hershey's Ice Cream	Food/OMS	4/17/2019	495.72	006	W	R
373421	Hershey's Ice Cream	Food/HMS	4/17/2019	751.56	006	W	R
373421	Hershey's Ice Cream	Food/BMS	4/17/2019	460.80	006	W	R
373421	Hershey's Ice Cream	Food/OHS	4/17/2019	141.12	006	W	R
373421	Hershey's Ice Cream	Food/LHS	4/17/2019	276.00	006	W	R
373421	Hershey's Ice Cream	Food/OOHS	4/17/2019	445.92	006	W	R
373421	Hershey's Ice Cream	Food/OBHS	4/17/2019	-	006	W	R
373422	OLENTANGY ORANGE HIGH SCHOOL	PRINCIPAL'S FUND	4/18/2019	90.00	018	W	R
373428	CITY OF POWELL	Elementary School Additions-	4/22/2019	571.65	004	W	R
373429	LIBERTY TOWNSHIP	Elementary School Additions-	4/22/2019	325.00	004	W	R
373430	CITY OF POWELL	Elementary School Additions-	4/22/2019	557.23	004	W	R
373431	LIBERTY TOWNSHIP	Elementary School Additions-	4/22/2019	325.00	004	W	R
373432	COIAAA	REGISTRATION FOR SPRING	4/24/2019	50.00	300	W	W
373433	AMAZON.COM	SUPPLIES	4/24/2019	92.97	300	W	W
373433	AMAZON.COM	Electric Hot Plate, white	4/24/2019	173.00	001	W	W
373433	AMAZON.COM	STUDENT FEES - INDUSTRIAL TECH	4/24/2019	29.95	009	W	W
373433	AMAZON.COM	STUDENT FEES - INDUSTRIAL TECH	4/24/2019	119.94	009	W	W
373433	AMAZON.COM	District Wide Furniture and	4/24/2019	44.85	001	W	W
373433	AMAZON.COM	District Wide Furniture and	4/24/2019	43.80	001	W	W
373433	AMAZON.COM	District Wide Furniture and	4/24/2019	58.40	001	W	W
373433	AMAZON.COM	District Wide Furniture and	4/24/2019	(43.80)	001	W	W
373433	AMAZON.COM	Berlin HS- MH Unit Furniture	4/24/2019	99.95	004	W	W
373433	AMAZON.COM	STUDENT FEES - FCS	4/24/2019	973.71	009	W	W
373433	AMAZON.COM	OCTOBER CLASSROOM MATERIALS	4/24/2019	160.17	516	W	W
373433	AMAZON.COM	STUDENT FEES - VISUAL ART	4/24/2019	138.47	009	W	W
373433	AMAZON.COM	Classroom speakers	4/24/2019	45.82	001	W	W
373433	AMAZON.COM	Misc. Teaching Aids	4/24/2019	5.75	001	W	W
373433	AMAZON.COM	OontZ Angle 3 Ultra: Portable	4/24/2019	39.99	018	W	W
373433	AMAZON.COM	3rd Quarter Clinic Supplies	4/24/2019	94.70	001	W	W
373433	AMAZON.COM	3rd Quarter Clinic Supplies	4/24/2019	9.20	001	W	W
373433	AMAZON.COM	3rd Quarter Clinic Supplies	4/24/2019	31.20	001	W	W
373433	AMAZON.COM	3rd Quarter Amazon Purchase	4/24/2019	200.00	001	W	W
373433	AMAZON.COM	3rd Quarter Amazon purchases	4/24/2019	45.29	001	W	W
373433	AMAZON.COM	3rd Quarter Amazon purchases	4/24/2019	44.99	001	W	W
373433	AMAZON.COM	3rd Quarter Amazon purchases	4/24/2019	37.95	001	W	W
373433	AMAZON.COM	General Supplies	4/24/2019	19.99	001	W	W
373433	AMAZON.COM	General Supplies	4/24/2019	92.25	001	W	W
373433	AMAZON.COM	General Supplies	4/24/2019	31.98	001	W	W
373433	AMAZON.COM	General Supplies	4/24/2019	25.98	001	W	W
373433	AMAZON.COM	General Supplies	4/24/2019	25.37	001	W	W
373433	AMAZON.COM	Misc. Items for Social Studies	4/24/2019	32.00	001	W	W
373433	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	263.43	009	W	W
373433	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	49.95	009	W	W
373433	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	59.50	009	W	W
373433	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	39.98	009	W	W
373433	AMAZON.COM	Misc. classroom supplies for	4/24/2019	49.64	001	W	W
373433	AMAZON.COM	Misc. classroom supplies for	4/24/2019	30.39	001	W	W
373433	AMAZON.COM	SUPPLIES	4/24/2019	10.99	001	W	W
373433	AMAZON.COM	Art Student Consumables for	4/24/2019	63.46	009	W	W
373433	AMAZON.COM	Art Student Consumables for	4/24/2019	12.25	009	W	W
373433	AMAZON.COM	Art Student Consumables for	4/24/2019	27.41	009	W	W
373433	AMAZON.COM	Art Student Consumables for	4/24/2019	195.37	009	W	W
373434	Harvard University	Project Zero, July 2019,	4/24/2019	3,460.00	590	W	W
373434	Harvard University	Project Zero, July 2019,	4/24/2019	3,295.00	590	W	W
373434	Harvard University	Project Zero, July 2019,	4/24/2019	3,460.00	590	W	W
373434	Harvard University	Project Zero, July 2019,	4/24/2019	3,460.00	590	W	W
373434	Harvard University	Project Zero, July 2019,	4/24/2019	3,460.00	590	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	5.29	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	112.58	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	74.79	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	68.96	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	8.69	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	24.71	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	8.89	001	W	W
373435	AMAZON.COM	OPEN PO FOR OFFICE SUPPLIES	4/24/2019	26.47	001	W	W
373435	AMAZON.COM	LAMINATION FILM	4/24/2019	532.90	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	78.02	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	178.56	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	97.48	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	110.09	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	46.42	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	269.97	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	62.87	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	48.35	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	9.98	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	65.20	001	W	W
373435	AMAZON.COM	OPEN PO TO MULTI GRADE	4/24/2019	29.96	001	W	W
373435	AMAZON.COM	Insect Lore Deluxe Butterfly	4/24/2019	111.52	009	W	W
373435	AMAZON.COM	Stapler and assorted stickers	4/24/2019	16.10	001	W	W
373435	AMAZON.COM	Stapler and assorted stickers	4/24/2019	28.64	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	33.72	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	125.33	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	21.31	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	163.83	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	77.96	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES PER ATTACHED	4/24/2019	25.44	001	W	W
373435	AMAZON.COM	LIBRARY SUPPLIES APR-MAY	4/24/2019	147.40	001	W	W
373435	AMAZON.COM	Cart forwarded to V. Bober	4/24/2019	99.90	001	W	W
373435	AMAZON.COM	Cart forwarded to V. Bober	4/24/2019	9.59	001	W	W
373435	AMAZON.COM	Cart forwarded to V. Bober	4/24/2019	1,608.65	001	W	W
373435	AMAZON.COM	Cart forwarded to V. Bober	4/24/2019	25.08	001	W	W
373435	AMAZON.COM	Cart forwarded to V. Bober	4/24/2019	365.52	001	W	W
373435	AMAZON.COM	Classroom supplies for 3rd	4/24/2019	35.99	001	W	W
373435	AMAZON.COM	Classroom supplies for 3rd	4/24/2019	40.79	001	W	W
373435	AMAZON.COM	Art - see attached	4/24/2019	5.99	001	W	W
373435	AMAZON.COM	Art - see attached	4/24/2019	203.45	001	W	W
373436	Riddell All American	Football Helmets	4/24/2019	2,795.23	001	W	R
373437	AMAZON.COM	See attached Cart	4/24/2019	87.96	001	W	W
373437	AMAZON.COM	AM/FM BATTERY OPERATED	4/24/2019	25.96	001	W	W
373437	AMAZON.COM	Q2 OPEN PO FOR SCHOOL	4/24/2019	227.46	001	W	W
373437	AMAZON.COM	Q2 OPEN PO FOR SCHOOL	4/24/2019	30.70	001	W	W
373438	COLUMBUS ATHENAEUM	ATHENAEUM FINAL PAYMENT	4/24/2019	11,025.40	200	W	R
373439	AMAZON.COM	GIRLS'X COLOR CHANGING HAIR	4/24/2019	140.00	009	W	W
373439	AMAZON.COM	SHIPPING	4/24/2019	1.24	009	W	W
373439	AMAZON.COM	CHIBITRONICS WHITE LED CIRCUIT	4/24/2019	180.00	009	W	W
373439	AMAZON.COM	LICB CR2032 3V LITHIUM BATTERY	4/24/2019	69.90	009	W	W
373439	AMAZON.COM	CHIBITRONICS COPPER TAPE	4/24/2019	81.00	009	W	W
373439	AMAZON.COM	CHIBITRONICS CIRCUIT STICKERS	4/24/2019	120.00	009	W	W
373439	AMAZON.COM	CONSTRUCTIVE PLAYTHINGS TEDCO	4/24/2019	91.84	009	W	W
373439	AMAZON.COM	KORLON 1000 PCS UV BEADS COLOR	4/24/2019	8.99	009	W	W
373439	AMAZON.COM	TENN WELL COTTON STRING	4/24/2019	7.99	009	W	W
373439	AMAZON.COM	CLUB ACCOUNTS - STUDENT	4/24/2019	54.65	200	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	11.98	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.49	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	77.45	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.44	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.95	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	11.96	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	17.97	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.99	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	23.92	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	7.31	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.97	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.99	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	7.49	001	W	W
373439	AMAZON.COM	To order books from Amazon	4/24/2019	5.99	001	W	W
373439	AMAZON.COM	Opoway Pen Light with Pupil	4/24/2019	17.98	001	W	W
373439	AMAZON.COM	Goody Hair Products Family Set	4/24/2019	4.90	001	W	W
373439	AMAZON.COM	Mantello Wet and Dry Detangle	4/24/2019	8.99	001	W	W
373439	AMAZON.COM	Fruit of the Loom Big Boys 10	4/24/2019	9.99	001	W	W
373439	AMAZON.COM	Avery Binder Pockets, Clear	4/24/2019	7.98	001	W	W
373439	AMAZON.COM	Nail Clippers set, Atmoko	4/24/2019	7.99	001	W	W
373439	AMAZON.COM	See attached cart	4/24/2019	85.24	001	W	W
373440	EMC/PARADIGM PUBLISHING	32-952 Teddy Bear's Picnic -	4/24/2019	42.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	36-370 The World of the Family	4/24/2019	45.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	36-540 Our Solar System -	4/24/2019	45.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	36-559 The World of Folklore -	4/24/2019	45.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	49-190 Caves - Safari Magazine	4/24/2019	45.00	572	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373440	EMC/PARADIGM PUBLISHING	66-183 Coral and Other Reefs -	4/24/2019	45.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	Shipping Charges	4/24/2019	26.70	572	W	R
373440	EMC/PARADIGM PUBLISHING	33-436 Fairytales - Safari	4/24/2019	42.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	36-400 Jungle- Safari Magazine	4/24/2019	42.00	572	W	R
373440	EMC/PARADIGM PUBLISHING	Shipping Charges	4/24/2019	10.00	572	W	R
373441	AMAZON.COM	GIFTED SUPPLIES	4/24/2019	288.72	001	W	W
373441	AMAZON.COM	GIFTED TEXT	4/24/2019	49.90	001	W	W
373441	AMAZON.COM	GIFTED TEXT	4/24/2019	5.99	001	W	W
373441	AMAZON.COM	GIFTED TEXT	4/24/2019	176.16	001	W	W
373441	AMAZON.COM	BATTERIES	4/24/2019	147.28	001	W	W
373441	AMAZON.COM	BOOK TAPE, MASKING TAPE,	4/24/2019	172.09	001	W	W
373441	AMAZON.COM	NATIONAL GEOGRAPHIC	4/24/2019	105.76	001	W	W
373441	AMAZON.COM	NATIONAL GEOGRAPHIC	4/24/2019	57.53	001	W	W
373441	AMAZON.COM	NATIONAL GEOGRAPHIC	4/24/2019	(57.53)	001	W	W
373441	AMAZON.COM	11" GOLD STAR TROPHY FOR	4/24/2019	23.99	001	W	W
373441	AMAZON.COM	Teaching aids/all	4/24/2019	63.50	001	W	W
373441	AMAZON.COM	See attached	4/24/2019	160.57	001	W	W
373441	AMAZON.COM	Teaching aids/K (120)	4/24/2019	13.99	001	W	W
373441	AMAZON.COM	Teaching aids/all	4/24/2019	3.01	001	W	W
373441	AMAZON.COM	Amazon	4/24/2019	74.16	001	W	W
373441	AMAZON.COM	NEW BOOKS PER ATTACHED	4/24/2019	149.76	001	W	W
373441	AMAZON.COM	Lanterns for emergency	4/24/2019	19.99	001	W	W
373441	AMAZON.COM	felt tip pens	4/24/2019	5.19	001	W	W
373441	AMAZON.COM	magnet sheets	4/24/2019	24.88	001	W	W
373441	AMAZON.COM	magnetic sheets	4/24/2019	12.95	001	W	W
373441	AMAZON.COM	tempura paint, brown	4/24/2019	16.78	001	W	W
373441	AMAZON.COM	tempera paint set	4/24/2019	30.12	001	W	W
373441	AMAZON.COM	dry erase pockets	4/24/2019	24.88	001	W	W
373441	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	9.99	009	W	W
373441	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	22.91	009	W	W
373441	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	33.70	009	W	W
373441	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	106.53	009	W	W
373441	AMAZON.COM	THE BURN JOURNAL BOOK FOR 7TH	4/24/2019	18.69	009	W	W
373441	AMAZON.COM	ZENITHEN BUNJO BUNGEE DISH	4/24/2019	(347.69)	001	W	W
373441	AMAZON.COM	ZENITHEN BUNJO BUNGEE DISH	4/24/2019	361.90	001	W	W
373441	AMAZON.COM	ZENITHEN BUNJO BUNGEE DISH	4/24/2019	108.72	001	W	W
373441	AMAZON.COM	ZENITHEN BUNJO BUNGEE DISH	4/24/2019	11.29	001	W	W
373441	AMAZON.COM	SUPPLIES	4/24/2019	14.21	018	W	W
373441	AMAZON.COM	Guidance Supplies	4/24/2019	253.68	001	W	W
373441	AMAZON.COM	Guidance Supplies	4/24/2019	19.99	001	W	W
373441	AMAZON.COM	Guidance Supplies	4/24/2019	(19.80)	001	W	W
373441	AMAZON.COM	Guidance Supplies	4/24/2019	33.98	001	W	W
373441	AMAZON.COM	Guidance Supplies	4/24/2019	21.19	001	W	W
373441	AMAZON.COM	TEACHING AIDS - LANGUAGE ARTS	4/24/2019	99.99	001	W	W
373441	AMAZON.COM	TEACHING AIDS - LANGUAGE ARTS	4/24/2019	485.46	001	W	W
373441	AMAZON.COM	SUPPLEMENTAL TEXTS - LANGUAGE	4/24/2019	35.66	001	W	W
373441	AMAZON.COM	GUIDANCE - OFFICE SUPPLIES	4/24/2019	92.97	001	W	W
373441	AMAZON.COM	School counseling supplies	4/24/2019	234.78	001	W	W
373441	AMAZON.COM	School counseling supplies	4/24/2019	12.15	001	W	W
373441	AMAZON.COM	Speakers & Dot coins	4/24/2019	42.97	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	19.95	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	13.94	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	22.63	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	19.27	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	13.99	001	W	W
373441	AMAZON.COM	Gifted Supplies	4/24/2019	243.28	001	W	W
373441	AMAZON.COM	B00625NHJO MY FIRST COLORBOX	4/24/2019	28.91	009	W	W
373441	AMAZON.COM	B07837W5NX UBEESIZE TRIPOD S	4/24/2019	35.98	009	W	W
373441	AMAZON.COM	Teaching aids/ SLC	4/24/2019	34.06	001	W	W
373441	AMAZON.COM	Misc. Books for LA Dept.	4/24/2019	282.38	009	W	W
373441	AMAZON.COM	"No Place" by Todd Strasser	4/24/2019	47.74	009	W	W
373441	AMAZON.COM	"All American Boys" by	4/24/2019	62.82	009	W	W
373441	AMAZON.COM	"The Other Boy" by: Hennessey	4/24/2019	35.67	009	W	W
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	1,083.61	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	8,653.91	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	1,045.25	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	7,981.27	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	6,189.25	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	865.76	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	7,424.59	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	5,562.06	001	W	R
373442	BEEM'S BP DISTRIBUTING INC	Diesel fuel for buses	4/24/2019	1,788.28	001	W	R



OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373443	AMAZON.COM	Madisi Assorted Colorful	4/24/2019	47.98	009	W	W
373443	AMAZON.COM	Everyday Wholesale Earbuds	4/24/2019	84.75	009	W	W
373443	AMAZON.COM	Effective Universal	4/24/2019	33.25	001	W	W
373443	AMAZON.COM	The Art of coaching Teams:	4/24/2019	23.76	001	W	W
373443	AMAZON.COM	Mine the Gap for Mathematical	4/24/2019	33.20	001	W	W
373443	AMAZON.COM	Integrated Multi-Tiered	4/24/2019	34.52	001	W	W
373443	AMAZON.COM	Misc. supplies for Math Dept.	4/24/2019	292.89	001	W	W
373443	AMAZON.COM	Misc. supplies for Math Dept.	4/24/2019	49.28	001	W	W
373443	AMAZON.COM	Alphaprints: wipe clean	4/24/2019	9.09	001	W	W
373443	AMAZON.COM	Charles Leonard Mag Pockets	4/24/2019	13.99	001	W	W
373443	AMAZON.COM	Magnets w/north pole marking	4/24/2019	16.95	001	W	W
373443	AMAZON.COM	Glass dome cabochon tiles	4/24/2019	8.29	001	W	W
373443	AMAZON.COM	Adhesives, multi use glue	4/24/2019	3.97	001	W	W
373443	AMAZON.COM	Wheelchair for the clinic	4/24/2019	136.99	001	W	W
373443	AMAZON.COM	Misc. Books for LA (Cart	4/24/2019	600.49	009	W	W
373443	AMAZON.COM	Mifflin clear Plastic	4/24/2019	44.74	001	W	W
373443	AMAZON.COM	Avery Name Badge Inserts	4/24/2019	13.68	001	W	W
373443	AMAZON.COM	Super Fight Core Deck	4/24/2019	28.99	001	W	W
373443	AMAZON.COM	Ricoh Type M Staple refills	4/24/2019	76.99	001	W	W
373443	AMAZON.COM	L202 - two cups of catepillars	4/24/2019	49.36	001	W	W
373443	AMAZON.COM	shipping	4/24/2019	-	001	W	W
373443	AMAZON.COM	Labels for VIP/Staff Breakfast	4/24/2019	21.55	007	W	W
373443	AMAZON.COM	BOOKS AND MATERIALS - LIBRARY	4/24/2019	129.99	001	W	W
373443	AMAZON.COM	BOOKS AND MATERIALS - LIBRARY	4/24/2019	29.98	001	W	W
373443	AMAZON.COM	BOOKS AND MATERIALS - LIBRARY	4/24/2019	727.49	001	W	W
373443	AMAZON.COM	BOOKS AND MATERIALS - LIBRARY	4/24/2019	159.98	001	W	W
373443	AMAZON.COM	TEACHING AIDS - MATHEMATICS	4/24/2019	10.48	001	W	W
373443	AMAZON.COM	TEACHING AIDS - MATHEMATICS	4/24/2019	134.99	001	W	W
373443	AMAZON.COM	TEACHING AIDS - MATHEMATICS	4/24/2019	157.50	001	W	W
373443	AMAZON.COM	TEACHING AIDS - MATHEMATICS	4/24/2019	225.98	001	W	W
373443	AMAZON.COM	TEACHING AIDS - MATHEMATICS	4/24/2019	14.71	001	W	W
373443	AMAZON.COM	SUPPLEMENTAL TEXTS - PE/HEALTH	4/24/2019	32.40	001	W	W
373443	AMAZON.COM	SUPPLEMENTAL TEXTS - PE/HEALTH	4/24/2019	64.58	001	W	W
373443	AMAZON.COM	SUPPLEMENTAL TEXTS - PE/HEALTH	4/24/2019	129.99	001	W	W
373443	AMAZON.COM	STUDENT FEES - PE/HEALTH	4/24/2019	302.10	009	W	W
373443	AMAZON.COM	STUDENT FEES - PE/HEALTH	4/24/2019	38.44	009	W	W
373443	AMAZON.COM	DRUMS, GIRLS AND DANGEROUS PIE	4/24/2019	68.10	009	W	W
373443	AMAZON.COM	BOY IN THE STRIPPED PAJAMAS	4/24/2019	89.00	009	W	W
373443	AMAZON.COM	THE BREADWINNER	4/24/2019	45.80	009	W	W
373443	AMAZON.COM	COPPER SUN BY SHARON DRAPER	4/24/2019	175.84	009	W	W
373443	AMAZON.COM	SO B IT	4/24/2019	41.94	009	W	W
373443	AMAZON.COM	FISH IN A TREE BY LINDA	4/24/2019	78.88	009	W	W
373443	AMAZON.COM	DRUMS, GIRLS AND DANGEROUS PIE	4/24/2019	30.54	009	W	W
373443	AMAZON.COM	Misc. Language Arts Supplies.	4/24/2019	255.52	001	W	W
373443	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	179.97	009	W	W
373443	AMAZON.COM	SEE ATTACHED FOR SCIENCE LAB	4/24/2019	79.00	009	W	W
373443	AMAZON.COM	Five Smooth Stones/Hope's	4/24/2019	41.70	572	W	W
373443	AMAZON.COM	We are Patriots/Hope's	4/24/2019	41.70	572	W	W
373443	AMAZON.COM	When Freedom Comes/Hope's	4/24/2019	41.70	572	W	W
373443	AMAZON.COM	CoCode Pencil Grips	4/24/2019	26.36	572	W	W
373443	AMAZON.COM	Pencil Grip Crossover - 12 ct	4/24/2019	28.94	572	W	W
373443	AMAZON.COM	Dry Erase Pocket Sheet	4/24/2019	19.97	572	W	W
373443	AMAZON.COM	Eureka Tub of Letter Tiles	4/24/2019	23.98	001	W	W
373443	AMAZON.COM	Microsoft Wireless Display	4/24/2019	66.95	001	W	W
373443	AMAZON.COM	ELPLP60 replacement lamps	4/24/2019	85.18	001	W	W
373443	AMAZON.COM	see list of 2nd grade	4/24/2019	81.90	001	W	W
373443	AMAZON.COM	see list of 2nd grade	4/24/2019	13.96	001	W	W
373443	AMAZON.COM	supplies to finish	4/24/2019	39.01	001	W	W
373443	AMAZON.COM	supplies to finish	4/24/2019	187.31	001	W	W
373443	AMAZON.COM	supplies to finish	4/24/2019	131.97	001	W	W
373444	JEFFRIES, HASAN KWAME	Social Studies PD Work	4/24/2019	1,000.00	001	W	W
373445	AMAZON.COM	items for library maker space	4/24/2019	39.52	001	W	W
373445	AMAZON.COM	items for library maker space	4/24/2019	129.25	001	W	W
373445	AMAZON.COM	bed risers - 10 sets	4/24/2019	93.63	001	W	W
373445	AMAZON.COM	bed risers - 10 sets	4/24/2019	5.17	001	W	W
373445	AMAZON.COM	lockdown magnet strips - set	4/24/2019	94.82	001	W	W
373445	AMAZON.COM	lockdown magnet strips - set	4/24/2019	15.17	001	W	W
373445	AMAZON.COM	high fidelity earplugs 4 pairs	4/24/2019	95.96	001	W	W
373445	AMAZON.COM	items for library maker space	4/24/2019	1,164.78	001	W	W
373445	AMAZON.COM	Title II Professional	4/24/2019	50.66	590	W	W
373445	AMAZON.COM	Title II Professional	4/24/2019	904.00	590	W	W
373445	AMAZON.COM	Lime green binders for	4/24/2019	83.34	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373445	AMAZON.COM	Greystone Secrets #1:The	4/24/2019	50.36	001	W	W
373445	AMAZON.COM	Office Supplies	4/24/2019	23.94	001	W	W
373445	AMAZON.COM	Office Supplies	4/24/2019	15.88	001	W	W
373445	AMAZON.COM	PONY BEADS MMX9MM 1,000 PKG	4/24/2019	11.38	009	W	W
373445	AMAZON.COM	Kindness Crusaders supplies	4/24/2019	72.70	001	W	W
373445	AMAZON.COM	ELPLP Projector Bulbs	4/24/2019	42.82	001	W	W
373445	AMAZON.COM	IPEVO'S	4/24/2019	678.66	001	W	W
373445	AMAZON.COM	COPIER STAPLES	4/24/2019	169.94	001	W	W
373445	AMAZON.COM	INTERVENTION SUPPLIES	4/24/2019	39.95	001	W	W
373445	AMAZON.COM	INTERVENTION SUPPLIES	4/24/2019	105.76	001	W	W
373445	AMAZON.COM	INTERVENTION SUPPLIES	4/24/2019	11.99	001	W	W
373445	AMAZON.COM	INTERVENTION SUPPLIES	4/24/2019	18.00	001	W	W
373445	AMAZON.COM	INTERVENTION SUPPLIES	4/24/2019	39.58	001	W	W
373445	AMAZON.COM	Best price I could find for	4/24/2019	23.97	001	W	W
373445	AMAZON.COM	Best price I could find for	4/24/2019	663.84	001	W	W
373445	AMAZON.COM	30 COPIES OF TEACH LIKE A	4/24/2019	595.80	001	W	W
373445	AMAZON.COM	Book - Literacy Continuum	4/24/2019	285.76	001	W	W
373445	AMAZON.COM	LED Balloons and Neon Markers	4/24/2019	27.79	018	W	W
373445	AMAZON.COM	laparoscopic trainers will	4/24/2019	26.50	001	W	W
373446	Allegheny Intermediate Unit 3	AP Summer Institute English	4/24/2019	975.00	590	W	W
373447	HEINEMANN	Title I Instruction - Supplies	4/24/2019	1,009.80	572	W	R
373448	DEL-CO WATER CO	Jan-jun 2019 Water	4/25/2019	11.85	001	W	R
373448	DEL-CO WATER CO	West Bus Garage	4/25/2019	196.95	001	W	R
373448	DEL-CO WATER CO	Indian Springs	4/25/2019	292.33	001	W	R
373448	DEL-CO WATER CO	Liberty Tree	4/25/2019	299.05	001	W	R
373448	DEL-CO WATER CO	Scioto Ridge	4/25/2019	350.38	001	W	R
373448	DEL-CO WATER CO	Tyler Run	4/25/2019	253.83	001	W	R
373448	DEL-CO WATER CO	Wyandot Run	4/25/2019	369.43	001	W	R
373448	DEL-CO WATER CO	Hyatts Middle	4/25/2019	617.07	001	W	R
373448	DEL-CO WATER CO	Liberty Middle	4/25/2019	617.07	001	W	R
373448	DEL-CO WATER CO	Liberty High School	4/25/2019	1,468.76	001	W	R
373448	DEL-CO WATER CO	Food Services D/W 2.5%	4/25/2019	67.84	006	W	R
373449	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	4/25/2019	212.00	001	W	R
373449	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	4/25/2019	253.54	001	W	R
373449	FRONTIER NORTH INC.	increase po	4/25/2019	236.82	001	W	R
373450	CENTURY LINK	TELEPHONE SERVICES	4/25/2019	270.40	001	W	R
373450	CENTURY LINK	TELEPHONE SERVICES	4/25/2019	383.32	001	W	R
373451	AT & T	District Wide Long Distance	4/25/2019	196.17	001	W	R
373452	Baum, Laura	Mileage reimbursement for	4/25/2019	12.76	001	W	R
373453	Zimmer, Michelle	Mileage reimbursement for	4/25/2019	21.11	001	W	R
373454	Murray, Annette	Mileage reimbursement for	4/25/2019	31.67	001	W	W
373455	Ciotola, Amy	Mileage reimbursement for	4/25/2019	42.73	001	W	W
373456	CHIRICO, JACKIE	Mileage reimbursement for	4/25/2019	38.28	001	W	R
373457	Mosteller, Lorie	Mileage reimbursement for	4/25/2019	15.31	001	W	R
373458	Rittenhouse, Christine	Mileage reimbursement for	4/25/2019	31.67	001	W	R
373459	McCague, Mindy	Mileage reimbursement for	4/25/2019	13.05	001	W	W
373460	Cook, Amy	Mileage reimbursement for	4/25/2019	26.10	001	W	R
373461	Dolan, Scherry	Mileage reimbursement for	4/25/2019	8.70	001	W	W
373462	Sherman, Jodi	Mileage reimbursement for	4/25/2019	72.27	001	W	R
373463	Froehlich, Kathy	Mileage reimbursement for	4/25/2019	24.36	001	W	W
373464	DeLoss, Nikki	Mileage reimbursement for	4/25/2019	25.98	001	W	W
373465	Seliskar, Jennifer	Mileage reimbursement for	4/25/2019	11.60	006	W	R
373466	Bourdette, Bonnie	Mileage reimbursement for	4/25/2019	17.16	006	W	R
373467	Karow, Robin	Mileage reimbursement for	4/25/2019	2.32	006	W	W
373468	Ruland, Ann	Mileage reimbursement for	4/25/2019	8.47	006	W	W
373469	Martin, Angela	Mileage reimbursement for	4/25/2019	23.98	006	W	W
373470	Rickens, Michelle	Mileage reimbursement for	4/25/2019	7.19	006	W	W
373471	Rossiter, Julie	Mileage reimbursement for	4/25/2019	35.73	006	W	W
373472	PALO, MICHELE	Mileage for Jan. - March, 2019	4/25/2019	169.62	006	W	R
373473	SYSCO CENTRAL OHIO	Food/WRE Jan.-March, 2019	4/25/2019	1,411.04	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/WRE Jan.-March, 2019	4/25/2019	255.80	006	W	W
373473	SYSCO CENTRAL OHIO	Food/ACE	4/25/2019	1,320.34	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/ACE	4/25/2019	197.28	006	W	W
373473	SYSCO CENTRAL OHIO	Food/SRE	4/25/2019	1,860.58	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/SRE	4/25/2019	180.53	006	W	W
373473	SYSCO CENTRAL OHIO	Food/AES	4/25/2019	1,836.47	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/AES	4/25/2019	110.46	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OCE	4/25/2019	1,401.38	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OCE	4/25/2019	154.15	006	W	W
373473	SYSCO CENTRAL OHIO	Food/TRE	4/25/2019	1,177.89	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/TRE	4/25/2019	76.52	006	W	W
373473	SYSCO CENTRAL OHIO	Food/WCE	4/25/2019	1,197.84	006	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373473	SYSCO CENTRAL OHIO	Non Food/WCE	4/25/2019	63.88	006	W	W
373473	SYSCO CENTRAL OHIO	Food/ISE	4/25/2019	1,612.35	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/ ISE	4/25/2019	102.99	006	W	W
373473	SYSCO CENTRAL OHIO	Food/GOE	4/25/2019	1,482.71	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/GOE	4/25/2019	187.48	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OME	4/25/2019	1,438.24	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OME	4/25/2019	433.51	006	W	W
373473	SYSCO CENTRAL OHIO	Food/LTE	4/25/2019	1,433.08	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/LTE	4/25/2019	275.00	006	W	W
373473	SYSCO CENTRAL OHIO	Food/JCE	4/25/2019	1,280.11	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/JCE	4/25/2019	327.30	006	W	W
373473	SYSCO CENTRAL OHIO	Food/FTE	4/25/2019	1,252.91	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/FTE	4/25/2019	236.96	006	W	W
373473	SYSCO CENTRAL OHIO	Food/CES	4/25/2019	1,539.48	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/CES	4/25/2019	159.83	006	W	W
373473	SYSCO CENTRAL OHIO	Food/HES	4/25/2019	860.38	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/HES	4/25/2019	87.35	006	W	W
373473	SYSCO CENTRAL OHIO	Food/SMS	4/25/2019	4,391.30	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/SMS	4/25/2019	581.84	006	W	W
373473	SYSCO CENTRAL OHIO	Food/LMS	4/25/2019	3,884.76	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/LMS	4/25/2019	607.24	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OMS	4/25/2019	4,368.95	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OMS	4/25/2019	687.44	006	W	W
373473	SYSCO CENTRAL OHIO	Food/HMS	4/25/2019	3,588.88	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/HMS	4/25/2019	683.87	006	W	W
373473	SYSCO CENTRAL OHIO	Food/BMS	4/25/2019	4,285.47	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/BMS	4/25/2019	620.95	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OHS	4/25/2019	5,575.34	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OHS	4/25/2019	126.61	006	W	W
373473	SYSCO CENTRAL OHIO	Food/LHS	4/25/2019	7,262.02	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/LHS	4/25/2019	820.52	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OOHS	4/25/2019	7,322.74	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OOHS	4/25/2019	143.75	006	W	W
373473	SYSCO CENTRAL OHIO	Food/OBHS	4/25/2019	4,101.16	006	W	W
373473	SYSCO CENTRAL OHIO	Non Food/OBHS	4/25/2019	538.09	006	W	W
373474	SCHOOL SPECIALTY, INC.	See attached cart	4/25/2019	70.28	001	W	R
373474	SCHOOL SPECIALTY, INC.	Order for Art Supplies Items	4/25/2019	32.99	009	W	R
373474	SCHOOL SPECIALTY, INC.	Order for Art Supplies Items	4/25/2019	37.48	009	W	R
373474	SCHOOL SPECIALTY, INC.	PLEASE SEE ATTACHED	4/25/2019	99.31	001	W	R
373474	SCHOOL SPECIALTY, INC.	Art Supplies	4/25/2019	78.21	009	W	R
373474	SCHOOL SPECIALTY, INC.	Art Supplies	4/25/2019	298.60	009	W	R
373474	SCHOOL SPECIALTY, INC.	#1371409 Magnetic Coins Jumbo	4/25/2019	128.35	001	W	R
373474	SCHOOL SPECIALTY, INC.	#1376733 Clipboards	4/25/2019	35.89	001	W	R
373474	SCHOOL SPECIALTY, INC.	#1425802 Sharpener pencil	4/25/2019	88.29	001	W	R
373474	SCHOOL SPECIALTY, INC.	#038342 Sharpener pencil	4/25/2019	69.26	001	W	R
373474	SCHOOL SPECIALTY, INC.	Teaching aids/5 (158)	4/25/2019	149.01	001	W	R
373474	SCHOOL SPECIALTY, INC.	Art supply order	4/25/2019	58.47	009	W	R
373474	SCHOOL SPECIALTY, INC.	Art supply order	4/25/2019	119.49	009	W	R
373474	SCHOOL SPECIALTY, INC.	Art supply order	4/25/2019	870.82	009	W	R
373474	SCHOOL SPECIALTY, INC.	Low Temp surebonder mini glue	4/25/2019	102.78	009	W	R
373474	SCHOOL SPECIALTY, INC.	Batteries Pro Pack AA Pack of	4/25/2019	50.30	009	W	R
373474	SCHOOL SPECIALTY, INC.	Student fees/Art	4/25/2019	109.14	009	W	R
373474	SCHOOL SPECIALTY, INC.	Student fees/Art	4/25/2019	71.20	009	W	R
373474	SCHOOL SPECIALTY, INC.	Student fees/Art	4/25/2019	39.12	009	W	R
373474	SCHOOL SPECIALTY, INC.	Student fees/Art	4/25/2019	2,359.59	009	W	R
373474	SCHOOL SPECIALTY, INC.	Classroom Supplies - see cart	4/25/2019	85.90	001	W	R
373474	SCHOOL SPECIALTY, INC.	Classroom Supplies - see cart	4/25/2019	12.44	001	W	R
373474	SCHOOL SPECIALTY, INC.	Teaching aids/3 (143)	4/25/2019	26.70	001	W	R
373474	SCHOOL SPECIALTY, INC.	Teaching aids/5 (157)	4/25/2019	3.00	001	W	R
373474	SCHOOL SPECIALTY, INC.	Teaching aids/all	4/25/2019	13.24	001	W	R
373474	SCHOOL SPECIALTY, INC.	Principal's office supplies	4/25/2019	29.37	001	W	R
373474	SCHOOL SPECIALTY, INC.	SEE ATTACHED FOR SCIENCE LAB	4/25/2019	202.68	009	W	R
373474	SCHOOL SPECIALTY, INC.	Kindergarten supplies	4/25/2019	51.84	001	W	R
373474	SCHOOL SPECIALTY, INC.	Kindergarten supplies	4/25/2019	337.66	001	W	R
373474	SCHOOL SPECIALTY, INC.	Stapler Electric Black	4/25/2019	51.99	001	W	R
373474	SCHOOL SPECIALTY, INC.	Label Shipping Permanent	4/25/2019	13.77	001	W	R
373474	SCHOOL SPECIALTY, INC.	Clip Vinyl Jumbo Asst	4/25/2019	2.52	001	W	R
373474	SCHOOL SPECIALTY, INC.	cardstock	4/25/2019	46.76	001	W	R
373474	SCHOOL SPECIALTY, INC.	Velcro Loop	4/25/2019	58.75	001	W	R
373474	SCHOOL SPECIALTY, INC.	Velcro Hook	4/25/2019	58.75	001	W	R
373474	SCHOOL SPECIALTY, INC.	Speech supplies	4/25/2019	99.61	001	W	R
373474	SCHOOL SPECIALTY, INC.	see list of classroom supplies	4/25/2019	89.48	001	W	R

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373474	SCHOOL SPECIALTY, INC.	see list of classroom supplies	4/25/2019	10.00	001	W	R
373474	SCHOOL SPECIALTY, INC.	classroom supplies, see	4/25/2019	148.25	001	W	R
373474	SCHOOL SPECIALTY, INC.	281606 Stars and Stripes	4/25/2019	57.60	001	W	R
373474	SCHOOL SPECIALTY, INC.	237632 Kindergartners are #1	4/25/2019	19.20	001	W	R
373474	SCHOOL SPECIALTY, INC.	CONSTRUCTION PAPER & PAINT	4/25/2019	91.76	001	W	R
373474	SCHOOL SPECIALTY, INC.	PRINCIPAL'S OFFICE SUPPLIES	4/25/2019	601.10	001	W	R
373474	SCHOOL SPECIALTY, INC.	See attached	4/25/2019	173.80	001	W	R
373474	SCHOOL SPECIALTY, INC.	Principal's office supplies	4/25/2019	22.53	001	W	R
373474	SCHOOL SPECIALTY, INC.	2nd Grade Teaching Aids	4/25/2019	8.37	001	W	R
373475	STAPLES ADVANTAGE	Q1 ELA Teaching aides	4/25/2019	30.99	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies	4/25/2019	59.16	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies	4/25/2019	(36.58)	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies	4/25/2019	36.58	001	W	W
373475	STAPLES ADVANTAGE	General Office Supplies	4/25/2019	25.80	001	W	W
373475	STAPLES ADVANTAGE	General Office Supplies	4/25/2019	(25.80)	001	W	W
373475	STAPLES ADVANTAGE	General Office Supplies	4/25/2019	202.52	001	W	W
373475	STAPLES ADVANTAGE	General Office Supplies	4/25/2019	295.50	001	W	W
373475	STAPLES ADVANTAGE	General Office Supplies	4/25/2019	84.86	001	W	W
373475	STAPLES ADVANTAGE	ITEM# 490882-COVER STOCK PAPER	4/25/2019	39.06	018	W	W
373475	STAPLES ADVANTAGE	SHIPPING	4/25/2019	-	018	W	W
373475	STAPLES ADVANTAGE	2657010 KINGSTON DATA	4/25/2019	539.10	009	W	W
373475	STAPLES ADVANTAGE	508588 ZEBRA PEN F-301	4/25/2019	89.70	009	W	W
373475	STAPLES ADVANTAGE	260869 3M SUPER 77 MULTI	4/25/2019	23.43	009	W	W
373475	STAPLES ADVANTAGE	342354 FELLOWES GEL	4/25/2019	19.54	009	W	W
373475	STAPLES ADVANTAGE	473595 ELMER'S RUBBER CEMENT	4/25/2019	7.05	009	W	W
373475	STAPLES ADVANTAGE	PLEASE SEE ATTACHED	4/25/2019	325.39	001	W	W
373475	STAPLES ADVANTAGE	#1144849 Surebonder all temp	4/25/2019	25.74	001	W	W
373475	STAPLES ADVANTAGE	#487908 Staples invisible	4/25/2019	25.76	001	W	W
373475	STAPLES ADVANTAGE	#815038 Staples masking tape	4/25/2019	26.16	001	W	W
373475	STAPLES ADVANTAGE	#815042 Staples ultra heavy	4/25/2019	58.28	001	W	W
373475	STAPLES ADVANTAGE	#1144849 Surebonder all temp	4/25/2019	98.17	001	W	W
373475	STAPLES ADVANTAGE	#487908 Staples invisible	4/25/2019	-	001	W	W
373475	STAPLES ADVANTAGE	#815038 Staples masking tape	4/25/2019	-	001	W	W
373475	STAPLES ADVANTAGE	#815042 Staples ultra heavy	4/25/2019	-	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/ Library	4/25/2019	47.11	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/ All grades	4/25/2019	11.36	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. supplies from	4/25/2019	49.90	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. supplies from	4/25/2019	12.36	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies-see attached	4/25/2019	185.85	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies-see attached	4/25/2019	34.36	001	W	W
373475	STAPLES ADVANTAGE	ITEM # 2972223-NO 2 MECHANICAL	4/25/2019	2.99	001	W	W
373475	STAPLES ADVANTAGE	ITEM # 490948 - PASTEL	4/25/2019	5.45	001	W	W
373475	STAPLES ADVANTAGE	ITEM # 1611322 - POST IT NOTES	4/25/2019	26.36	001	W	W
373475	STAPLES ADVANTAGE	ITEM # 356332- POWER EXTREME	4/25/2019	27.09	001	W	W
373475	STAPLES ADVANTAGE	Expo Dry Erase Markers 12 pk	4/25/2019	113.30	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/5 (160)	4/25/2019	87.13	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/K (120)	4/25/2019	22.09	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/3 (143)	4/25/2019	4.69	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/3 (143)	4/25/2019	106.84	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/3 (143)	4/25/2019	1.06	001	W	W
373475	STAPLES ADVANTAGE	See attached.	4/25/2019	53.76	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/gifted	4/25/2019	99.13	001	W	W
373475	STAPLES ADVANTAGE	Principal's office supplies	4/25/2019	6.44	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/all	4/25/2019	24.36	001	W	W
373475	STAPLES ADVANTAGE	OFFICE SUPPLIES - NURSE	4/25/2019	49.97	001	W	W
373475	STAPLES ADVANTAGE	Math Dept. Supplies ordered	4/25/2019	236.00	001	W	W
373475	STAPLES ADVANTAGE	Math Dept. Supplies ordered	4/25/2019	11.99	001	W	W
373475	STAPLES ADVANTAGE	(917881) Label tape	4/25/2019	21.47	001	W	W
373475	STAPLES ADVANTAGE	(940512) Personal shredder	4/25/2019	115.01	001	W	W
373475	STAPLES ADVANTAGE	Misc. supplies for Math Dept.	4/25/2019	266.83	001	W	W
373475	STAPLES ADVANTAGE	Misc. supplies for Math Dept.	4/25/2019	39.96	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. Supplies	4/25/2019	37.19	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. Supplies.	4/25/2019	15.99	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. Supplies.	4/25/2019	19.98	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. Supplies.	4/25/2019	185.15	001	W	W
373475	STAPLES ADVANTAGE	See attached:	4/25/2019	25.38	001	W	W
373475	STAPLES ADVANTAGE	Teaching aids/all	4/25/2019	25.38	001	W	W
373475	STAPLES ADVANTAGE	Principal's office supplies	4/25/2019	7.17	001	W	W
373475	STAPLES ADVANTAGE	classroom supplies for 5th	4/25/2019	100.90	001	W	W
373475	STAPLES ADVANTAGE	Misc Supplies - See attached	4/25/2019	119.25	572	W	W
373475	STAPLES ADVANTAGE	Misc Supplies - See attached	4/25/2019	47.20	572	W	W
373475	STAPLES ADVANTAGE	#2348529 glue sticks	4/25/2019	21.58	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373475	STAPLES ADVANTAGE	#634797 dry erase eraser	4/25/2019	4.24	001	W	W
373475	STAPLES ADVANTAGE	#1265711 dry erase markers	4/25/2019	36.53	001	W	W
373475	STAPLES ADVANTAGE	#2072180 Dry erase markers	4/25/2019	19.98	001	W	W
373475	STAPLES ADVANTAGE	#079511 DYMO label maker tape	4/25/2019	18.64	001	W	W
373475	STAPLES ADVANTAGE	(533539) Poly file folders	4/25/2019	6.06	001	W	W
373475	STAPLES ADVANTAGE	(224535) Yellow file folders	4/25/2019	79.17	001	W	W
373475	STAPLES ADVANTAGE	See attached - office supplies	4/25/2019	39.71	001	W	W
373475	STAPLES ADVANTAGE	See attached - office supplies	4/25/2019	9.70	001	W	W
373475	STAPLES ADVANTAGE	701301 WHITE BUTCHER PAPER	4/25/2019	64.08	009	W	W
373475	STAPLES ADVANTAGE	701301 WHITE BUTCHER PAPER	4/25/2019	64.08	009	W	W
373475	STAPLES ADVANTAGE	SAN1927526 EXPO VIBRANT	4/25/2019	75.87	009	W	W
373475	STAPLES ADVANTAGE	554359 EXPO MARKERS	4/25/2019	60.18	009	W	W
373475	STAPLES ADVANTAGE	616953 FINE TIP CRAYOLA	4/25/2019	46.08	009	W	W
373475	STAPLES ADVANTAGE	504308 SWINGLINE COMMERCIAL	4/25/2019	18.24	009	W	W
373475	STAPLES ADVANTAGE	637844 FORKS	4/25/2019	6.34	009	W	W
373475	STAPLES ADVANTAGE	2091499 PAPERMATE FLAIR PENS	4/25/2019	39.90	009	W	W
373475	STAPLES ADVANTAGE	642736 SHARPIE ULTRA FINE	4/25/2019	5.79	009	W	W
373475	STAPLES ADVANTAGE	125328 SHARPIE FINE POINT	4/25/2019	5.48	009	W	W
373475	STAPLES ADVANTAGE	514742 MECHANICAL PENCILS	4/25/2019	1.58	009	W	W
373475	STAPLES ADVANTAGE	CFPCPF250 COFFEE FILTERS	4/25/2019	6.19	009	W	W
373475	STAPLES ADVANTAGE	807688 EASEL PADS	4/25/2019	57.72	009	W	W
373475	STAPLES ADVANTAGE	Price Increase (Per S. Posey)	4/25/2019	74.25	009	W	W
373475	STAPLES ADVANTAGE	See attached - classroom	4/25/2019	40.88	001	W	W
373475	STAPLES ADVANTAGE	See attached	4/25/2019	15.24	001	W	W
373475	STAPLES ADVANTAGE	See attached	4/25/2019	23.50	001	W	W
373475	STAPLES ADVANTAGE	208744 Koss KPH7 headphones	4/25/2019	59.90	001	W	W
373475	STAPLES ADVANTAGE	Various classroom supplies	4/25/2019	67.74	001	W	W
373475	STAPLES ADVANTAGE	Various classroom supplies	4/25/2019	136.64	001	W	W
373475	STAPLES ADVANTAGE	Various classroom supplies	4/25/2019	49.35	001	W	W
373475	STAPLES ADVANTAGE	Various classroom supplies	4/25/2019	41.46	001	W	W
373475	STAPLES ADVANTAGE	open 3rd qtr for 511 items	4/25/2019	99.95	001	W	W
373475	STAPLES ADVANTAGE	open 3rd qtr for 511 items	4/25/2019	27.89	001	W	W
373475	STAPLES ADVANTAGE	Misc. Math Dept. supplies as	4/25/2019	19.95	001	W	W
373475	STAPLES ADVANTAGE	see list of office supplies	4/25/2019	6.39	001	W	W
373475	STAPLES ADVANTAGE	Office Supplies Quarter 2	4/25/2019	147.14	001	W	W
373476	LOFT VIOLIN SHOP	Cello and Bass Bow Repairs	4/25/2019	500.00	001	W	R
373477	Starner, Michael	2018-19 Job Fair Expense	4/25/2019	271.99	001	W	W
373478	COLE, HEATHER	2018-19 Job Fair Expense	4/25/2019	158.92	001	W	W
373479	McMURRY, PEGGY	2018-19 Job Fair Expense	4/25/2019	120.93	001	W	R
373480	SEDOTI, KAREN	2018-19 Job Fair Expense	4/25/2019	109.27	001	W	R
373481	MAREDY CANDY COMPANY	ITEM 1101 LARGE SWEET BALL POP	4/25/2019	384.75	200	W	R
373481	MAREDY CANDY COMPANY	ITEM 1204 LARGE SOUR BALL POP	4/25/2019	384.75	200	W	R
373482	Mason, Cindy	Mileage reimbursement for use	4/25/2019	211.91	001	W	W
373483	MATT RYAN MOBILE DJ	2020 Prom DJ services	4/25/2019	975.00	200	W	R
373484	Maxim Healthcare Services, Inc	EDUCATIONAL SERVICES FOR IEP	4/25/2019	3,217.50	516	W	R
373485	MT BUSINESS TECHNOLOGIES, INC.	TYPE M STAPLES FOR RICOH	4/25/2019	367.72	001	W	R
373486	Sherman, Jodi	Mileage reimbursement for	4/25/2019	73.08	001	W	R
373487	Teneyck, Natasha	Mileage reimbursement for	4/25/2019	75.30	001	W	W
373488	EQUIPARTS CORP	Filtered Bottle filler	4/25/2019	471.18	018	W	R
373489	SOUTHARD SUPPLY INC.	Filtered Bottle filler	4/25/2019	340.00	018	W	W
373490	DEFABCO, INC.	Filtered Bottle filler	4/25/2019	350.00	018	W	R
373491	MUSIC, JENNIFER	Activities That Rock	4/25/2019	40.00	001	W	W
373492	MUSIC & ARTS	INSTRUMENT REPAIR JAN. - MARCH	4/25/2019	68.00	001	W	W
373492	MUSIC & ARTS	INSTRUMENT REPAIR JAN. - MARCH	4/25/2019	37.91	001	W	W
373492	MUSIC & ARTS	INSTRUMENT REPAIR JAN. - MARCH	4/25/2019	14.78	001	W	W
373493	McHugh Construction, LLC	Orange High School-	4/25/2019	36,723.60	003	W	W
373494	ABRAMOWITZ, MELISSA	Mileage reimbursement	4/25/2019	64.24	001	W	R
373495	SOSTER, HEATHER	Mileage reimbursement	4/25/2019	85.55	001	W	W
373496	Donahue, Gavin	Mileage reimbursement	4/25/2019	20.50	001	W	R
373497	Tufts, LaMont	Mileage reimbursement	4/25/2019	32.48	001	W	W
373498	MINNECI, KATHERINE	CERTIFIED MILEAGE (TRAVELING	4/25/2019	111.01	001	W	R
373499	ZIEL, DAVID	CERTIFIED MILEAGE (TRAVELING	4/25/2019	77.95	001	W	R
373500	BALLMER, JOHN	CERTIFIED MILEAGE (TRAVELING	4/25/2019	323.61	001	W	W
373501	Evans, Lynne	VI-MILEAGE	4/25/2019	51.50	516	W	R
373502	BOEHM, TARA	OTs, PTs AND APE STAFF	4/25/2019	60.55	001	W	W
373503	Tidball, Abigail	OTs, PTs AND APE STAFF	4/25/2019	32.48	001	W	R
373504	BASILE, MICHELE	OTs, PTs AND APE STAFF	4/25/2019	42.98	001	W	W
373505	NORMAN, SAMANTHA	SC LIAISON	4/25/2019	31.35	001	W	W
373506	MILLION, HANNAH	VI-MILEAGE	4/25/2019	84.51	516	W	W
373507	Reusser, Elizabeth	VI-MILEAGE	4/25/2019	78.76	516	W	R
373508	LINSCOTT, ROSS	DIRECTORS/SUPERVISORS	4/25/2019	199.81	001	W	R
373509	Rafferty, Jill	OTs, PTs AND APE STAFF	4/25/2019	35.15	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373510	Baker, Alecia	VI-MILEAGE	4/25/2019	94.95	516	W	W
373511	Shaffer, Gabriella	VI-MILEAGE	4/25/2019	17.40	516	W	R
373512	MC ALLISTER, DIANE	ENGLISH SCHOOL LANGUAGE	4/25/2019	40.60	001	W	R
373513	Franke, Michele	SCHOOL PSYCHOLOGIST	4/25/2019	87.11	001	W	W
373514	Doty, Kelli	SCHOOL PSYCHOLOGIST	4/25/2019	30.16	001	W	R
373515	Romano, Brooke	OTs, PTs AND APE STAFF	4/25/2019	24.36	001	W	W
373516	Griffin, Ryan	VI-MILEAGE	4/25/2019	185.60	516	W	R
373517	Rahschulte, Jennifer	OTs, PTs AND APE STAFF	4/25/2019	340.64	001	W	W
373518	SHAFFER, EMILY	SCHOOL PSYCHOLOGIST	4/25/2019	43.62	001	W	R
373519	DOBNEY, RACHEL	January-March 2019	4/25/2019	106.14	001	W	W
373520	O'Neil, Erin	Presenter at Diversity Parent	4/25/2019	200.00	001	W	W
373521	Need A Ride LLC	Transportation services for	4/25/2019	500.00	001	W	R
373521	Need A Ride LLC	Transportation services for	4/25/2019	500.00	001	W	R
373522	O.A.S.C.	Hotel room for State	4/25/2019	92.95	200	W	W
373523	OHIO VALLEY REGION	Volleyballs	4/25/2019	693.00	300	W	W
373524	OMEA	OMEA STATE CHOIR	4/25/2019	240.00	001	W	W
373525	OSU SPEECH & LANGUAGE	2019 AUDIOLOGICAL SERVICES FOR	4/25/2019	1,050.00	001	W	W
373525	OSU SPEECH & LANGUAGE	AUDIOLOGICAL SERVICES FOR HI	4/25/2019	350.00	001	W	W
373526	POSITIVE PROMOTIONS	Catalog # SB-83F GN19:RNBW 2	4/25/2019	483.00	572	W	W
373526	POSITIVE PROMOTIONS	Catalog # VP-7637 GS19: Pencil	4/25/2019	167.50	572	W	W
373526	POSITIVE PROMOTIONS	catalog # KM-876E GN19:	4/25/2019	134.12	572	W	W
373526	POSITIVE PROMOTIONS	shipping	4/25/2019	82.39	572	W	W
373527	POSTMASTER, LEWIS CENTER	POSTAGE FOR SPRING NEWSLETTER	4/25/2019	2,969.83	001	W	W
373528	R. B. POWERS	352 ROSETTE 14" (M.S. BEST	4/25/2019	5.40	009	W	W
373528	R. B. POWERS	SET UP CHARGE	4/25/2019	1.75	009	W	W
373528	R. B. POWERS	335 ROSETTE (M.S. ART)	4/25/2019	127.50	009	W	W
373528	R. B. POWERS	SET UP CHARGE	4/25/2019	5.25	009	W	W
373528	R. B. POWERS	352 ROSETTE 14: (INDUSTRIAL	4/25/2019	64.80	009	W	W
373528	R. B. POWERS	SET UP CHARGE	4/25/2019	7.00	009	W	W
373528	R. B. POWERS	352 ROSETTE 14" (H.S. ART)	4/25/2019	5.40	009	W	W
373528	R. B. POWERS	SET UP CHARGE	4/25/2019	3.50	009	W	W
373528	R. B. POWERS	352 ROSETTE 14" (H.S. ART)	4/25/2019	388.80	009	W	W
373528	R. B. POWERS	SET UP CHARGE	4/25/2019	22.75	009	W	W
373528	R. B. POWERS	WC-6 5X7 PLAQUES (H.S. ART)	4/25/2019	26.00	009	W	W
373528	R. B. POWERS	ENGRAVED LETTERS ON PLAQUES	4/25/2019	34.56	009	W	W
373528	R. B. POWERS	SHIPPING	4/25/2019	18.61	009	W	W
373528	R. B. POWERS	RIBBONS AND PLAQUES FOR ARTS	4/25/2019	1,552.29	001	W	W
373529	RETTIG MUSIC INC.	INSTRUMENT REPAIRS	4/25/2019	652.93	001	W	W
373530	REALLY GOOD STUFF	E.Z.C. Highlighter Tape	4/25/2019	22.99	001	W	W
373530	REALLY GOOD STUFF	E.Z.C. Reader Guiding	4/25/2019	17.24	001	W	W
373530	REALLY GOOD STUFF	Colored overlays	4/25/2019	49.98	001	W	W
373530	REALLY GOOD STUFF	E.Z.C. Strips	4/25/2019	47.99	001	W	W
373530	REALLY GOOD STUFF	Shipping/Handling	4/25/2019	14.95	001	W	W
373531	RIVISTAS SUBSCRIPTION SERVICES	RENEW PERIODICAL SUBSCRIPTIONS	4/25/2019	703.66	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	(220.00)	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	120.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	105.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	111.80	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	141.80	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	290.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	219.60	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	410.29	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	355.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	(79.80)	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	105.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	296.85	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	43.80	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	48.12	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	597.75	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	564.50	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	158.70	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	463.62	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	34.06	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	(199.50)	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	(22.90)	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	8.98	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	399.85	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	85.27	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	742.95	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	54.06	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	89.90	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	27.90	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	165.00	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	(89.90)	001	W	W
373532	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	4/25/2019	56.72	001	W	W
373533	SULLENBERGER, ROBERT	Payment for Piano Accompanist	4/25/2019	750.00	018	W	R
373534	SARGENT-WELCH/CENCO	470014-482 OXYGEN SPECTRUM	4/25/2019	92.00	001	W	R
373534	SARGENT-WELCH/CENCO	470014-480 NITROGEN SPECTRUM	4/25/2019	92.00	001	W	R
373534	SARGENT-WELCH/CENCO	470230-432 SULPHUR	4/25/2019	46.00	001	W	R
373534	SARGENT-WELCH/CENCO	470016-874 QA SPECTROSCOPE	4/25/2019	58.75	001	W	R
373534	SARGENT-WELCH/CENCO	SHIPPING	4/25/2019	15.00	001	W	R
373534	SARGENT-WELCH/CENCO	28% DISCOUNT	4/25/2019	(110.30)	001	W	R
373535	SCHINDLER ELEVATOR CORP.	Olentangy High School- Labor	4/25/2019	4,000.00	003	W	W
373536	School Health Corporation	21312 Vinyl exam gloves,	4/25/2019	42.16	001	W	R
373536	School Health Corporation	clinic supplies - see attached	4/25/2019	344.63	001	W	R
373536	School Health Corporation	clinic supplies - see attached	4/25/2019	32.47	001	W	R
373537	SHANAHAN MIDDLE SCHOOL	Wavier for pay to play fees	4/25/2019	160.00	018	W	R
373538	SHIFFLER EQUIPMENT SALES	18" VIR ZUMA CHAIR	4/25/2019	402.24	516	W	W
373538	SHIFFLER EQUIPMENT SALES	SHIPPING CHARGE	4/25/2019	70.60	516	W	W
373539	STANTON'S SHEET MUSIC	PLEASE SEE ATTACHED	4/25/2019	76.49	009	W	R
373540	Starner, Michael	Q3 MILEAGE	4/25/2019	169.36	001	W	W
373541	Sterling Paper Co.	HIGH SCHOOL - COPIER SUPPLIES	4/25/2019	4,774.00	001	W	R
373541	Sterling Paper Co.	(CASES) 8.5X11 WHITE COPY	4/25/2019	1,562.08	001	W	R
373542	SUPER DUPER, INC.	SOS62 Ask and Answer Social	4/25/2019	54.95	001	W	W
373542	SUPER DUPER, INC.	EN3405 The Sneaky, Snacky	4/25/2019	24.95	001	W	W
373542	SUPER DUPER, INC.	BK259 - 153 Fold and say Artic	4/25/2019	19.95	001	W	W
373543	Swivl, Inc.	Swivl C5	4/25/2019	1,898.10	599	W	R
373543	Swivl, Inc.	Swivl Floor Stand	4/25/2019	188.10	599	W	R
373543	Swivl, Inc.	Expand Lens Mini	4/25/2019	55.10	599	W	R
373543	Swivl, Inc.	C Series Single Marker	4/25/2019	129.00	599	W	R
373543	Swivl, Inc.	Team Admin Subscription	4/25/2019	250.00	599	W	R
373543	Swivl, Inc.	Pro Team Member	4/25/2019	150.00	599	W	R
373544	TEACHER'S DISCOVERY	Teaching Aids	4/25/2019	2,388.21	001	W	W
373544	TEACHER'S DISCOVERY	Teaching Aids	4/25/2019	282.20	001	W	W
373544	TEACHER'S DISCOVERY	4P2048 100_ Transitions Poster	4/25/2019	12.00	001	W	W
373544	TEACHER'S DISCOVERY	4F2945 Ethos, Logos, and	4/25/2019	54.99	001	W	W
373544	TEACHER'S DISCOVERY	Shipping	4/25/2019	9.50	001	W	W
373545	T & L GRAPHICS	Shirts for Cedar Point Field	4/25/2019	1,056.00	200	W	R
373546	THORNTON, RENEE	The Zones of Regulation Conf.	4/25/2019	70.00	001	W	R
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	65.58	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	65.58	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	65.58	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	44.81	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	65.58	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	44.81	001	W	W
373547	UNIFIRST CORPORATION	Uniforms and shop rags for	4/25/2019	53.67	001	W	W
373548	U.S. AWARDS INC	PRINCIPAL'S FUND - STUDENTS	4/25/2019	613.67	018	W	R
373549	The Vault	2020 Prom Deposit	4/25/2019	1,000.00	200	W	R
373550	VERNIER SOFTWARE & TECHNOLOGIE	GDX-CART-G GO DIRECT SENSOR	4/25/2019	180.19	001	W	R
373551	VIP REHABILITATION SERVICES	EDUCATIONAL SERVICES FOR IEP	4/25/2019	10,775.00	516	W	W
373552	VOSS BROS. SALES	Berlin HS- Balance weights for	4/25/2019	1,109.00	004	W	W
373553	Ward's Science	470190-646 SHERLOCK BONES	4/25/2019	425.50	001	W	R
373553	Ward's Science	WARD DISCOUNT 15%	4/25/2019	(42.55)	001	W	R
373554	WEI, IAN	3rd quarter mileage	4/25/2019	26.33	001	W	R
373555	W.T. COX SUBSCRIPTIONS	Magazine Renewal Order	4/25/2019	188.33	001	W	R
373556	XPRESS COPY SERVICES	NEW BRAND NOTEPADS	4/25/2019	336.00	001	W	W
373557	ZIEL, DAVID	PESPA "Activities That Rock"	4/25/2019	40.00	001	W	R
373558	Columbus Photo Booth	2019 Prom Photo Booth Rental	4/25/2019	400.00	200	W	W
373559	Lloyd, Benjamin	Round donuts for Pi day demo	4/25/2019	22.06	001	W	R
373560	COLUMBIA GAS OF OHIO	West Bus Garage	4/25/2019	421.08	001	W	W
373560	COLUMBIA GAS OF OHIO	East Bus Garage	4/25/2019	388.25	001	W	W
373560	COLUMBIA GAS OF OHIO	WRES	4/25/2019	735.67	001	W	W
373560	COLUMBIA GAS OF OHIO	SRES	4/25/2019	665.68	001	W	W
373560	COLUMBIA GAS OF OHIO	TRES	4/25/2019	403.55	001	W	W
373560	COLUMBIA GAS OF OHIO	ISES	4/25/2019	436.62	001	W	W
373560	COLUMBIA GAS OF OHIO	LTES	4/25/2019	788.17	001	W	W
373560	COLUMBIA GAS OF OHIO	JCES	4/25/2019	595.85	001	W	W
373560	COLUMBIA GAS OF OHIO	SMS	4/25/2019	1,114.44	001	W	W
373560	COLUMBIA GAS OF OHIO	OLMS	4/25/2019	801.92	001	W	W
373560	COLUMBIA GAS OF OHIO	OHMS	4/25/2019	1,069.46	001	W	W
373560	COLUMBIA GAS OF OHIO	OBMS	4/25/2019	863.20	001	W	W
373560	COLUMBIA GAS OF OHIO	OLHS	4/25/2019	1,635.98	001	W	W
373560	COLUMBIA GAS OF OHIO	Maintenance	4/25/2019	53.84	001	W	W
373560	COLUMBIA GAS OF OHIO	Olentangy Administrative	4/25/2019	290.95	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373560	COLUMBIA GAS OF OHIO	Food Service for above schools	4/25/2019	171.27	006	W	W
373561	MT BUSINESS TECHNOLOGIES, INC.	District Copier Papercut	4/25/2019	2,343.07	001	W	R
373561	MT BUSINESS TECHNOLOGIES, INC.	District Copier Maintenance	4/25/2019	14,617.36	001	W	R
373561	MT BUSINESS TECHNOLOGIES, INC.	Administration copier Maint	4/25/2019	555.48	001	W	R
373561	MT BUSINESS TECHNOLOGIES, INC.	District Copier Lease	4/25/2019	21,999.93	001	W	R
373561	MT BUSINESS TECHNOLOGIES, INC.	Administration copier Lease	4/25/2019	1,107.00	001	W	R
373562	PITNEY BOWES	DEPOSIT INTO PITNEY BOWES SEND	4/25/2019	78.65	001	W	R
373563	BUCKEYE SOUNDS	LIVE DJ FOR PROM APRIL 27	4/25/2019	3,485.00	200	W	R
373564	BLUESTONE, LLC	FINAL PAYMENT FOR PROM 2019	4/25/2019	3,750.00	200	W	R
373565	BRIAN W. BARNES, MAI	FY19 APPRAISAL SERVICES	4/29/2019	3,000.00	001	W	W
373566	US BANCORP EQUIPMENT	Copier Services	4/29/2019	821.28	401	W	W
373567	UNITED ART AND EDUCATION	Miscellaneous Instructional	4/29/2019	247.68	401	W	W
373568	HEINEMANN	Fountas and Pinnell BAS	4/29/2019	850.00	401	W	W
373568	HEINEMANN	Fountas and Pinnell BAS	4/29/2019	425.00	401	W	W
373568	HEINEMANN	shipping	4/29/2019	127.50	401	W	W
373569	NASCO	Play-doh set	4/29/2019	12.96	401	W	W
373569	NASCO	Shape by Shape	4/29/2019	21.60	401	W	W
373569	NASCO	Gel pens	4/29/2019	15.36	401	W	W
373569	NASCO	Various color glazes	4/29/2019	41.76	401	W	W
373569	NASCO	Amaco Crystal Glaze	4/29/2019	17.84	401	W	W
373569	NASCO	Wikki Stix Pack	4/29/2019	36.16	401	W	W
373569	NASCO	Elmer Glue Sticks	4/29/2019	21.64	401	W	W
373569	NASCO	Tacky Glue	4/29/2019	12.48	401	W	W
373569	NASCO	Op Art Rubbing plates	4/29/2019	17.60	401	W	W
373569	NASCO	Op Art Rubbing Doodle plates	4/29/2019	8.80	401	W	W
373569	NASCO	Box of Erasers	4/29/2019	4.88	401	W	W
373569	NASCO	Student color pencil	4/29/2019	12.16	401	W	W
373569	NASCO	Multi-cultural crayon sets	4/29/2019	7.60	401	W	W
373570	STANTON'S SHEET MUSIC	Sheet music for band and music	4/29/2019	291.28	401	W	W
373570	STANTON'S SHEET MUSIC	Sheet music for band and music	4/29/2019	18.00	401	W	W
373571	LEARNING FORWARD	MEMBERSHIP - MORGAN NAGEL	4/29/2019	69.00	001	W	W
373572	NATIONAL ASOC. FOR PUPIL	MEMBERSHIP DUES	4/29/2019	240.00	001	W	W
373573	Taft Stettinius & Hollister	LEGAL FEES FY18	4/29/2019	2,500.00	001	W	W
373574	Elford Inc.	Elementary Additions 2018-	4/29/2019	691,952.04	004	W	W
373575	ACORN DISTRIBUTORS	Custodial Supplies	4/29/2019	151.80	001	W	W
373575	ACORN DISTRIBUTORS	Custodial Supplies	4/29/2019	1,088.27	001	W	W
373575	ACORN DISTRIBUTORS	Custodial Supplies	4/29/2019	108.54	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	52.70	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	39.44	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	61.80	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	62.50	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	64.35	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	62.50	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	61.80	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	61.80	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	39.36	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	61.80	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	2,101.79	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	1,600.49	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	979.76	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	1,776.80	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	1,424.14	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	737.39	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	29.90	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	708.73	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	587.09	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	831.56	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	712.63	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	533.20	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	1,055.18	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	967.54	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	470.10	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	2,035.14	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	737.91	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	851.64	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	739.04	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	506.60	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	2,262.76	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	94.00	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	699.22	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	533.00	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	591.79	001	W	W



OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373576	HILLYARD	Custodial Supplies	4/29/2019	1,332.99	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	52.70	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	52.70	001	W	W
373576	HILLYARD	Custodial Supplies	4/29/2019	146.58	001	W	W
373577	Resources Unlimited	Custodial Supplies	4/29/2019	904.85	001	W	W
373578	UNIFIRST CORPORATION	Custodial Uniforms	4/29/2019	408.07	001	W	W
373578	UNIFIRST CORPORATION	Custodial Uniforms	4/29/2019	421.32	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,247.00	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,876.22	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,073.75	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	1,052.23	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,738.83	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,850.38	001	W	W
373579	HILLYARD	Misc Custodial supplies	4/29/2019	2,586.73	001	W	W
373580	Central Ohio Door Control LLC	Parts D/W	4/29/2019	3,500.00	001	W	W
373581	GOLDEN BEAR LOCK&SAFE	Parts D/W	4/29/2019	20.00	001	W	W
373582	KERBLER & CO	Parts D/W	4/29/2019	36.00	001	W	W
373583	McWHERTER PETROLEUM SERVICES	Parts D/W	4/29/2019	189.20	001	W	W
373584	SPEER MECHANICAL	Professional & Technical	4/29/2019	267.80	001	W	W
373585	TRANE PARTS & SUPPLY	Parts D/W	4/29/2019	623.80	001	W	W
373586	VOSS BROS. SALES	Parts D/W	4/29/2019	17.82	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	201.21	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	7.92	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	8.74	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	19.97	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	47.38	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	81.51	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	47.92	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	94.62	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	67.39	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	91.44	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	75.99	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	109.83	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	41.93	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	7.98	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	96.49	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	50.88	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	14.97	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	26.24	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	51.92	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	9.26	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	34.96	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	58.51	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	104.93	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	384.87	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	53.32	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	78.91	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	109.74	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	43.52	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	166.48	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	106.17	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	99.82	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	82.34	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	181.01	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	36.94	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	6.98	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	22.44	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	2.53	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	(0.17)	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	203.94	001	W	W
373587	HOME DEPOT	Parts D/W	4/29/2019	71.00	001	W	W
373588	OHIO DEPT OF COMMERCE	State Inspections D/W	4/29/2019	247.25	001	W	W
373589	AAA State of Play	Parts D/W	4/29/2019	918.25	001	W	W
373590	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/29/2019	270.10	001	W	W
373590	ADVANCED TURF SOLUTIONS	Grounds Upkeep D/W	4/29/2019	307.50	001	W	W
373591	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	4/29/2019	206.93	001	W	W
373591	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	4/29/2019	249.30	001	W	W
373591	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	4/29/2019	350.97	001	W	W
373592	ATECH FIRE AND SECURITY	Professional & Technical	4/29/2019	69.50	001	W	W
373592	ATECH FIRE AND SECURITY	Repairs & Maintenance D/W	4/29/2019	1,132.46	001	W	W
373593	BATTERIES PLUS	Parts D/W	4/29/2019	311.29	001	W	W
373593	BATTERIES PLUS	Parts D/W	4/29/2019	19.95	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373594	COLUMBUS TEMPERATURE CONTROL	Parts D/W	4/29/2019	129.92	001	W	W
373594	COLUMBUS TEMPERATURE CONTROL	Parts D/W	4/29/2019	596.82	001	W	W
373595	CITY ELECTRIC SUPPLY CO.	Parts D/W	4/29/2019	160.67	001	W	W
373596	Central Ohio Door Control LLC	Professional & Technical	4/29/2019	262.50	001	W	W
373597	DECKER EQUIPMENT	Parts D/W	4/29/2019	146.14	001	W	W
373598	DAKTRONICS, INC.	Parts D/W	4/29/2019	2,380.00	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	191.10	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	174.76	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	244.64	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	139.92	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	1,737.00	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	195.00	001	W	W
373599	EQUIPARTS CORP	Parts D/W	4/29/2019	1,690.00	001	W	W
373599	EQUIPARTS CORP	Repairs & Maintenance D/W	4/29/2019	142.50	001	W	W
373600	FLAG LADY'S FLAG STORE	Professional & Technical	4/29/2019	193.30	001	W	W
373601	GOLDEN BEAR LOCK&SAFE	Parts D/W	4/29/2019	85.80	001	W	W
373601	GOLDEN BEAR LOCK&SAFE	Parts D/W	4/29/2019	167.00	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	26.32	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	121.72	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	65.28	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	43.52	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	361.00	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	(100.16)	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	144.51	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	209.96	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	50.23	001	W	W
373602	GRAINGER, INC.	Parts D/W	4/29/2019	12.64	001	W	W
373603	GRAYBAR	Parts D/W	4/29/2019	352.80	001	W	W
373604	Green Velvet Sod Farms, LTD	Grounds Upkeep D/W	4/29/2019	149.00	001	W	W
373605	Habitec Security	Professional & Technical	4/29/2019	65.00	001	W	W
373605	Habitec Security	Professional & Technical	4/29/2019	2,119.15	001	W	W
373606	HARDWARE EXCHANGE	Parts D/W	4/29/2019	4.43	001	W	W
373607	HOSHIZAKI NORTH CENTRAL	Parts D/W	4/29/2019	479.15	001	W	W
373608	KIMBALL MIDWEST	Parts D/W	4/29/2019	351.10	001	W	W
373608	KIMBALL MIDWEST	Parts D/W	4/29/2019	439.14	001	W	W
373609	McWHERTER PETROLEUM SERVICES	Parts D/W	4/29/2019	244.80	001	W	W
373610	MARYSVILLE FENCE COMPANY	Professional & Technical	4/29/2019	1,440.00	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	33.53	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	24.40	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	44.12	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	33.98	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	137.33	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	13.16	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	34.59	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	127.81	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	22.98	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	7.99	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	34.30	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	9.96	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	27.44	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	20.94	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	189.56	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	7.15	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	182.01	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	26.32	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	135.33	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	34.11	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	72.55	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	19.68	001	W	W
373611	MENARDS INC	Parts D/W	4/29/2019	214.08	001	W	W
373612	Norwood Hardware and Supply	Parts D/W	4/29/2019	3,200.00	001	W	W
373612	Norwood Hardware and Supply	Parts D/W	4/29/2019	48.00	001	W	W
373613	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/29/2019	140.00	001	W	W
373613	PIONEER MANUFACTURING	Grounds Upkeep D/W	4/29/2019	139.00	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	189.00	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	132.00	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	217.00	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	505.00	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	474.33	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	251.07	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	359.25	001	W	W
373614	RAIN ONE, INC.	Professional & Technical	4/29/2019	240.59	001	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373614	RAIN ONE, INC.	Repairs & Maintenance D/W	4/29/2019	407.82	001	W	W
373614	RAIN ONE, INC.	Parts D/W	4/29/2019	591.00	001	W	W
373614	RAIN ONE, INC.	Parts D/W	4/29/2019	1,528.99	001	W	W
373614	RAIN ONE, INC.	Parts D/W	4/29/2019	678.55	001	W	W
373615	Resources Unlimited	Parts D/W	4/29/2019	5,557.50	001	W	W
373616	ROJEN COMPANY INC.	Parts D/W	4/29/2019	269.92	001	W	W
373616	ROJEN COMPANY INC.	Parts D/W	4/29/2019	287.30	001	W	W
373616	ROJEN COMPANY INC.	Parts D/W	4/29/2019	352.81	001	W	W
373617	SCHNEIDER ELECTRIC USA, INC	Repairs & Maintenance D/W	4/29/2019	2,797.21	001	W	W
373618	SOUTHARD SUPPLY INC.	Parts D/W	4/29/2019	237.94	001	W	W
373618	SOUTHARD SUPPLY INC.	Parts D/W	4/29/2019	34.49	001	W	W
373618	SOUTHARD SUPPLY INC.	Parts D/W	4/29/2019	265.65	001	W	W
373618	SOUTHARD SUPPLY INC.	Parts D/W	4/29/2019	172.61	001	W	W
373618	SOUTHARD SUPPLY INC.	Parts D/W	4/29/2019	541.90	001	W	W
373619	SPEER MECHANICAL	Repairs & Maintenance D/W	4/29/2019	519.00	001	W	W
373620	Steffens-Shultz, Inc.	Parts D/W	4/29/2019	903.20	001	W	W
373620	Steffens-Shultz, Inc.	Parts D/W	4/29/2019	834.75	001	W	W
373621	TESTA TRUCKING, INC.	Parts D/W	4/29/2019	385.45	001	W	W
373622	TRANE PARTS & SUPPLY	Parts D/W	4/29/2019	255.00	001	W	W
373622	TRANE PARTS & SUPPLY	Parts D/W	4/29/2019	396.59	001	W	W
373623	UNIFIRST CORPORATION	Uniform Rental D/W	4/29/2019	166.20	001	W	W
373623	UNIFIRST CORPORATION	Uniform Rental D/W	4/29/2019	166.20	001	W	W
373624	UNITED REFRIGERATION	Parts D/W	4/29/2019	800.00	001	W	W
373624	UNITED REFRIGERATION	Parts D/W	4/29/2019	28.41	001	W	W
373625	VOSS BROS. SALES	Parts D/W	4/29/2019	49.95	001	W	W
373626	Washington Auto Parts LLC	Parts D/W	4/29/2019	120.81	001	W	W
373626	Washington Auto Parts LLC	Parts D/W	4/29/2019	43.28	001	W	W
373626	Washington Auto Parts LLC	Parts D/W	4/29/2019	21.60	001	W	W
373626	Washington Auto Parts LLC	Parts D/W	4/29/2019	360.98	001	W	W
373627	WESTWATER	Parts D/W	4/29/2019	401.16	001	W	W
373628	WILLIE'S CRANE SERVICE	Professional & Technical	4/29/2019	960.00	001	W	W
373629	WATERWORKS	Professional & Technical	4/29/2019	175.00	001	W	W
373630	STEGMAN, PATRICIA	BLAX	4/29/2019	33.00	300	W	W
373630	STEGMAN, PATRICIA	BTRK	4/29/2019	15.00	300	W	W
373630	STEGMAN, PATRICIA	GTRK	4/29/2019	15.00	300	W	W
373631	ZARLEY, JOEL	GLAX	4/29/2019	42.00	300	W	W
373632	EHRHARDT, LISA	GLAX	4/29/2019	39.00	300	W	W
373633	Clausing, Lisa M.	BOYS VOLLEYBALL	4/29/2019	33.00	300	W	W
373633	Clausing, Lisa M.	GIRLS LACROSSE	4/29/2019	39.00	300	W	W
373633	Clausing, Lisa M.	BOYS VOLLEYBALL	4/29/2019	30.00	300	W	W
373633	Clausing, Lisa M.	BOYS LACROSSE	4/29/2019	54.00	300	W	W
373633	Clausing, Lisa M.	GIRLS LACROSSE	4/29/2019	39.00	300	W	W
373633	Clausing, Lisa M.	BOYS VOLLEYBALL	4/29/2019	33.00	300	W	W
373633	Clausing, Lisa M.	BOYS LACROSSE	4/29/2019	45.00	300	W	W
373633	Clausing, Lisa M.	BOYS VOLLEYBALL	4/29/2019	39.00	300	W	W
373633	Clausing, Lisa M.	TRACK BOYS	4/29/2019	57.00	300	W	W
373633	Clausing, Lisa M.	TRACK BOYS	4/29/2019	14.00	300	W	W
373633	Clausing, Lisa M.	GIRLS TRACK	4/29/2019	25.00	300	W	W
373634	HILLIARD DAVIDSON	BOYS TENNIS	4/29/2019	150.00	300	W	W
373635	WAYNE HIGH SCHOOL	BOYS TRACK FEES	4/29/2019	187.50	300	W	W
373635	WAYNE HIGH SCHOOL	GIRLS TRACK FEES	4/29/2019	187.50	300	W	W
373636	BOLAND, JENNY	BOYS VOLLEYBALL GATE HELP	4/29/2019	33.00	300	W	W
373636	BOLAND, JENNY	BOYS VOLLEYBALL GATE HELP	4/29/2019	36.00	300	W	W
373637	HAUGH, SUSAN KAY	BOYS VOLLEYBALL GATE HELP	4/29/2019	36.00	300	W	W
373637	HAUGH, SUSAN KAY	GLAX GATE HELP	4/29/2019	39.00	300	W	W
373637	HAUGH, SUSAN KAY	BOYS VOLLEYBALL GATE HELP	4/29/2019	45.00	300	W	W
373638	Hope, Jessica	BOYS VOLLEYBALL GATE HELP	4/29/2019	33.00	300	W	W
373638	Hope, Jessica	BOYS VOLLEYBALL GATE HELP	4/29/2019	36.00	300	W	W
373638	Hope, Jessica	GLAX GATE HELP	4/29/2019	42.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	78.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	57.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	72.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	75.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	108.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	78.00	300	W	W
373639	LaChapelle, Peter	SPRING TICKET MANAGER	4/29/2019	66.00	300	W	W
373640	TROMBETTI, JOE	GLAX GATE HELP	4/29/2019	48.00	300	W	W
373641	Hope, Jessica	GLAX	4/29/2019	33.00	300	W	W
373641	Hope, Jessica	Track & Field	4/29/2019	36.00	300	W	W
373642	Wasielewski, Marcia	BLAX	4/29/2019	30.00	300	W	W
373643	BIG WALNUT HIGH SCHOOL	Athletic Fees Track	4/29/2019	175.00	300	W	W
373644	GROVEPORT-MADISON	Athletic Fees Track	4/29/2019	250.00	300	W	W

OLENTANGY LOCAL SCHOOL DISTRICT  
CHECK REGISTER DETAIL  
APRIL 2019

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
373645	OLENTANGY HIGH SCHOOL	Athletic Fees Track	4/29/2019	110.00	300	W	W
373646	DUBLIN COFFMAN GIRLS	Fees - Girls Lacrosse	4/29/2019	175.00	300	W	W
373647	DUBLIN SCIOTO LAX BOOSTERS	Fees - Boys Lacrosse	4/29/2019	95.00	300	W	W
373647	DUBLIN SCIOTO LAX BOOSTERS	Blax	4/29/2019	95.00	300	W	W
373647	DUBLIN SCIOTO LAX BOOSTERS	Boys' LAX registration fees	4/29/2019	95.00	300	W	W
373648	Fraser, Margo	Boys' LAX gate help	4/29/2019	18.00	300	W	W
373648	Fraser, Margo	Boys' LAX gate help	4/29/2019	21.00	300	W	W
373649	Sylvester, Hannah	Girls' LAX registration fees	4/29/2019	24.00	300	W	W
373650	Corbin, Abigail	Glax gate help	4/29/2019	32.50	300	W	W
373650	Corbin, Abigail	BLAX Gate Help	4/29/2019	20.00	300	W	W
373650	Corbin, Abigail	Glax gate help	4/29/2019	15.00	300	W	W
373650	Corbin, Abigail	Glax gate help	4/29/2019	25.00	300	W	W
373650	Corbin, Abigail	BLAX Gate Help	4/29/2019	12.50	300	W	W
373650	Corbin, Abigail	BLAX Gate Help	4/29/2019	20.00	300	W	W
373651	Hess, Ryan	Lacrosse Gate Help	4/29/2019	24.00	300	W	W
373652	Garling, Lainey	Lacrosse Gate Help	4/29/2019	24.00	300	W	W
373653	BREWSTER TRAVEL	ORDER #22422	4/30/2019	3,600.00	200	W	W
373653	BREWSTER TRAVEL	LESS DEPOSIT (PAID BY OLMBA)	4/30/2019	(500.00)	200	W	W
373654	OHIO SECRETARY OF STATE	SERVICE MARK APPLICATION FEES	4/30/2019	750.00	001	W	W
373657	MOUNT CARMEL HEALTH SYSTEM	WELLNESS PORTAL JAN-JUNE 2019	4/30/2019	10,925.70	024	W	W
<b>Memo Checks:</b>							
	Purchase Card (PNC)			206,510.02			
	Foundation			511,345.64			
	Insurance			148,824.49			
	Workers' Comp Funding			9,267.05			
	Moneris/AMEX (Online Pmnt Fees)			25,142.83			
	Payroll			3,269,029.27			
	Arbiter Sports			39,745.60			
	HEAT			38,789.36			
	STRS			1,345,258.00			
	Self-Insurance			2,649,070.93			
	Flex Spending			15,245.39			
	MCTR Properties (Graphics Way)			39,957.23			
	Payroll			11,729,258.44			
	Reduction of Expenditures			(21,371.22)			
	Fund to Fund Transfers			-			
	Checks voided from prior month			-			
				<u>23,400,379.36</u>		Total	
				<u>23,400,379.36</u>		Per Financial Detail	
					0.00	Variance	



SM

Office of the Treasurer/CFO  
7840 Graphics Way Drive  
Lewis Center, Ohio 43035  
(740) 657-4035

**Appropriations Adjustments**

Fund	5.23.19 Adjustments	Explanation:
007 - Special Trust	\$ 490.00	Employee Benefits/Staff Donations
018 - Public School Support	\$ 10,100.00	Fundraisers/Donations
200 - Student Activity	\$ 700.00	New Activities/Fundraisers
572 - Title I	\$ 11.14	ODE Allocations
599 - Misc Federal Grants	<u>\$ (94.01)</u>	ODE Allocations
	\$ 11,207.13	

REGULAR MEETING  
April 11, 2019

The Regular Meeting of the Olentangy Local Board of Education was called to order in the Olentangy Administration Offices – Berlin Room by K. O’Brien, president at 6:30 p.m.

Roll Call: R. Bartz, present; J. Feasel, present; D. King, present; K. O’Brien, present; M. Patrick, present

Pledge of Allegiance

Approve J. Feasel moved, M. Patrick seconded to approve the agenda with addendum,  
Agenda for the April 11, 2019 Regular Board of Education Meeting.  
19-127

Vote: J. Feasel, yes; M. Patrick, yes; R. Bartz, yes; D. King, yes; K. O’Brien, yes.  
Motion carried.

Presentation

- A. The One and Only Club at SRES – **Erika Pircio**, SRES Instructor  
Students: Michael Kromhout, Sarah Nagel and Shreya Shah
- B. Impact of the State Budget – **Emily Hatfield**, Treasurer
- C. Branding Presentation – **Krista Davis**, Director of Communications

Board President’s Report

Superintendent’s Report

Treasurer’s Report

Public Participation Session – None

Discussion Item

- A. First reading Board Policy updates – **Dr. Jack Fette**, Chief Academic Officer
- B. Resource Adoptions – **Peggy McMurry**, Director of Curriculum

Treas. J. Feasel moved, M. Patrick seconded to approve the following Treasurer’s Action  
Action Items:

Items

19-128 A. Approve board meeting minutes for the February 28 and March 14, 2019 meetings

B. Approve Donations

- 1) \$500 to purchase Track high jump mat  
From: First Choice Chiropractic  
To: Hyatts Middle School Athletics
- 2) iPad (used), approx. value \$300  
From: Kathleen Stuller  
To: Olentangy High School SLC program for student practice

REGULAR MEETING  
April 11, 2019

- 3) 2 Apple MacBook Pro @ \$2,500 each  
From: Balfour Yearbooks – Jenny Hohn  
To: Olentangy High School Journalism/Yearbook
- 4) \$500 for the teachers' employee benefit fund  
From: Mike and Jessica Reznik, Upcart.com – Trifold LLC  
To: Olentangy Academy
- 5) \$3,733.65 for Lacrosse Coach at Olentangy High School  
From: Olentangy Athletic Boosters  
To: Olentangy Local Schools
- 6) \$15,283.27 for Lacrosse Coaches at Liberty High School  
From: Liberty LAX Boosters  
To: Olentangy Local Schools
- 7) \$2,333.24 for ½ Boys' Basketball Coach at Orange High School  
From: Olentangy Orange Athletic Boosters  
To: Olentangy Local Schools

Vote: J. Feasel, yes; M. Patrick, yes; R. Bartz, yes; D. King, yes; K. O'Brien, yes.  
Motion carried.

Supt.  
Action  
Item  
19-129

R. Bartz moved, D. King seconded to approve Board Action Items A-J:

A. Specific Human Resource Items – Certified Staff

1. Accept, with regret, for the purpose of retirement, the following administrative resignation:  
*Meyer, Carla*, Olentangy Local Schools, Assistant Supervisor, Food Service, effective June 14, 2019
2. Accept, with regret, for the purpose of retirement, the following certified resignations:  
*Brown, Julie C.*, Hyatts Middle School, Grade 8, effective at the end of the 2018-19 school year  
*Bruff, Linda S.*, Tyler Run Elementary School, Literacy Support, effective at the end of the 2018-19 school year  
*Poliseno, Nancy J.*, Hyatts Middle School, Grade 8, effective at the end of the 2018-19 school year
3. Accept, with regret, the following certified resignations:  
*Couchman, Kelley C.*, Glen Oak Elementary School, Grade 3, effective at the end of the 2018-19 school year  
*Huffman, Stephanie L.*, Orange High School, Mathematics (0.67 FTE), effective at the end of the 2018-19 school year  
*Nunn, Amanda M.*, Glen Oak Elementary School, Grade 2, effective at the end of the 2018-19 school year
4. Accept the following supplemental resignations:  
*Cheek, Embrye A.*, Olentangy High School, Spring Season, Boys Assistant Track Coach, One-Half Contract  
*Cummings, Shyla M.*, Liberty Middle School, Spring Season, Boys Assistant Track Coach, Full Contract  
*Finn, Patrick J.*, Berlin High School, Spring Season, Assistant Softball Coach, Three-Quarter Contract  
*Gifford, Evan R.*, Berlin High School, Spring Season, Boys Assistant Lacrosse Coach, One-Quarter Contract



REGULAR MEETING  
April 11, 2019

**Nicholson, Stanley**, Berlin High School, Spring Season, Boys Assistant Track Coach, Full Contract

**Stewart, Mallory R.**, Berlin High School, Spring Season, Assistant Softball Coach, One-Half Contract

**West, James D.**, Olentangy High School, Spring Season, Boys Assistant Track Coach, Full Contract

## 5. Approve certified positions paid through memorandum billing:

Employee Name	Position/Location	Total Hours	Salary Per Hour	Total
<b>Home Instruction</b>				
Callaghan, Philip D.	Instructor, OOMS	37.00	\$ 25.00	\$ 925.00
Snoke, Elizabeth A.	Instructor, OOMS	75.00	\$ 25.00	\$ 1,875.00
<b>Principles of Writers Workshop (OPDA Course)</b>				
Biggam, Valerie N.	Instructor, OSMS	0.00	\$ -	\$ 800.00
<b>Summer Enrichment Experience 2019 (SEE '19) - Aide</b>				
Cooper, Benjamin J.	Aide, OLMS	55.00	\$ 28.45	\$ 1,564.75

6. Approve the renewal of a certified contract for the 2018-19 school year:  
**Malone, Krista M.**, Heritage Elementary School, Guidance Counselor, 3-Year Limited Contract

## 7. Approve certified employment for the 2019-20 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:

Employee Name	Position	Location	Eff. Date	Term	Salary
<b>Morris, Stephen R.</b>	Intervention Specialist, SLC	OOMS	08/12/19	1-Year	\$ 41,431.00
<b>Geiger, Andrea J.</b>	School Nurse	OLSD	08/12/19	1-Year	\$ 60,481.00

8. Approve certified New Teacher Academy stipend (\$150 maximum) for each new staff member, paid through memorandum billing for the 2019-20 school year:  
**Morris, Stephen R.**  
**Geiger, Andrea J.**

## 9. Approve supplemental employment for the 2018-19 school year specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other documentation.

Supplemental Area	Coach / Advisor	Group	Step	Amount	Season
<b>Spelling Bee</b>					
Spelling Bee Advisor CES	Tod, Jennifer	11	10	\$ 808.00	All Year
<b>Track</b>					
Boys Asst Track Coach OBHS	McVay, Nicholas S.	4	0	\$ 3,234.00	Spring
Asst Track Coach OSMS	Hecker, Rachel A.	7	0	\$ 2,021.00	Spring
<b>Washington DC, 8th Grade Trip</b>					
Washington DC Chaperone OLMS	Capretta, Susan J.	11	0	\$ 404.00	Spring
Washington DC Chaperone OLMS	Hite, Kimberly J.	11	1	\$ 445.00	Spring
Washington DC Chaperone OOMS	Dulin, Linda K.	11	10	\$ 808.00	Spring
Washington DC Chaperone OOMS	Marconi, Kristin E.	11	4	\$ 566.00	Spring
Washington DC Chaperone OOMS	Snivley, Christine M.	11	5	\$ 606.00	Spring
Washington DC Chaperone OOMS	Shoaf, Shane A.	11	2	\$ 485.00	Spring
Washington DC Chaperone OOMS	Snoke, Elizabeth A.	11	0	\$ 404.00	Spring
Washington DC Chaperone-Volunteer OOMS	Cabral Hever, Jennifer A.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OOMS	Dennis, Dianna L.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OOMS	Green, David L.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OOMS	Haeger, Katrin Y.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OOMS	Jarrett, Stephanie A.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OOMS	McClaskey, Diane E.	N/A	N/A	\$ -	Spring

REGULAR MEETING  
April 11, 2019

10. Approve pupil activity employment for the 2019-20 school year specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other documentation.

Supplemental Area	Coach / Advisor	Group	Step	Amount	Season
Weiss, Brett A., OOHS	Boys Head Soccer Coach	2	8	\$6,467.00	Fall

11. Approve pupil activity employment for the 2018-19 school year specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other documentation.

Supplemental Area	Coach / Advisor	Group	Step	Amount	Season
<b>Basketball</b>					
Boys Asst Basketball Coach OOHS	Backs, Andrew P.	1/2 of 3	0	\$ 2,021.00	Winter
<b>Baseball</b>					
Baseball Coach Volunteer OBHS	Ziegler, Jason T.	N/A	N/A	\$0.00	Spring
<b>Faculty Manager</b>					
Faculty Manager OBMS	Phillips, Andrew	6	0	\$2,425.00	Spring
<b>Lacrosse</b>					
Boys Asst Lacrosse Coach OLHS	Blubaugh, John T.	4	1	\$3,436.00	Spring
Boys Asst Lacrosse Coach OLHS	Howenstine, John E.	4	4	\$4,042.00	Spring
Boys Asst Lacrosse Coach OLHS	McDonald, Bryan T.	4	6	\$4,446.00	Spring
Boys Asst Lacrosse Coach OLHS	Uehlein, Cory P.	4	0	\$3,234.00	Spring
Boys Asst Lacrosse Coach OBMS	Danko, John A.	7	0	\$2,021.00	Spring
Girls Asst Lacrosse Coach OHMS	Harrington, Todd J.	1/2 of 7	0	\$1,010.50	Spring
Girls Asst Lacrosse Coach OHMS	Newcomb, Brian R.	1/2 of 7	0	\$1,010.50	Spring
<b>Softball</b>					
Asst Softball Coach OBHS	Finn, Patrick J.	4	10	\$ 5,255.00	Spring
Asst Softball Coach OBHS	Stewart, Mallory R.	4	0	3,234.00	Spring
<b>Tennis</b>					
Boys Volunteer Tennis Coach OHS	Allison, Amos A.	N/A	N/A	\$ -	Spring
<b>Track</b>					
Boys Asst Track Coach OHS	Cheek, Embrye A.	4	0	\$ 3,234.00	Spring
Boys Asst Track Coach OHS	Worthington, Keith H.	4	0	\$ 3,234.00	Spring
Boys Asst Track Coach OLMS	Henesy, Jonathan A.	7	0	\$ 2,021.00	Spring
<b>Washington DC, 8th Grade Trip</b>					
Washington DC Chaperone-Volunteer OOMS	Ramey, Brent A.	N/A	N/A	\$ -	Spring
Washington DC Chaperone-Volunteer OSMS	Maya, Justice C.	N/A	N/A	\$ -	Spring

B. Specific Human Resource Items – Classified Staff

- Accept, with regret, for the purpose of retirement, the following classified resignation(s):  
*Giammarco, Debra L.*, Olentangy High School, Building Secretary, effective May 31, 2019
- Accept, with regret, the following classified resignation(s):  
*Bauknecht, Amy*, Orange Middle School, Intervention Aide, effective March 25, 2019  
*Borisova, Tatyana P.*, Scioto Ridge Elementary School, Food Service Worker, effective July 31, 2019  
*DeLoss, Nikki Y.*, Cheshire Elementary School, Food Service Worker, effective June 1, 2019  
*Gay, Kandace G.*, Treasurer, Treasurer Associate, effective April 15, 2019  
*Gass, Carla L.*, Berkshire Middle School, Food Service Worker, effective July 31, 2019  
*Geiger, Andrea J.*, Glen Oak Elementary School, Clinic Aide, effective at the end of the 2018-19 school year  
*Pfeiffer, Theresa T.*, Berkshire Middle School, Food Service Worker, effective July 31, 2019  
*Tippie, Ellen L.*, Berkshire Middle School, Food Service Worker, effective July 31, 2019

REGULAR MEETING  
April 11, 2019

3. Approve classified transfer(s):

**Prather, Ande E.**, Transportation, Driver to Transportation Route Monitor, effective April 1, 2019

**Tufts, Lamont E.**, Technology Specialist to Technology, Network Specialist, effective April 12, 2019

4. Approve certified positions paid through memorandum billing:

Employee Name	Position/Location	Total	Salary	
		Hours	Per Hour	Total
Home Instruction				
Mahajan, Punam	Instructor, OOHS	16.00	\$ 25.00	\$ 400.00
Liberty Invitational Wrestling Classic				
Zucker, Michael T.	Service Worker, OLHS	13.00	\$ 10.00	\$ 130.00

5. Approve classified employment for the 2018-19 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:

**Baker, Timmy H.**, Hyatts Middle School, Custodian

**Brooks, Cameron S.**, Shanahan Middle School, Intervention Aide

**Knepper, Daniel**, Heritage Elementary School, Custodian

**Miller, Zachary P.**, Scioto Ridge Elementary School, Custodian

**Redman II, Steven D.**, Transportation, Driver

**Sindeldecker, Brigitte**, Orange High School, Building Secretary

6. Approve classified substitute workers for the 2018-19 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:

Besselman, Larry	Laird, Jack	Quintilliani, Maria
Clay, Nicholas	McFarland, Daniel	Roberts, Mark
Coversonte, Ian	Mcgrath, Erika	Rusk, Trevor
Friz, Katherine	Murphy, Tiffany	Shipley, Cody
Hallier, Matt	Paolo, John	Williams, Michael
Kirk, Nick	Paolo, Nicholas	

C. Approve seniors for graduation, pending certification of completion of all district, state, and local requirements:

**Liberty High School:** Wallace, Morgan Marie

**Olentangy High School:** Bailey, Erin Ann; Hughes, Nicholas James; Reno, Clarinda Nicole; Tuli, Kadin Cole; Vous, Maxwell David

**Orange High School:** Clevenger, Tayvar Kriston; Lynch, Kei'Arriyen James

D. Approve establishment of student organization

**Olentangy Special Olympics**

E. Approve purchase with State Security for labor and materials to install security cameras in the district's newly constructed elementary additions in the amount of \$58,670

F. Approve contract with McHugh Construction, LLC for the construction of new security vestibule additions at ACES, AES, SRES and WRES in the amount of \$ 323,557

REGULAR MEETING  
April 11, 2019

- G. Approve contract with B&B Sealing dba DuraSeal for district paving improvements in the amount of \$536,700
- H. Approve purchases with Dayton Cincinnati Technology Services, LLC (DCTS) for technology hardware and equipment for the elementary additions project in the amount of \$125,333.36
- I. Approve purchase with McGraw Hill for ALEKS (Assessment Learning in Knowledge Spaces) for middle school math in the amount of \$187,500
- J. Approve purchase from Heinemann Publishing for elementary textbooks in the amount of \$169,937.40

Vote: R. Bartz, yes; D. King, yes; J. Feasel, yes; M. Patrick, yes; K. O'Brien, yes.  
Motion carried.

Adjourn 19-130 J. Feasel moved, M. Patrick seconded that the regular meeting of the Olentangy Local School District Board of Education be adjourned at 7:52 p.m.

Vote: J. Feasel, yes; M. Patrick, yes; R. Bartz, yes; D. King, yes; K. O'Brien, yes.  
Motion carried.

\_\_\_\_\_  
Kevin O'Brien, President

\_\_\_\_\_  
Emily Hatfield, Treasurer

Certificate Section 5705.412, Ohio Revised Code

It is hereby certified that the Olentangy Local School District Board of Education, Delaware County, Ohio, has sufficient funds to meet the contract agreement, obligation, payment or expenditure for the above, and has in effect for the remainder of the fiscal year and succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to operate an adequate educational program on all days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was or is scheduled for the current fiscal year.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
President, Board of Education

**Donations for May 23, 2019 Meeting**

- 1) **\$500 to “88 Keys Donation Drive”**  
From: Laura and Pete Zimmerman  
To: Berlin High School Vocal Music
- 2) **\$500 to “88 Keys Donation Drive”**  
From: Sandra Thrasher and Alycia Ryan  
To: Berlin High School Vocal Music
- 3) **2 iPads, valued at \$329 each**  
From: Olentangy Berlin Athletic Boosters  
To: Olentangy Berlin Football

## ADMINISTRATIVE CONTRACT RENEWALS

**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Last Name	First Name	MI	Position	Location	Contract		
					Days/Year	Recommendation	
Baker	Carla	G.	Principal	OBMS	226	2019-2021	2 Years
Battistone	Joshua	R.	Assistant Principal	OOHS	260	2019-2022	3 Years
Beck	Cathy	L.	Assistant Principal	OBMS	226	2019-2022	3 Years
Berend	Daniel	P.	Project Energy Coordinator	OAO	260	2019-2022	3 Years
Carder	John	R.	Assistant Principal	OLHS	226	2019-2022	3 Years
Caton	Teresa	R.	Principal	LTES	226	2019-2022	3 Years
Crothers	Nichole	M.	Principal	OLMS	226	2019-2022	3 Years
Ellison	Katherine	L.	Assistant Principal	FTES	108	2019-2022	3 Years
Fedak	Tori	C.	Assistant Principal	OHS	226	2019-2022	3 Years
Freese	Nancy	J.	Assistant Director, Human Resources	OAO	260	2019-2022	3 Years
Gordon	Jeffrey	M.	Director, Business/Facilities	OAO	260	2019-2022	3 Years
Heuser	Christopher	L.	Principal	ISES	226	2019-2022	3 Years
Iceman	Jennifer	L.	Assistant Director, Human Resources	OAO	260	2019-2022	3 Years
Immelt	Devon	J.	Public Information Coordinator	OAO	260	2019-2022	2 Years
Kelly	Matthew	S.	Supervisor, Technology Systems Administrator	OAO	260	2019-2022	2 Years
Kenney	Jeanette	C.	Assistant Director, Curriculum & Instruction	OAO	260	2019-2022	3 Years
Knape	Leann	M.	Assistant Principal	ISES	108	2019-2022	3 Years
Lenard	Jean		Supervisor, Technology Service Desk	OAO	260	2019-2022	3 Years
Mason	Cindy	K.	Assistant Supervisor, Custodial	OAO	260	2019-2022	3 Years
Moushey	Charles	T.	Assistant Principal	OLMS	226	2019-2022	3 Years
Palo	Michele	M.	Assistant Supervisor, Food Service	CO	260	2019-2022	3 Years
Peters	Stephen	M.	Assistant Principal	GOES	216	2019-2022	3 Years
Peterson	Zachary	T.	Assistant Principal	OLHS	226	2019-2022	3 Years
Ramey	Daniel	F.	Supervisor, Maintenance	OAO	260	2019-2022	3 Years
Ratliff	Madison	P.	Accountant	OAO	260	2019-2022	3 Years
Ross	Alysse	M.	Supervisor, Pupil Services	OAO	260	2019-2022	3 Years
Seitz	Michelle	M.	Principal	WCES	226	2019-2022	3 Years
Spinner	Todd	D.	Principal	OBHS	260	2019-2022	3 Years
Sujaritchan	Michalene		Supervisor, Pupil Services	OAO	260	2019-2022	3 Years
Weaver	Bryan	W.	Director, Athletics	OOHS	260	2019-2022	3 Years
Wei	Yi En		Statistician	OAO	260	2019-2022	3 Years

## CERTIFIED CONTRACT RECOMMENDATIONS

2019-20 School Year

*Recommended for Board of Education Approval on May 23, 2019*

### **1 Year Contracts**

Absher, Therese A.  
Arnett, Jasmine L.  
Baertsche, Khandice S.  
Baker, Katelyn M.  
Barnes, Carly M.  
Barrett, Donovan G.  
Borders, Bobbi J.  
Boroff, Holly P.  
Bowman, Erin E.  
Brooks, Ryan P.  
Burson, Megan M.  
Burwell, Ashley M.  
Callahan, Keeler S.  
Cochran, Alli M.  
Craig, Christopher M.  
Daugherty, Patrick D.  
Davis, Maggie A.  
Doup, Jamie R.  
Fath, Hayden P.  
Fidler, Amy L.  
Filipski, Megan A.  
Franzel, Jennifer L.  
Gesell, Jessica A.  
Gibbons, Erin C.  
Graffeo, Jill R.  
Grimm, Michael C.  
Gunn, Maxwell S.  
Hale, Jaime L.  
Hardman, Susan L.  
Harning, Kristin A.  
Haugk, Michael D.  
Hawk, Timothy J.  
Heffernan, William J.  
Held, Cassidy L.  
Hite, Kimberly J.  
Jackson, Heather D.  
James, Gabriel N.  
James, Mackenzie L.  
Javed, Maryam  
Kaminski, Alexis M.  
Kelley, Alyssa A.  
King, Sarah, E.  
Knight, Angela M.  
Koke, Kelsey L.  
Lane, Lindsey N.  
Lehman, Ricardo J.  
Lieb, Rebecca A.  
Litchfield, Erin T.  
Long, Micheal G.  
Losh, David H.

Malhoit, Kristen D.  
Marker, Thomas H.  
Maynard, William D.  
McCloskey, Sarah E.  
McVay, Nicholas S.  
Messmer, Rachel A.  
Mewhorter, Carmen A.  
Muhleman, Jill M.  
Murphy, Tanisha R.  
Neer, Kyle B.  
Nori, Mark A.  
Nunn, Glenn A.  
Ogletree Crawford, Girard W.  
Oman, Allyson N.  
Parks, Payton K.  
Powell, Melinda A.  
Pratt, Lauren M.  
Priest, Morgan K.  
Querry, Kelly O.  
Reeb, Ellen L.  
Reep, Shannon J.  
Reeves, Michael R.  
Reinhard, Kathleen M.  
Schnell, Emma T.  
Shaffer, Kaylee V.  
Sheets, Andrea L.  
Shivley, Alexandra V.  
Shumate, Tara A.  
Silcott, Katherine E.  
Simpson, Ella  
Smith, Allison K.  
Smith, Heather A.  
Smith, Travis H.  
Sodano, Michelle T.  
Stackhouse, Laura M.  
Stearns, Dana J.  
Stewart, Kirby N.  
Strait, Shannon M.  
Sullivan, Kristen L.  
Taylor, Natalie M.  
Thomas, Kimberly I.  
Thomson, Walter D.  
Thornberry, Morgan N.  
Voss, Samantha J.  
Vyrostek, Michael R.  
Wan, John W.  
Wilson, Amanda L.  
Wishart, Korie L.

### **1 Year Post Retirement Contracts**

d'Amato, Dora E.  
Dunn, Mary Ann  
Kent, Loretta G.  
Rathje, David A.  
Starr, Sharon G.  
Waterwash, Ron G.  
Wiles, Douglas J.

### **2 Year Contracts**

Angel, Sarah E.  
Arango, Angela M.  
Ashworth, Jaime A.  
Bachman, Erica P.  
Bakies, Hannah K.  
Barone, Angela M.  
Battistone, Kelly U.  
Beymer, Megan A.  
Binkley, Gloria C.  
Bluth, Annie L.  
Bridges, Pamela J.  
Camboni, Ashley M.  
Conley, Tori N.  
Cooper, Benjamin J.  
Couillard, Talesha S.  
Cowan, Ashley N.  
Creasap-Simpson, Alecia A.  
Donovan, Shannon M.  
Duerler, Amanda M.  
Farmer, Samantha M.  
Ferlito, Jodi E.  
Foster, Emily M.  
French, Ameera A.  
Frindt, Allissa L.  
Fuchs, Samuel M.  
Fulper, Megan R.  
Gallatin, Shannon M.  
Gladieux, Shannon L.  
Goodnight, Olivia A.  
Haynes, Kevin M.  
Hecker, Rachel A.  
Hemminger, Kara T.  
Henning, Jillian B.  
Hilty, Cory D.  
Hoelzer, Riley C.  
Holcombe, Sarah A.  
Houtz, Emily E.  
Hudock, Ashley A.  
Hunter, Tiffany D.  
Jacoby, Laura B.

Karst, Emily M.  
Krammes-Parsons, Stephanie L.  
Laber, Jennifer E.  
LaFlamme, Michael A.  
Lewis, Jillian L.  
Madich, Kelly H.  
Madigan, Elizabeth M.  
Mattingly, Kethryn A.  
McCarthy, Marissa A.  
McCarty, Sarah M.  
Meadows, Keenan J.  
Memming, Matthew D.  
Miller, Devoney E.  
Morelli, Christopher A.  
Neville, Kacey L.  
O'Brien, Lauren E.  
Petty, Angel E.  
Rafferty, Jill A.  
Ragland, Marjorie L.  
Resor, Angela R.  
Riley, Jamie L.  
Rohrer, Kathryn E.  
Shivley, Kaitlin M.  
Sidel, Laura M.  
Smith, Emily C.  
Stimmel, Mariam P.  
Stotz, Holly A.  
Thesing, John B.  
Tingley, Nellie M.  
Tony, Alexandra E.  
Walker, Christine R.  
Ward, Rebecca A.  
Williams, Tyler D.  
Willis, Kristy L.  
Wortman, Clayton J.

### **3 Year Contracts**

Ailiff, Connie J.  
Alexander, Dominique C.  
Arend, Lindsay  
Arie, Diana C.  
Arnold, Wandah J.  
Bachman, Nathan S.  
Bachmann, Andrew B.  
Bash, Jason J.  
Bergamesca, Robert D.  
Berrigan, Andrea C.  
Birri, Samantha R.  
Blakeley, Alison R.  
Boerner, Erica C.  
Bolton, Kiley J.

## CERTIFIED CONTRACT RECOMMENDATIONS

2019-20 School Year

*Recommended for Board of Education Approval on May 23, 2019*

Bova, Amy J.	Hamm, Lisa A.	Moss, Jacob A.	Stumpf, Renae L.
Boyer, Kaylee A.	Hanson, Sharon C.	Nemergut, Kelly A.	Swain-Abrams, Cathy D.
Bracken, Lisa S.	Harrington, Jill R.	Nickolai, Morgan M.	Swords, Julie K.
Brown, Alannah C.	Harrison, Kaelin E.	Oehler, Tina M.	Thompson, Paul J.
Brown, Amanda J.	Hartenstein, Stuart J.	Oldaker, Kelly J.	Thompson, Ramona L.
Brun, Ian J.	Harvey, Annaliese G.	Ortega, Joseph V.	Tilden, Jaclyn A.
Buckley, Tifanie L.	Haynes, Sarah S.	Palmer, Beth A.	Travis, Sarah M.
Burga, Brittany M.	Henderly, Suzanne M.	Palmer, Christine E.	Tressler, Scott C.
Burkart, Richard E.	Hendrickson, Krista D.	Palmer, Sarah K.	Tuttle, William G.
Burt, Cari A.	Hickey, Keeley A.	Parker, Elizabeth A.	Vu, Peter D.
Button, Michele E.	Hickman, Taylor K.	Petercsak, Emily B.	Walker, Megan J.
Calland, Laura C.	Hogan, Lee Ann	Petrelle, Sondra A.	Walters, Adam R.
Campbell, Danielle R.	Holly, Kelly R.	Podnar, Jenna L.	Weakley, Sunday M.
Carmichael, John C.	Howard, Robin L.	Polhemus, Eric J.	Webb, Timothy M.
Castorena, Leslie A.	Hoyt, Kimberly M.	Polhemus, Sarah W.	Weber, Rachel L.
Chambers, Marci E.	Huesman, Lisa R.	Pomeroy, Christi L.	Wells, Eric B.
Chirpas, Jeremy J.	Jarrett, Stephanie A.	Reeder, Kristin M.	White, Jessica T.
Coen, Cris J.	Jehnzen, Jennifer A.	Reeder, Taita M.	Whiteside, Jeffrey L.
Colotto, Camilo J.	Johansen, Danielle C.	Regoli, Angela E.	Wilcox, Frank E.
Corbett, Kathleen A.	Jones, Kathleen E.	Risaliti, Laura K.	Wilker, Mary E.
Crew, Jennifer L.	Karam, Melissa	Rodriguez, Tammy E.	Williams, Erin O.
Cunningham, Maryann R.	Kirk, Ezra	Rose, Mark S.	Wilson, Lauren E.
Dauber, Rebecca S.	Kleymeyer, Whitney D.	Rutherford, Matthew C.	Wilson, Tina L.
Diehl, Joshua S.	Knapp, Theresa R.	Rywalski, Amy C.	Wolfe, Kevin F.
Dingus, James R.	Kurtek, Katrina D.	Sachs, Erica N.	Wood, Danielle M.
Doane, Rachel D.	Langel, Laura A.	Sansbury, John P.	Woolard, Christina A.
Dobney, Rachel M.	League, Lauren E.	Sauder, Theodore A.	
Doyle Jr., Michael P.	Lecklider, Lauren E.	Sauer, Lauren N.	<b><u>5 Year Contracts</u></b>
Dunn, Craig A.	Lekan, Briana M.	Scheid, Melissa A.	Kane, Loretta J.
Dutrow, Christine B.	Lewis, Makenna R.	Schupp, Lori A.	Myers, Michael H.
Dyer, Karey I.	Lewis Sr., Stephen M.	Scott, Adrien M.	
EauClaire, Kelly L.	Little, Tyler D.	Selway, Jessica B.	<b><u>Continuing Contracts</u></b>
Ellis, Laura A.	Lozier, Jodi L.	Serra, Elisa P.	Adams, Jason N.
Ensign, Daniel P.	Luchene, Megan J.	Shaw, S. Tyler	Arbona, Jennifer R.
Erdy, Brooke M.	Maloney, Kathleen E.	Shepfer, Lee A.	Bickley, James H.
Evans, Stephanie R.	Marquis, Emily D.	Shingledecker, Carole B.	Blattler, Kristen L.
Fanning, Casie R.	Match, Jamie A.	Shoaf, Shane A.	Butler, Sarah E.
Ford, Ryan M.	Mathena, Julie A.	Shuman, Molly M.	Cox, Andrea N.
Foster, Meaghan M.	McCord, Gavin J.	Sieve, Taylor M.	Crandall, Linda S.
Foth, Paula S.	McDermott, Terence E.	Sigley, Kelliea S.	Dills, Scott R.
Fratianne, Laura K.	McGrew, Jill A.	Simpson, Laura G.	Gilbert, Jamie M.
Frencho, Angela E.	McKendrick, Jason M.	Smith, Kelsey A.	Greenwell, Mallory J.
Fry, Cassandra S.	McKnight, Selena N.	Snoke, Elizabeth A.	Hamilton, Molly K.
Gavlak, Kathleen M.	Mearhoff, Martin L.	Sosa, Jennifer D.	Henry, Amanda K.
Gellenbeck, Teresa C.	Mellen, Justin M.	Sparks, Ryan D.	Hoehn, Amanda N.
Goody, Kaitlin R.	Menary, Kelly R.	Spoltman, Janelle M.	Jones, Christy B.
Gray, Shawn A.	Metzger, Shannon M.	Spragg, JoAnn B.	Kelly, Catherine B.
Griffin, Shannon M.	Mickens, Shannon M.	Sribanditmongkol, Verathai	Leonard, William J.
Grimes, Melissa J.	Mimna, Michelle L.	Starmann, Margaret J.	Lucas, Ryan G.
Haege, Katrin Y.	Moder, Angela J.	Streib, Kevin T.	Luttrell, Thomas J.
Haines, Jeana H.	Moore, Angela J.	Stuller, Kathleen A.	Maxey, Elizabeth A.



**CERTIFIED CONTRACT RECOMMENDATIONS**

**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

McLoughlin, Laura S.  
Norcia, Michelle C.  
Poindexter, Leeann M.  
Powers, Judith M.  
Purlee, Jenna K.  
Ramey, Kaylee A.  
Riebold, Kirsti J.  
Rietschlin, Angela C.  
Salazar, Elizabeth L.  
Shape, Allison E.  
Shondell, Bethany A.  
Siegel, Kathryn A.  
Sloan, Rebecca E.  
Stern, Brooke R.  
Teller, Albert A.  
Vallier, Brittany A.  
Vasila, Brittini E.  
Vedder, Kimberlee A.  
Waggle, Jay W.  
Wayman, Elizabeth A.  
Zercher, Amanda G.

# **CERTIFIED EXTENDED SERVICE CONTRACT DAYS**

**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Position/Area</b>	<b>Location</b>	<b>Contract Days</b>	<b>Contract Amount</b>
Wells	Eric	B.	DECA/Marketing	OHS	2	\$ 766.58
Weaver	Mike	M.	DECA/Marketing	OBHS	2	\$ 980.91
Thompson	Britany	R.	DECA/Marketing	OLHS	2	\$ 723.14
Shanahan	Chrystal	L.	DECA/Marketing	OOHS	2	\$ 971.05
Glew	Trevor	C.	Guidance	OA	15	\$ 6,157.54
Hamilton	Whitney	C.	Guidance	OHS	15	\$ 6,367.46
McKnight	Selena	N.	Guidance	OHS	15	\$ 5,749.38
Naveau	Michael	P.	Guidance	OHS	15	\$ 8,771.03
Wozniak	Lauren	R.	Guidance	OHS	15	\$ 4,481.27
Nicolay	Alexandria	N.	Guidance	OBHS	15	\$ 4,120.14
Smith	Abigail	M.	Guidance	OBHS	15	\$ 6,957.08
Stearns	Dana	J.	Guidance	OBHS	15	\$ 6,557.27
McGrew	Jill	A.	Guidance	OLHS	15	\$ 4,902.89
Purlee	Jenna	K.	Guidance	OLHS	15	\$ 7,156.95
Rafey	Angela	M.	Guidance	OLHS	15	\$ 7,956.41
Sisko	Bobbie	M.	Guidance	OLHS	15	\$ 6,157.54
Vallier	Brittany	A.	Guidance	OLHS	15	\$ 6,357.41
Waterwash	Ronald	G.	Guidance	OLHS	15	\$ 5,085.97
Baumgartner	Matthew	J.	Guidance	OOHS	15	\$ 5,097.73
Brown	Matthew	K.	Guidance	OOHS	15	\$ 5,452.14
Gunther	Stephen	P.	Guidance	OOHS	15	\$ 6,957.08
Hanna	Sarah	N.	Guidance	OOHS	15	\$ 3,794.27
Otten	Pamela	L.	Guidance	OOHS	15	\$ 8,703.89
Smith	Heather	A.	Guidance	OOHS	15	\$ 5,158.14
Vyrostek	Michael	R.	Guidance	OBMS	12	\$ 4,469.19
Yochum	Dana	L.	Guidance	OBMS	12	\$ 6,963.11
Davis	Latoya	D.	Guidance	OHMS	12	\$ 6,045.34
Roberts	Meghan	B.	Guidance	OHMS	12	\$ 4,801.04
Durell	Jason	D.	Guidance	OLMS	12	\$ 6,045.34
Washington	Holly	L.	Guidance	OLMS	12	\$ 6,684.97
Davis	Jayme	M.	Guidance	OOMS	12	\$ 5,885.45
D'Errico	Nick	D.	Guidance	OOMS	12	\$ 6,315.44
Maxey	Elizabeth	A.	Guidance	OOMS	12	\$ 4,782.23
Decaminada	Gina	M.	Guidance	OSMS	12	\$ 6,205.23
Palmer	Christine	E.	Guidance	OSMS	12	\$ 5,048.30
Walker	Christine	R.	Guidance	ACES	6	\$ 1,713.24
Houtz	Emily	E.	Guidance	AES	6	\$ 2,299.75
Burson	Megan	M.	Guidance	CES	6	\$ 1,713.24
Fry	Cassandra	S.	Guidance	FTES	6	\$ 2,169.41
Bickley	James	H.	Guidance	GOES	6	\$ 3,508.41
Malone	Krista	M.	Guidance	HES	6	\$ 2,143.20
Litzenberg	Kristi	S.	Guidance	ISES	6	\$ 3,342.49
Arie	Diana	C.	Guidance	JCES	6	\$ 2,223.18
Byerly	Heather	S.	Guidance	LTES	6	\$ 2,790.19

Last Name	First Name	MI	Position/Area	Location	Contract Days	Contract Amount
Hawk	Timothy	J.	Guidance	OCES	6	\$ 1,843.56
Sipes	Kimberly	J.	Guidance	OMES	6	\$ 3,379.43
Otero	Edlyn	R.	Guidance	SRES	6	\$ 2,657.19
Faber	Lisa	M.	Guidance	TRES	6	\$ 3,481.56
Hall	Amanda	C.	Guidance	WCES	3	\$ 1,671.24
Perry	Jaimie	L.	Guidance	WCES	3	\$ 1,215.05
Gutierrez	Jamie	M.	Guidance	WRES	6	\$ 2,560.44
Harrison	Kaelin	E.	Library/Media	OHS	4	\$ 1,533.17
Starcher	Robyn	D.	Library/Media	OBHS	4	\$ 2,228.32
Poindexter	Leeann	M.	Library/Media	OLHS	4	\$ 1,659.94
Nunn	Glenn	A.	Library/Media	OOHS	4	\$ 1,098.70
Chan	Melissa	B.	Library/Media	OBMS	4	\$ 1,908.52
Waltz	Elizabeth	L.	Library/Media	OHMS	4	\$ 2,321.04
Starr	Sharon	G.	Library/Media	OLMS	4	\$ 1,011.81
Silwani	Kelly	R.	Library/Media	OOMS	4	\$ 1,727.11
Moffett	Pamela	J.	Library/Media	OSMS	4	\$ 1,854.77
Nickolai	Morgan	M.	Library/Media	ACES	6	\$ 2,327.29
Dangel	Betty	A.	Library/Media	AES	6	\$ 2,690.79
Chisek	Amy	F.	Library/Media	CES	6	\$ 2,495.25
Moore	Angela	J.	Library/Media	FTES	6	\$ 2,841.02
Reinhard	Kathleen	M.	Library/Media	GOES	6	\$ 2,125.07
Hemminger	Kara	T.	Library/Media	HES	6	\$ 2,303.12
Jones	Christy	B.	Library/Media	ISES	6	\$ 3,481.56
Acox	Nicole	D.	Library/Media	JCES	6	\$ 3,157.72
Adelsberger	Bridget	D.	Library/Media	LTES	6	\$ 2,702.85
Sattler	Michelle	R.	Library/Media	OCES	6	\$ 3,059.61
Dennison	Julie	M.	Library/Media	OMES	6	\$ 2,473.75
Olson	Peggy	A.	Library/Media	SRES	6	\$ 3,102.62
Savage	Heather	M.	Library/Media	TRES	6	\$ 2,665.23
Laughbaum	Laura	J.	Library/Media	WCES	6	\$ 2,391.11
Bussard	Kara	L.	Library/Media	WRES	6	\$ 3,481.56

**CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2018-19 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Employee Name			Position	Hours	Salary	
Last Name	First Name	Middle			Per Hour	Total
aimswebPLUS Training (June 4 and/or June 5, 2019)						
Beggrow	Anthony	D.	Instructor, OBHS	3.50	\$ 25.00	\$ 87.50
Dlesk	Bethany	A.	Instructor, OBHS	3.50	\$ 25.00	\$ 87.50
Ford	Ryan	M.	Instructor, HES	3.50	\$ 25.00	\$ 87.50
McCarty	Sarah	M.	Instructor, OLHS	3.50	\$ 25.00	\$ 87.50
Pratt	Lauren	M.	Instructor, OBHS	3.50	\$ 25.00	\$ 87.50
Sexton	Rene	C.	Instructor, GOES	3.50	\$ 25.00	\$ 87.50
Simpson	Laura	G.	Instructor, OCES	3.50	\$ 25.00	\$ 87.50
Slone	Walter	D.	Instructor, OBHS	3.50	\$ 25.00	\$ 87.50
Weaver	Jennifer	C.	Instructor, OBHS	3.50	\$ 25.00	\$ 87.50
Extended School Year (ESY)						
Bickley	Jennifer	C.	Instructor, OOMS	33.60	\$25.00	\$ 840.00
Biddle	Emily	N.	Instructor, WRES	36.00	\$25.00	\$ 900.00
Bluth	Annie	L.	Instructor, OLMS	6.00	\$25.00	\$ 150.00
Boroff	Holly	P.	Instructor, OBMS	12.00	\$25.00	\$ 300.00
Bruney	Kathryn	V.	Instructor, WRES	34.80	\$25.00	\$ 870.00
Burga	Brittany	M.	Instructor, OLMS	42.00	\$25.00	\$ 1,050.00
Clark	Tiffany	R.	Instructor, OCES	36.00	\$25.00	\$ 900.00
Coen	Cris	J.	Instructor, OA	12.00	\$25.00	\$ 300.00
Cunningham	Maryann	R.	Instructor, JCES	32.40	\$25.00	\$ 810.00
Dariano	Lauren	A.	Instructor, ACES	16.80	\$25.00	\$ 420.00
Dodosh	Kendall	A.	Instructor, WCES	24.00	\$25.00	\$ 600.00
Duell	Kelly	L.	Instructor, ACES	6.00	\$25.00	\$ 150.00
Evans	Stephanie	R.	Instructor, OOMS	12.00	\$25.00	\$ 300.00
Ford	Ryan	M.	Instructor, HES	9.60	\$25.00	\$ 240.00
Foster	Emily	M.	Instructor, OOMS	6.00	\$25.00	\$ 150.00
Frantianne	Laura	K.	Instructor, TRES	2.40	\$25.00	\$ 60.00
Fulper	Megan	R.	Instructor, ACES	6.00	\$25.00	\$ 150.00
Funk	Lauren	A.	Instructor, TRES	6.00	\$25.00	\$ 150.00
Gallmeyer	Kelly	N.	Instructor, OHS	86.40	\$25.00	\$ 2,160.00
Gossett	Gretchen	R.	Instructor, OMES	24.00	\$25.00	\$ 600.00
Gregory	Kimberly	M.	Instructor, GOES	12.00	\$25.00	\$ 300.00
Hoffman	Anna	L.	Instructor, OLMS	12.00	\$25.00	\$ 300.00
Holly	Kelly	R.	Instructor, HES	4.80	\$25.00	\$ 120.00
Hughes	Melissa	A.	Instructor, OLHS	52.80	\$25.00	\$ 1,320.00
Hutch	Lisa	M.	Instructor, SRES	58.80	\$25.00	\$ 1,470.00
Jacoby	Laura	B.	Instructor, OOMS	8.40	\$25.00	\$ 210.00
Kelley	Alyssa	A.	Instructor, TRES	16.80	\$25.00	\$ 420.00
Malhoit	Kristen	D.	Instructor, OCES	13.20	\$25.00	\$ 330.00
Maloney	Kathleen	E.	Instructor, JCES	24.00	\$25.00	\$ 600.00
McGuinness	Jennifer	L.	Instructor, OOMS	10.80	\$25.00	\$ 270.00
Merkowitz	Lynne	A.	Instructor, OOHS	13.20	\$25.00	\$ 330.00
Messmer	Rachel	A.	Instructor, OOMS	9.60	\$25.00	\$ 240.00
Moseley	Alyssa	C.	Instructor, OCES	66.00	\$25.00	\$ 1,650.00
Muntean	Nicole	V.	Instructor, OHMS	9.60	\$25.00	\$ 240.00
Nunn	Amanda	M.	Instructor, GOES	9.60	\$25.00	\$ 240.00
Olenick	Jannette	L.	Instructor, FTES	12.00	\$25.00	\$ 300.00
Palmer	Beth	A.	Instructor, OBMS	12.00	\$25.00	\$ 300.00
Petercsak	Emily	B.	Instructor, GOES	9.60	\$25.00	\$ 240.00
Pettit	Kimberly		Instructor, AES	18.00	\$25.00	\$ 450.00

**CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2018-19 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Employee Name			Position	Hours	Salary	
Last Name	First Name	Middle			Per Hour	Total
Reep	Shannon	J.	Instructor, OHMS	171.60	\$25.00	\$ 4,290.00
Romer	Catherine	A.	Instructor, OSMS	20.40	\$25.00	\$ 510.00
Sarnovsky	Jennifer	S.	Instructor, OMES	50.40	\$25.00	\$ 1,260.00
Sauder	Theodore	A.	Instructor, OBHS	16.80	\$25.00	\$ 420.00
Schumacher	Andrea	N.	Instructor, JCES	6.00	\$25.00	\$ 150.00
Simila	Lisa	M.	Instructor, HES	9.60	\$25.00	\$ 240.00
Smith	Allison	K.	Instructor, OHMS	51.60	\$25.00	\$ 1,290.00
Smith	Emily	C.	Instructor, OLMS	13.20	\$25.00	\$ 330.00
Smith	Travis	H.	Instructor, OBMS	55.20	\$25.00	\$ 1,380.00
Spinosi	Rebecca	J.	Instructor, WCES	12.00	\$25.00	\$ 300.00
Stewart	Kirby	N.	Instructor, OBHS	16.80	\$25.00	\$ 420.00
Stotz	Holly	A.	Instructor, OHMS	6.00	\$25.00	\$ 150.00
Swisher	Ingrid	A.	Instructor, OOHS	38.40	\$25.00	\$ 960.00
Szakacs-Sigler	Frances	L.	Instructor, OMES	12.00	\$25.00	\$ 300.00
Tilden	Jaclyn	A.	Instructor, OCES	38.40	\$25.00	\$ 960.00
Timple	Jacqueline	E.	Instructor, OOMS	12.00	\$25.00	\$ 300.00
Tingley	Nellie	M.	Instructor, CES	4.80	\$25.00	\$ 120.00
Walden	Brock	D.	Instructor, OHS	6.00	\$25.00	\$ 150.00
Wood	Melissa	L.	Instructor, OBMS	32.40	\$25.00	\$ 810.00
<b>Extended School Year (ESY) Literacy Instruction</b>						
Bluth	Annie	L.	Instructor, OLMS	31.20	\$25.00	\$ 780.00
Bruney	Kathryn	V.	Instructor, WRES	27.60	\$25.00	\$ 690.00
Burchfield	Amanda	M.	Instructor, WCES	30.00	\$45.00	\$ 1,350.00
Burga	Brittany	M.	Instructor, OLMS	6.00	\$25.00	\$ 150.00
Castiglione	Donna	M.	Instructor, OOMS	58.80	\$45.00	\$ 2,646.00
Clark	Tiffany	R.	Instructor, OCES	24.00	\$25.00	\$ 600.00
Cunningham	Maryann	R.	Instructor, JCES	171.60	\$35.00	\$ 6,006.00
Dariano	Lauren	A.	Instructor, ACES	14.40	\$60.00	\$ 864.00
Ford	Ryan	M.	Instructor, HES	9.60	\$45.00	\$ 432.00
Fratianne	Laura	K.	Instructor, TRES	62.40	\$45.00	\$ 2,808.00
Fulper	Megan	R.	Instructor, ACES	18.00	\$25.00	\$ 450.00
Gibson	Sara	E.	Instructor, OMES	25.20	\$40.00	\$ 1,008.00
Gossett	Gretchen	R.	Instructor, OMES	19.20	\$25.00	\$ 480.00
Gregory	Kimberly	M.	Instructor, GOES	12.00	\$25.00	\$ 300.00
Harden	Dana	A.	Instructor, TRES	57.60	\$45.00	\$ 2,592.00
Harrington	Jill	R.	Instructor, ACES	48.00	\$45.00	\$ 2,160.00
Hoffman	Anna	L.	Instructor, OLMS	24.00	\$25.00	\$ 600.00
Hughes	Melissa	A.	Instructor, OLHS	76.80	\$45.00	\$ 3,456.00
Hutch	Lisa	M.	Instructor, SRES	51.60	\$25.00	\$ 1,290.00
Kirk	Ezra	P.	Instructor, OHS	138.00	\$45.00	\$ 6,210.00
Lecklider	Lauren	E.	Instructor, OSMS	12.00	\$25.00	\$ 300.00
Lewis	Tiffany	A.	Instructor, OLHS	7.20	\$35.00	\$ 252.00
Malhoit	Kristen	D.	Instructor, OCES	19.20	\$35.00	\$ 672.00
Mauk	Whitney	E.	Instructor, CES	16.80	\$45.00	\$ 756.00
McAllister	Diane	L.	Instructor, SRES	21.60	\$25.00	\$ 540.00
McDowell	Heidi	L.	Instructor, AES	22.80	\$45.00	\$ 1,026.00
Muntean	Nicole	V.	Instructor, OHMS	4.80	\$25.00	\$ 120.00
Reep	Shannon	J.	Instructor, OHMS	82.80	\$25.00	\$ 2,070.00
Riva	Monica	A.	Instructor, ACES	27.60	\$45.00	\$ 1,242.00
Rogers	Molly	C.	Instructor, OLMS	14.40	\$45.00	\$ 648.00

**CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2018-19 School Year**  
*Recommended for Board of Education Approval on May 23, 2019*

Employee Name			Position	Hours	Salary	
Last Name	First Name	Middle			Per Hour	Total
Schumacher	Andrea	N.	Instructor, JCES	30.00	\$35.00	\$ 1,050.00
Smith	Emily	C.	Instructor, OLMS	6.00	\$25.00	\$ 150.00
Smith	Travis	H.	Instructor, OBMS	67.20	\$35.00	\$ 2,352.00
Stotz	Holly	A.	Instructor, OHMS	24.00	\$25.00	\$ 600.00
Wood	Melissa	L.	Instructor, OBMS	98.40	\$45.00	\$ 4,428.00
<b>Home Instruction</b>						
Bergamesca	Robert	D.	Instructor, OLHS	19.00	\$ 25.00	\$ 475.00
Crandall	Linda	S.	Instructor, OLHS	17.00	\$ 25.00	\$ 425.00
Dodosh	Kendall	A.	Instructor, WCES	30.00	\$ 25.00	\$ 750.00
Doup	Jamie	R.	Instructor, OA	5.00	\$ 25.00	\$ 125.00
Sauder	Theodore	A.	Instructor, OBHS	18.00	\$ 25.00	\$ 450.00
Weakley	Sunday	M.	Instructor, OLHS	17.00	\$ 25.00	\$ 425.00
<b>Summer Reading Program (July 22, 2019 - August 1, 2019)</b>						
Fought	Julia	K.	Instructor, OMES	18.00	\$ 25.00	\$ 450.00
Graffeo	Jill	R.	Instructor, OMES	18.00	\$ 25.00	\$ 450.00
Simmons	Jennifer	S.	Instructor, OMES	18.00	\$ 25.00	\$ 450.00
Wypasek	Lynn	E.	Instructor, OMES	18.00	\$ 25.00	\$ 450.00

# **CERTIFIED CONTRACTS**

**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Employee Name			Position	Location	Contract		
Last Name	First Name	MI			Effective Date	Term	Salary
Day	Lauren	E.	English Language Learners	FTES	08/12/19	1-Year	\$ 60,862.00
Garrett	Rachel	M.	English Language Learners	ACES/OBMS	08/12/19	1-Year	\$ 52,825.00
Hanna	Sarah	N.	Guidance Counselor	OOHS	08/12/19	1-Year	\$ 46,796.00
Lesseuer	Katherine	A.	Grade 6	OOMS	08/12/19	1-Year	\$ 69,625.00
Mentzer	Rachel	A.	Grade 2	GOES	08/12/19	1-Year	\$ 46,643.00
Nicolay	Alexandria	N.	Guidance Counselor	OBHS	08/12/19	1-Year	\$ 50,815.00
Pledger	Jessica	M.	English Language Learners	ISES/SRES	08/12/19	1-Year	\$ 50,815.00
Sandoval	Miriam	M.	English Language Learners	JCES/WCES	08/12/19	1-Year	\$ 50,815.00
Woodruff	Nicole	A.	Literacy Support	TRES	08/12/19	1-Year	\$ 74,016.00

**CERTIFIED NEW TEACHER ACADEMY STIPEND PAID THROUGH MEMORANDUM BILLING**  
**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Last Name	First Name	MI
Day	Lauren	E.
Garrett	Rachel	M.
Hanna	Sarah	N.
Lesseuer	Katherine	A.
Mentzer	Rachel	A.
Nicolay	Alexandria	N.
Pledger	Jessica	M.
Sandoval	Miriam	M.
Woodruff	Nicole	A.



**CLASSIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING**  
**2018-19 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Employee Name			Position	Hours	Salary	
Last Name	First Name	Middle			Per Hour	Total
Extended School Year (ESY)						
Beidelman	Megan	E.	Aide, OBHS	16.80	\$25.00	\$ 420.00
Buck	Sandra	A.	Aide, OLMS	37.20	\$25.00	\$ 930.00
Capretta	Susan	J.	Aide, OLMS	61.20	\$25.00	\$ 1,530.00
Kaufman	Jeanine	L.	Aide, OLMS	110.40	\$25.00	\$ 2,760.00
Mahajan	Punam		Aide, OOHS	6.00	\$25.00	\$ 150.00
Tudor Stegner	Kari		Aide, SRES	32.40	\$25.00	\$ 810.00
Home Instruction						
Mahajan	Punam		Aide, OOHS	59.00	\$ 25.00	\$ 1,475.00
Summer Enrichment Experience (SEE '19)						
Hazel	Suzanne	F.	Aide, AES	59.00	\$ 25.00	\$ 1,475.00

## CLASSIFIED CONTRACT RECOMMENDATIONS

2019-20 School Year

Recommended for Board of Education Approval on May 23, 2019

### 1 Year Contracts

#### **AIDES**

Batta, Karen  
Briggs, Tasha  
Brooks, Cameron  
Divaratne, Samantha  
Gardner, Sharon  
Prather, Ande  
Vankeuren, Heidi  
Vermilion, Jennifer  
Walker, Erin

#### **FOOD SERVICE**

Boudreau, Candace  
Fischer, Carol  
Lambert, Alicia  
Sherrow, Bernice  
VanBuren, Diana

#### **TRANSPORTATION**

Bennett, Stephanie  
Viers, Jeremy

#### **SECRETARIES**

Sindeldecker, Brigitte

#### **TECHNOLOGY**

Skidmore, Matthew

### 2 Year Contracts

#### **AIDES**

Ahmed, Carrie  
Allinger, Bonnie  
Atanosian, Amanda  
Bahnick, Kenneth  
Ballmer Jr, John  
Bauer, Pamela  
Bennett, Carrie  
Boetcher, Arika  
Bowles, Shaundra  
Boyer, Rachel  
Braaten, Alisa  
Brown, Deanna  
Burton, Teresa  
Callison, Shonda  
Carlton, Jacob  
Carmer, Jordyn  
Chambers, Gina  
Corna, Sumer  
Corson, Amy  
Coy, Jennifer  
Crawford, Scott  
Cullen, Suzanne  
Cwynar, Marsha  
Day, Melissa  
Dittman, Fred  
Donnenwirth, Kathryn  
Durst, Monique  
Dusenberry, Courtney  
Flinn, Dana  
Foley, Deanna

Frabotta, Carie  
Gernert, Amanda  
Gingrich, Deanna  
Gough, Deborah  
Grathwol, Dawn  
Gray, Scott  
Guillard, Ella  
Henry, Gilbert  
Hofstetter, Robert  
Kelley, Alyssa  
Kelley, Kelly  
Kickbusch, Stacey  
Kigar, Fritz  
Knight, Angela  
Koehrsen, Amy  
Korinko, Rebecca  
Lansdale, Heather  
Lloyd, David  
Lynch, Kevin  
Ma, Bonnie  
Medors, Nancy  
Meihls, Ellen  
Moneypenny, Nina  
Moses, Jennifer  
Nicholson, Stanley  
O'Rourke, Aidan  
Ortman, Jeremy  
Orwig, Erica  
Parker, Ashley  
Patton, Wendy  
Perkins, Melissa  
Pittroff, Catherine  
Rasmussen, Joy  
Richards, Darrell  
Richeson, Mollie  
Rowland, Melissa  
Scharf, Radulka  
Sexton, Amy  
Sherman, Megan  
Taylor, Patrick  
Tuma, Jennifer  
Utle, Megan  
Van Riper, Pamela  
Wanek, Erica  
Wang, Rene  
Weck, Christopher  
Welsh, Sarah  
Wentworth, Sarah  
Williams, Kelly  
Wilson, Tiffany

#### **CLERKS**

Bell, Denise  
Kellow, Pamela  
Kenley, Michelle

### **FOOD SERVICE**

Armstrong, Mary  
Barnes, Leanne  
Bently, Anne  
Delaney, Sonya  
Dray, Anne  
Froehlich, Kathleen  
Fuller, Myrona  
Glinka, Lori  
Grote, Theresa  
Gunawan, Djulita  
Harris, Ndaru  
Hopkins, Michelle  
James, Juanita  
Kresak, Renee  
Kwon, Haejin  
O'Boyle, Lauren  
O'Brien, Lisa  
Ooten, Simone  
Penka, Deborah  
Postle, Erica  
Pruett, Kerri  
Shimp, Jill  
Silberstein, Stayce  
Swisher, Jennifer  
Thomas, Heather  
Wallace, Colleen  
Ward, Lynne  
Wears, Janelda  
Werling, Amy  
Yarris, Mindy  
Zimmer, Michelle

### **SECRETARIES**

Calabrese, Lisa  
Castle, Carol  
Cripe, Jody  
Hall, Ellen  
Miller, Jana  
Nori, Barbara  
Phillips, Stacie A.  
Posey, Shelly  
Sanzone, Sarah  
Zorn, Christine

### **TECHNOLOGY**

McMonagle, James  
Tufts, LaMont  
Zaye, Patrick

### **TRANSPORTATION**

Krebs, Randal  
Dobay, Kenneth  
Postle, Andrew

### **TREASURER**

Bober, Vicki  
Douglas, Leah

**CLASSIFIED ADDITIONAL CONTRACT DAYS**  
**2018-19 and 2019-20 School Year**  
*Recommended for Board of Education Approval on May 23, 2019*

<b>June</b> (for closing the 2018-19 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Office Aides	2 days
<b>July and August</b> (for opening the 2019-20 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Athletic/Guidance Aides	10 days

**CLASSIFIED SUBSTITUTES**

**2018-19 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Comella, Dylan  
Miller, Benjamin  
Miller, J Ryan  
Monago, Michael

**CLASSIFIED SUBSTITUTES**

**2019-20 School Year**

*Recommended for Board of Education Approval on May 23, 2019*

Acharya, Shubhashree	Lauria, Daniel
Acker, Amanda	Leiter, Kris
Adams, Tina	Leonetti, Julie
Allard, Mary	Lindsey, Latricia
Allen, Amanda	Long, Robert
Anderson, Karen	Lovett, Amber
Andrews-Sharer, Shirley	Lozada, Raquel
Arango, Bibiana	Lucas, Buneka
Archer, Betty	Lucas, Julie
Arena, Nicole	Luckscheiter, Ann
Arthur, Eva	Lutwen, Karin
Arunkumar, Suganya	Lynch, Judith
Barendse, Molly	Ma, Ying Lok Enoch
Barnhill, Kimberly	Maddox, Grant
Barwinski, Karen	Mahajan, Punam
Beattie, Julie	Mahajan, Shafali
Beaumier, Charina	Manchikanti, Lalitha
Bennett, Stephanie	March, Nancy
Berry, Amie	Marshall, Michelle
Besselman, Celia	Martin, Angela
Besselman, Larry	Martin, Tracey
Bhatia, Michelle	Marzich, Amy
Bird, Emily	McClellan, Lasheta
Biswas, Rinku	McCollum, Lisa
Black, Kristen	McCrea, Amy
Bolkovac, Stefanie	McDarmont, Megan
Bonomo, Preston	McDonald, Heather
Border, Julie	Mcgrath, Erika
Bowman, Leann	McGreevey, Karen
Bridges, Sarah	Meade, Charles
Brigner, Amy	Merchant, Pamela
Bruck, Anna	Merkel, Melissa

Bruncak, Melissa  
Buening, Michele  
Burkhart, Theresa  
Burnside, Donna  
Butzier, Amy  
Camacho, Samuel  
Carlson, Dawn  
Carter, Jennifer  
Caton, John  
Chapman, Timothy  
Chhaged, Deepmala  
Choudhary, Priyanka  
Claar, Lisa  
Clark, Jodie  
Clark, Roseland  
Clay, Nicholas  
Clifford, Mitchell  
Comella, Dylan  
Comyns, Katie  
Contini, Stefanie  
Cook, Holly  
Cooke, Trudy  
Cosner, Michelle  
Coverstone, Coverson  
Crabtree, Amanda  
Crawford, Beverly  
Daniels, Cedric  
Dave, Vidushi  
Davis, James  
Davis, Martha  
Davis, Nicole  
Dayhuff, robert  
Decot, Laura  
Dempsey, Alane  
Deroy, Wendy  
Devine, Debra  
Devnani, Sangeeta  
Dewani, Lily  
Diehr, Kelley  
Diguilio, Cheryl  
DiMantova, Katherine Ann  
Dittman, Jr, Fredrick  
Drosos, Katherine  
Dupont, Sarah  
Durbin, James  
Ebare, Kelly

Messmer, Shannon  
Metcalf, Alice  
Meyyappan, Meenakshi  
Miller, Amanda  
Miller, J Ryan  
Miller, Staci  
Minniear, Brianna  
Mistry, Jignasha  
Mitchell, Spencer  
Mohanty, Ipsita  
Monago, Michael  
Montgomery, Ethel  
Montgomery, Eugena  
Moorehead, Shawn  
Mueller, Karl  
Murphy, Tiffany  
Nagode, Michael  
Naguleswaran, Dhamayanthy  
Narayanam, Nandini  
Neiswander, Rhea  
Nelson, Diane  
Nikolova, Milena  
Nip, Sau Kan  
Noble, Barbara  
O'Brian, Holly  
O'Donnell, Diane  
Oladoye, Debora  
O'Reilly, Garrett  
Osborne, Barbara  
Page, Zach  
Painter, Michael  
Passarella, Nancy  
Patel, Pratima  
Patel, Rekha  
Patinjara Purayil, Smitha  
Pavloich, Judith  
Pawa, Rani  
Pellington, Kyle  
Penry, Jeffrey  
Perry, Jahred  
Pichika, Kasilakshmi  
Ponnusamy  
Price, Keith  
Pritchard, Rebecca  
Profio, Blake  
Profio, Shane

Echenrode, Jill  
Eck, Mary  
Edgson, Hayley  
Efsthathiou, Kalliopi  
Eisenman, Samantha  
Endres, Kalyn  
Erdy, Carrie  
Evans, Jeffrey  
Evans, Michelle  
Firz, Katherine  
Flores Munoz, Nuria  
Forbes, Ryan  
Forshaw, Alida  
Frieremood, Kristie  
Garg, Vasudha  
Garipalli, Radhika  
Gebhardt, Kendra  
Geller, Mary  
Ghadi, Shilpa  
Giles, Cynthia  
Gilkerson, Melany  
Gillespie, Keri  
Glason, Cheryl  
Gopp, Shirley  
Gossing, Cheryl  
Grashel, Kristin  
Gresham, Carrie  
Guastella, Charlotte  
Gunn, Susan  
Hagerman, Melissa  
Hall, Karey  
Hallier, Matt  
Hammerstein-Woo, Ellen  
Haney, Stacey  
Harmon, Arno  
Harrell, Beth  
Hartley, Allen  
Hauenstein, Kristin  
Hazel, Suzanne  
Heber, Laura  
Hegg, Debra  
Heilshorn, Shelley  
Heller, Linda  
Hemrick, Andrea  
Henry, Kelvin  
Herlihy, Ashley  
Higgins, Terri

Quinn, Connor  
Quintiliani, Maria  
Rajesh, Jothilakshmi  
Ramanathan, Vallikannu  
Ramsey, Melinda  
Randall, Dana  
Ravi, Bama  
Reindel, Steven  
Rhoads, Kristie  
Rice, Jennifer  
Riep, Marilyn  
Rivera, Kathy  
Roberts, Kim  
Roberts, Mark  
Robinson, Christine  
Robison, Marcy  
Robson, Alicia  
Rohde, Abbey  
Rose, Amber  
Runyon, Garrett  
Rusk, Trevor  
Rusnak, Georgene  
Rustagi, Sonika  
Ryan, Alycia  
Ryan, Michelle  
Sampath, Vidya  
Sargent, Jennifer  
Scherman, Adam  
Schlagenhaft, Kathy  
Schmidt, Hayden  
Schneider, Cathy  
Senormanci, Azra  
Shah, Deepa  
Sharda, Monica  
Sharma, Ambika  
Shealy, Kathleen  
Shetty, Chetana  
Shults, Mary  
Smith, John  
Smith, Michele  
Smith, Ryan  
Soundarajan, Chitra  
Spellman Jr., Harol  
Staffen, Joseph  
Starn, Graham  
Stratton, Caroline  
Stropki, Lisa

Hoffman, Eva  
Hoffmann, Collin  
Holehouse, Rhonda  
Holmes, Barbara  
Hoy, Julie  
Hughes, Mary  
Hull, Ann  
Hunter, Cassidy  
Hunter, Heather  
Irukulapati, Srilakshmi  
James, Loretta  
Jankowski, Laurie  
Jarzabek, Kelly  
Jones, Teela  
Kapadia, Ami  
Kauf, Suzanne  
Kaufmann, Elizabeth  
Kearns, Melinda  
Keller, Michael  
Kennedy, Lori  
Kiefer, Amy  
Kienzel, Ken  
Kistler, Jennifer  
Kitchen, Jessica  
Klekotka, Karin  
Knight, Alexis  
Knowlton, Kimberly  
Koboldt, Christina  
Kochanski, Kara  
Kolath, Sherri  
Kolp, Theresa  
Kosmal, Thomas  
Kraner, Anna Marie  
Kreutzer, Adam  
Krider, Tina  
Kuntz, Randy  
LaCava, Scarlett  
Laired, Jack  
Lanke, Kanaka

Szasz, Sara  
Szerencsits, Colleen  
Talbot Irwin, Mary Jean  
Taylor, Fabia  
Taylor, Judy  
Teasley, Unice  
Thiebout, Diane  
Thiruppathi, Vanithanagalakshmi  
Thornton, Elizabeth  
Tomcik, Dana  
Tsakalis, Emily  
Vaidya, Vaishali  
VanDerKlooster, Susan  
Vanderwarker, Denna  
Vartorella, Julie  
Varughese, Vinoyi  
Viers, Justin  
Waite, Karen  
Wallace, Beth  
Walter, Sarah  
Ward, Ashley  
Weaver, Amy  
Webster, Trisha  
Weidman, Cheryl  
Werchowski, Summer  
Wheeler, Nicholas  
Williams, Michael  
Wilson, Brian  
Wiltjer, Janet  
Wong, Jill  
Wood, Emily  
Wrather, Phyllis  
Xenakis, Jamie  
Yadav, Anita  
Zajdel, Lelia  
Zappitelli, Stephanie  
Zaremba, Christine

School	Beginning Date of Trip	Return Date	School Days Missed	# of Volunteers	Event	Location	Transportation	Approximate Number of Students
OBHS	7/28/2019	8/1/2019	0	7	Band Camp	Ashley, OH	Parents	70
OOHS	8/1/2019	8/3/2019	0	0	Cheer Camp	Sandusky, OH	Parents	70
OOHS	8/4/2019	8/8/2019	0	25-30	Marching Band Camp	St. Louis, OH	Parents	240
OBMS	11/4/2019	11/8/2019	5	0	Washington, D.C. Student Trip	Washington, D.C.	Charter Bus	340
OLHS	5/21/2020	5/30/2020	0	TBD	London and the Theatre Trip	London, England	Air	12 or more



## OLENTANGY LOCAL SCHOOL DISTRICT

### Student Activity Purpose Statement

School: Orange High School

Activity Name: Prism GSA (Gender & Sexuality Alliance)

Purpose: The purpose of this club is to provide a safe space for OOHS' LGBTQ+ students and their Allies. We promote acceptance, advocacy, social-emotional support, and education about the issues that affect the LGBTQ+ community at OOHS, as well as those in the Columbus Metro Area, Ohio, The United States, and the world at large.

Major Types of Revenue: Dues, Fundraisers, Product Sales (T-Shirts & Accessories), Donations

Major Types of Expenditures: Fundraiser Products, Products (T-Shirts & Accessories), Event Registrations (Columbus Pride)

  
\_\_\_\_\_  
Building Principal

  
\_\_\_\_\_  
Business Manager

  
\_\_\_\_\_  
Sponsor

5/7/19  
\_\_\_\_\_  
Date submitted

# ELEMENTARY STUDENT HANDBOOK

2019-2020



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adoption May 17, 2018

# OLENTANGY SCHOOLS

Administrative Offices  
7840 Graphics Way  
Lewis Center, OH 43035  
740-657-4050  
<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

Kevin O'Brien	President
Mindy Patrick	Vice President
Roger Bartz	Board Member
Julie Wagner Feasel	Board Member
Dave King	Board Member

## ELEMENTARY SCHOOLS

Alum Creek  
2515 Parklawn Drive  
Lewis Center, OH 43035  
740-657-4600

Freedom Trail  
6743 Bale Kenyon Road  
Lewis Center, OH 43035  
740-657-5700

Indian Springs  
3828 Home Road  
Powell, OH 43035  
740-657-4950

Oak Creek  
1256 Westwood Drive  
Lewis Center, OH 43035  
740-657-4700

Tyler Run  
580 Salisbury Drive  
Powell, OH 43065  
740-657-4900

Arrowhead  
2385 Hollenback Road  
Lewis Center, OH 43035  
740-657-4650

Glen Oak  
7300 Blue Holly Drive  
Lewis Center, OH 43035  
740-657-5500

Johnnycake Corners  
6783 Falling Meadows Drive  
Galena, OH 43021  
740-657-5650

Olentangy Meadows  
8950 Emerald Hill Drive  
Lewis Center, OH 43035  
740-657-5550

Walnut Creek  
5600 Grand Oak Blvd.  
Galena, OH 43021  
740-657-4750

Cheshire  
2681 Gregory Road  
Delaware, OH 43035  
740-657-5750

Heritage  
679 Lewis Center Road  
Lewis Center, OH 43035  
740-657-5000

Liberty Tree  
6877 Sawmill Parkway  
Powell, OH 43065  
740-657-5600

Scioto Ridge  
8751 Big Bear Avenue  
Powell, OH 43065  
740-657-4800

Wyandot Run  
2800 Carriage Road  
Powell, OH 4850  
740-657-4850

## Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISTRICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	2
ONLINE ACCESS TO STUDENT INFORMATION	3
SCHOOL CLOSINGS AND DELAYS	3
ATTENDANCE	4
ELEMENTARY SCHOOL HOURS	4
PARENTAL CONTACT REGARDING STUDENT ABSENCES	4
ABSENCES, TARDINESS, AND TRUANCE	4
EXCUSED ABSENCES	5
UNEXCUSED ABSENCES	6
ILLNESS WHILE AT SCHOOL	6
EARLY DISMISSAL OF STUDENTS	6
CO-CURRICULAR PARTICIPATION	6
SPECIAL ABSENCES	6
WITHDRAWAL FROM SCHOOL	7
CODE OF CONDUCT	8
IMPORTANT NOTICES	9
CODE OF CONDUCT VIOLATIONS	9
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	12
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	17
DRESS CODE	19
CAFETERIA RULES	20
PLAYGROUND RULES	20
DISCIPLINE OPTIONS	21
DUE PROCESS AND RIGHT OF APPEAL	23
QUESTIONING OF STUDENTS	36
SCHOOL'S RIGHT TO SEARCH	37
BUS RULES	38
BUS PASSES	41
CURRICULUM, INSTRUCTION, AND ASSESSMENT	42
ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION	42
SCHOOL COUNSELOR SERVICES	42
GIFTED SERVICES	43
EQUITY AND INCLUSION PROGRAM	44
FIELD TRIPS	44
LIBRARY/MEDIA CENTER	45
TECHNOLOGY USAGE POLICY	47
GRADING	50
PERFORMANCE LEVELS	50
EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH	50
REPORT CARDS	50
HEALTH AND SAFETY	51
HEALTH REGULATIONS	51
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY	51
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES	52
DISTRICT SAFETY PLAN	52
HEALTH SCREENINGS	53

HOMEBOUND INSTRUCTION	53
ILLNESS/INJURY	53
MEDICAL CONCERNS	53
NON-SMOKING / VAPING POLICY	53
PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE	54
STAY SAFE. SPEAK UP!	54
SUICIDE PREVENTION RESOURCES	54
GENERAL INFORMATION	55
COPYRIGHT INFRINGEMENT	55
FEES	55
FEE COLLECTIONS AND FEE WAIVERS	55
FOOD SERVICE	55
FUNDRAISING ACTIVITIES	56
INTRADISTRICT TRANSFERS	56
LOCKER ASSIGNMENTS	56
LOST AND FOUND	57
PARTIES	57
POSTERS / COMMUNITY ANNOUNCEMENTS	57
PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS	57
RELEASE OF STUDENTS PHOTOS AND WORK ONLINE	58
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS	58
RELEASE OF STUDENT RECORDS	59
RIDING BIKES/SCOOTERS TO SCHOOL	60
UNAUTHORIZED USE OF THE BUILDING	61
VALUABLE PERSONAL PROPERTY	61

## INTRODUCTION

### LETTER FROM THE PRINCIPAL

Dear Parent/Guardian,

On behalf of the entire staff, we take great pride in welcoming you to our elementary schools. 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

### FOREWARDFOREWORD

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 relevant to being a student in Olentangy. 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 on the district's website. [CLICK HERE.](#)

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

To be the recognized leader for high performance and efficiency in education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

### DISTRICT INFORMATION SOURCES

The Olentangy Local School District offers a variety of ways to keep up with important news and information on our school from our district:

- Website – The district's website offers a wealth of information about Olentangy, including building

information, district policies, school closings and delays, kindergarten registration, ~~Board of Education meeting minutes, Top top News~~news, the district strategic plan, Continuous Improvement Plan, and curriculum maps. ~~Make sure you regularly~~ Regularly visit the website. ~~district's website, please CLICK HERE or go to~~ <http://www.olentangy.k12.oh.us>.

- Email Notification System – ~~Receive~~ Parents/guardians will receive news, announcements and updates via email from ~~Olentangy~~ the district and the schools their children attend ~~straight to your email inbox and / or smartphone~~. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the Email Notification System webpage. <http://www.olentangy.k12.oh.us/domain/55>.
- Calling System – Parent/guardian calling, email and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the PowerSchool Update Instructions ~~CLICK HERE or visit:~~ <http://www.olentangy.k12.oh.us/Page/1858>.
- Social Media – Follow the district on the following social media channels: Facebook, Twitter, Instagram, and LinkedIn ~~at~~ <http://www.facebook.com/olentangylocalschools>, and on Twitter at ~~@OlentangySD~~.
- Mobile App – The district's free mobile app ~~allows you makes it easy~~ to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The “Olentangy Local SD” app is available for download for iPhone and Android users in the app store (iTunes, Google Play) ~~on their mobile device~~.

## EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This District provides an equal educational opportunity for all students. The Olentangy Local Schools School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. 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 Code of Conduct 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, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The District employees responsible for receiving and/or investigating reports of harassment ~~are: on the basis of race, color or national origin, including the investigatory report, who is referred to in this policy as the Anti-Harassment Complaint Coordinator is:~~

Randy Wright  
Chief of Administrative Services  
[Randy\\_Wright@olsd.us](mailto:Randy_Wright@olsd.us)  
740-657-4012

Jacqueline Merkle  
Supervisor of Equity and Inclusion  
[Jacqueline\\_Merkle@olsd.us](mailto:Jacqueline_Merkle@olsd.us)  
740-657-5068

For more information about the district's prohibition against bullying, harassment, and discrimination ~~and complaint procedures~~, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.

## FEDERAL/STATE/LOCAL COMPLIANCE

Furthermore, ~~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. The American's with Disabilities Act (A.D.A.) and 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.

## ONLINE ACCESS TO STUDENT INFORMATION

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

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

The district website can be found at <http://www.olentangy.k12.oh.us>. ~~If you forget your password, please contact your building secretary.~~

## SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted ~~online at~~ <http://www.olentangy.k12.oh.us> ~~on the district website~~. Delay and closing information will also be reported using an automated phone system, ~~text message, social media,~~ 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), and the district's mobile app. 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.



## ATTENDANCE

### GENERAL ATTENDANCE INFORMATION ELEMENTARY SCHOOL HOURS

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

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

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

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods: ~~contact parents by phone or letter to inform them of the student's absence.~~

- A telephone call placed in person;
- An automated telephone call;
- A notification sent through the school's automated student information system;
- A text-based communication;
- A notification sent to the electronic mail address of the parent, guardian, or other person's wireless communication device;
- A visit, in person, to the student's residence of record.

### ABSENCES, TARDINESS, AND TRUANCE

#### ABSENCES AND TARDIES

The following definitions are used to determine how student absence from school is recorded. See Board Policy 5200 for additional rules regarding student absences.

- 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 p.m. tardy.

### EXCESSIVE ABSENCES

To prevent students from becoming habitually truant Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- a. for thirty-eight (38) or more hours in one (1) school month or
- b. sixty-five (65) or more hours in one (1) school year.

### HABITUAL TRUANCY

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Per Ohio law, a student will be considered habitually truant if the student is absent without a legitimate excuse

- a. for thirty (30) or more consecutive hours,
- b. for forty-two (42) or more hours in one (1) school month, or
- c. for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team, to which the student's parent/guardian will be invited. The team will develop an Absence Intervention Plan to improve the student's attendance. If the student fails to make progress on the plan the district will report the student to juvenile court (Ohio Revised Code §3321.19).

To prevent students from becoming habitually truant , the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- a. for thirty eight (38) or more hours in one (1) school month or
- b. sixty five (65) or more hours in one (1) school year.

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- 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.

### EXCUSED ABSENCES

The following are typical conditions that 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;
6. Good cause approved by the superintendent;
7. Emergency circumstances approved by the principal.

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

1. ~~The~~ the dates of absences,
2. ~~The~~ the reason for the absences,
3. ~~The~~ the parent or guardian signature, and
4. ~~The~~ 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. 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.

### ILLNESS WHILE AT SCHOOL

If a student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused. Parents are requested to report all communicable diseases to the clinic.

### EARLY DISMISSAL OF STUDENTS

When leaving for early dismissal, students are not allowed to wait in front of the building or to enter cars unless accompanied by a parent or guardian. These rules are necessary to ensure student safety. An authorized adult must come to the office to sign a child out. The parent or guardian must send a note each time there will be a change in a 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.

### SPECIAL ABSENCES

Alternate Learning Experience (ALE) and Student Vacations During the School Year

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. Students are also permitted to take vacation with

their family during the school year. ALE and student vacation absence days count as absences and state laws about excessive absences still apply in these circumstances.

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

- a. approve the request,
- b. give conditional approval to the request, or
- c. deny the request.

Requests that would cause a student significant academic risk may be conditionally approved by the building administrator pending the student satisfactorily achieving relevant academic expectations. It should be noted that additional days absent, beyond the ALE or vacation could negatively impact the student academically (e.g. Third Grade Guarantee). An ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

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

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

## WITHDRAWAL FROM SCHOOL

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

- a. All fees are paid, including library fines, etc.;
- b. Books are returned in satisfactory condition; and
- c. 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.

## CODE OF CONDUCT

~~A major component of our educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student 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 school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools' Code of Conduct is~~ seeks to develop foster self-discipline in all students and maintain an appropriate educational atmosphere. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student Conduct).

The Board believes that students should ~~learn to~~ assume responsibility for their ~~own~~ behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. (Policy 5600-Student Discipline) ~~Staff will take corrective action to discipline a student when their behavior does not fall within these parameters.~~

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. In addition, sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1.) ~~Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct~~ Misconduct by a student that occurs on off school district property not owned or controlled by the Board but where such conduct but is connected to activities or incidents controlled by the Board that have occurred on school district property; and 2.) ~~Conduct~~ Misconduct by a student that, regardless of where it occurs, under the supervision of a district official/ employee or is directed at a district official/ or employee or their the property is subject to discipline of an official or employee.

Furthermore, 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 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).

~~A~~ Violation of any rule the Code of Conduct may result in discipline including, but not limited to:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor

- In-School Detention (ISD)
- Out-of-School Suspension (OSS)
- Emergency removal
- ~~Court~~ Referral to law enforcement agencies
- 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).~~

## IMPORTANT NOTICES

- Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).
- Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
- ~~Video s~~Surveillance – ~~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. For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.~~

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

## CODE OF CONDUCT ~~RULES~~ VIOLATIONS

1. Disruption of School – Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation – Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)

3. Intimidation and / or Threats – Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. Use of Obscene or Discriminatory Language / Materials / Actions / Gestures – Students shall not use obscene, vulgar, profane or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
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 or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)
  - d. Unauthorized touching, pushing, shoving, slapping, snapping and/or 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.~~ [Ohio Revised Code §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 including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. Theft – Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.



14. Academic Dishonesty – Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. Driving (applicable to High School only) – Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
16. Dress Code – Refer to the Dress Code, in the Code of Conduct section.
17. Inappropriate Display of Affection – Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. Unauthorized or Unsupervised Areas – Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. Hazing (Initiations) – Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. Technology Misuse / Abuse – Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones or other electronic devices, except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
21. Violation of Bus Rules – Students must follow all bus rules as outlined in the Bus Rules 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.

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530-Drug Prevention).

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 Betel Nut, 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 Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as an exclusive comprehensive list.
- v. "Counterfeit controlled substance" or look-alike drug is (O.R.C., Ohio Revised Code Section §2925.01(P)(O)) means any of the following:
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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. Ohio Revised Code §3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

## 7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles 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 – See School's Right to Search

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:

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.

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.

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, at the hearing, 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.

The following are levels of prohibited offenses. 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/Vaping  
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- 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

<u>Offenses</u>	<u>Tobacco/Vaping Consequences</u>	<u>Level I Drug &amp; Alcohol Consequences</u>	<u>Level II Drug &amp; Alcohol Consequences</u>
<u>First Offense</u>	<u>Two Wednesday/ Saturday Schools<sup>1</sup> One day In-School Detention</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup></u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Second Offense</u>	<u>Three days In-School Detention<sup>3</sup></u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Third and Subsequent Offenses</u>	<u>Five days Out-of-School Suspension<sup>4</sup></u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>

### Suspension/Discipline Reduction Options

- ~~<sup>1</sup>Two Saturday Schools~~ One day In-School Detention may be reduced to one half-day at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- ~~<sup>2</sup>Ten day out of school suspension~~ may be reduced to 5 days at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- ~~<sup>3</sup>Three days of In-School Detention~~ may be reduced to two at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- ~~<sup>4</sup>Five days Out-of-School Suspension~~ reduced to three days In-School Detention at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

### 10. SELF-REFERRAL

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

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

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

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

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

### HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is



school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.

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

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

If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.

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

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who

are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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.**

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

## 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.

The following 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. Sunglasses will not be permitted in school unless approved by the principal.
3. Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.
4. 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.
5. Shorts and skirts will be no shorter than the middle of the thigh.
6. 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.
7. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.



8. Oversized clothing, which compromises the safety of students, is not permitted.
9. Appropriate and safe shoes or sandals will be worn at all times.
10. 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.
11. 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.

## 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.

## 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, profane or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
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.

## DISCIPLINE OPTIONS

### DETENTION

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

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

### LUNCHTIME DETENTION

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

### 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. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

### 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. Students may not attend any school functions, home or away, while serving OSS.
5. Students ~~are not permitted on school grounds while~~ serving OSS may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

## 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; and/or~~
- ~~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~~ eighty (80) school days, and in some cases for an entire year. Expulsions 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.~~
- ~~4.1. 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.

#### ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530 Drug Prevention).

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 Betel Nut, 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 Policy 5330 Use of Medications. See also 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. a. 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. a. 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. a.) 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. i. During normal school hours, including recess, lunch and class changes, and summer school.~~
- ~~iii. i. At any school sponsored or sanctioned activity or event away from or within the school district.~~

~~2.1. STUDENT RESPONSIBILITY~~

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

~~3.1. 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.~~

~~4.1. 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.~~

~~5.1. 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.~~

#### 6.1. MEDICATION

~~The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.~~

#### 7.1. 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 (student and/or district) vehicles 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.~~

#### 8.1. 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.~~

#### 9.1. 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)a) Parents will be notified immediately and the student may be removed from classes or the school event.~~
- ~~c)a) 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)a) 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 including e-cigarettes/vaping devices~~

#### 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	<del>Tobacco</del> Consequences	<del>Level I Drug &amp; Alcohol</del> Consequences	<del>Level II Drug &amp; Alcohol</del> Consequences
First Offense	<del>Two Wednesday/Saturday</del> Schools <sup>1</sup>	<del>Ten days out of school</del> suspension <sup>2</sup>	<del>Ten days out of school</del> suspension <sup>2</sup> with a recommendation for expulsion
Second Offense	<del>Three days In School</del> Detention <sup>3</sup>	<del>Ten days out of school</del> suspension <sup>2</sup> with a recommendation for expulsion	<del>Ten days out of school</del> suspension <sup>2</sup> with a recommendation for expulsion



Third and Subsequent Offenses	Five days Out of School Suspension <sup>4</sup>	<del>Ten days out of school suspension<sup>2</sup> with a recommendation for expulsion</del>	<del>Ten days out of school suspension<sup>2</sup> with a recommendation for expulsion</del>
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Suspension/Discipline Reduction Options:

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

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

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

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

10.1 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.~~

## 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).~~
- ~~2.1. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83-08).~~
- ~~3.1. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83-08).~~
- ~~4.1. 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).~~
- ~~5.1. 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).~~
- ~~6.1. Students must go directly to an available or assigned seat (Ohio Law 3301.83-08).~~
- ~~7.1. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83-08).~~
- ~~8.1. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83-08).~~
- ~~9.1. Students must be courteous and respectful to fellow students and to the bus driver.~~
- ~~10.1. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.~~
- ~~11.1. Unnecessary confusion diverts the driver's attention and might result in a serious accident.~~
- ~~12.1. Students must not use profane or abusive language (Ohio Law 3301.83-08).~~
- ~~13.1. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83-08).~~
- ~~14.1. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device. (Ohio Law 3301.83-08 and ORC 2151.87).~~
- ~~15.1. 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).~~
- ~~16.1. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83-08).~~
- ~~17.1. 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).~~

~~10.1. 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.~~

~~19.1. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).~~

~~20.1. 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).~~

~~21.1. 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).~~

~~The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.~~

~~Driver's responsibility prior to the first written conduct report:~~

~~1. Drivers will confer with the student.~~

~~2.1. Drivers will confer with the student, change the student's seating assignment and call the parents.~~

~~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:~~

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

~~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:~~

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

~~Recommended Consequences for Level I & II Bus Rules Infractions:~~

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

~~Follow-up Communication — Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent, the transportation supervisor and/or route monitor of the disciplinary action taken. It is then the transportation supervisor or route monitor's responsibility to inform the driver of that action.~~

~~Special Message to Parents of Kindergarten and First Grade Students~~

~~Please be aware that Olentangy Local Schools' bus drivers expect a parent, older sibling or other adult to meet kindergarten and first grade students at the bus stop or is otherwise visible to the driver. If these conditions are not met, a driver may be directed to return your child to school. If you prefer that your student is discharged from the bus upon arrival at the bus stop in your absence, you must provide this in writing with your signature to the transportation office. Otherwise, please make every effort to either be visible to the driver or have alternate arrangements made for your student upon his/her arrival.~~

~~Please note: if you plan to transport your child on the first day of school and expect your child to ride the bus after school, please confirm the bus number, driver and stop location with your school or the transportation office. Bus information may be found in your child's PowerSchool account approximately one week prior to the start of school.~~

~~We ask for your support in helping us teach your student to adhere to the driver's instructions. Below is a description of how a student should approach a school bus from his/her driver assigned designated place of safety.~~

~~IF YOUR STUDENT CROSSES THE STREET TO APPROACH A BUS~~

<del>MORNING PICK UP:</del>	<del>AFTERNOON DROP OFF – CROSSOVER:</del>
<del>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the bus.</del> <del>2.1. WATCH for the driver's hand signal</del> <del>3.1. When driver gives signal, CHECK for traffic, then walk straight across the road 10 feet away from the bus to allow the driver to see students at all times.</del> <del>4.1. ENTER bus and promptly sit in assigned seat safely.</del>	<del>1. STOP alongside the roadway, 10 feet from the front of the bus. LOOK for the drivers hand signal.</del> <del>2.1. STOP at the front edge of the bus. LOOK for cars: left, right, left.</del> <del>3.1. STOP at your designated place of safety.</del> <del>4.1. WAIT for the bus to depart, then proceed to residence.</del>

~~IF YOUR STUDENT DOES NOT CROSS THE STREET TO APPROACH A BUS~~

<del>MORNING PICK UP:</del>	<del>AFTERNOON DROP OFF:</del>
<del>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the roadway.</del> <del>2.1. WAIT for the bus to stop completely, door to open and for the driver's hand signal to board the bus.</del> <del>3.1. ENTER the bus and promptly sit in assigned seat safely.</del>	<del>1. WALK to designated place of safety, at least 10 feet away from roadway.</del> <del>2.1. WAIT for the bus to depart, then proceed to residence.</del>

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.~~

## CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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

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

## 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.~~

## 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.~~
- ~~2.1. Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.1. Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.1. 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.~~
- ~~5.1. Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.1. 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.~~
- ~~7.1. See through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.1. Oversized clothing, which compromises the safety of students, is not permitted.~~
- ~~9.1. Appropriate and safe shoes or sandals will be worn at all times.~~
- ~~10.1. 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.~~
- ~~11.1. 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.~~

#### ~~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.~~
- ~~2.1. 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.~~
- ~~3.1. 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.~~

#### ~~HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT~~

~~Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school sponsored, school approved, or school related activity or function, such as field trips or athletic events.~~

~~Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.~~

~~Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against~~



~~retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.~~

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

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

~~If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.~~

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

~~A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.~~

~~Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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.~~



~~The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.~~

### ~~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, profane or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.~~
- ~~2.1. Running is not permitted when entering or leaving the building.~~
- ~~3.1. 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.~~
- ~~4.1. The throwing of stones, snowballs, dirt, etc. is never permitted.~~
- ~~5.1. There is to be no fighting or rough games that include tackling, pushing or shoving.~~
- ~~6.1. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.~~
- ~~7.1. Students are not to retrieve balls or other items that go outside the playground.~~
- ~~8.1. 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.~~

### QUESTIONING OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## **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.~~

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 statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

## **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.~~

## **WEAPONS AND/OR DANGEROUS ORDINANCES**

~~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 weapon or dangerous ordinance into a school safety zone; Policy 7217-Weapons.~~

~~Exceptions to this policy include:~~

- ~~• Weapons under the control of Law Enforcement Personnel~~
- ~~• Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved)~~
- ~~• Theatrical props used in appropriate settings~~
- ~~• Starter pistols used in appropriate sporting events~~

## BUS RULES

Notice to students: The use of video and audio 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 Administrative Code 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 in any form or alternative nicotine product. This includes any vaping device.(Ohio Law 3301.83.08 and ~~ORC~~Ohio Revised Code §2151.87).
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).

The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student.
2. Drivers will confer with the student, change the student's seating assignment and call the parents.

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:

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| <ul style="list-style-type: none"><li><u>• Loud talking (at any time) or talking at railroad crossings</u></li><li><u>• Moving around the bus/out of the seat</u></li><li><u>• Pushing/touching/disrupting others</u></li><li><u>• Repeated tardiness to the bus</u></li><li><u>• Disrespect to other students or the driver</u></li><li><u>• Harassment of other students</u></li><li><u>• Not following the reasonable request of the driver</u></li></ul> | <ul style="list-style-type: none"><li><u>• Use of profanity</u></li><li><u>• Possession of a match or lighter</u></li><li><u>• Eating or drinking (food or gum) on the bus</u></li><li><u>• Tampering with emergency equipment or doors</u></li><li><u>• Littering/throwing objects from the bus</u></li><li><u>• Any other infraction of the building's student behavior code</u></li></ul> |
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Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.

Some examples are:

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|---|--|
| <ul style="list-style-type: none"><li><u>• The threat of violence to the driver or other school employees</u></li></ul> | <ul style="list-style-type: none"><li><u>• The use of profanity directed to the bus driver</u></li></ul> |
|---|--|

- Igniting a match or lighter
- Possession of an incendiary device  
(smoke bomb, firecracker, 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

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

#### FOLLOW-UP COMMUNICATION

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent, the transportation supervisor and/or route monitor of the disciplinary action taken. It is then the transportation supervisor or route monitor's responsibility to inform the driver of that action.

#### SPECIAL MESSAGE TO PARENTS OF KINDERGARTEN AND FIRST GRADE STUDENTS

Please be aware that Olentangy Local Schools' bus drivers expect a parent, older sibling or other adult to meet kindergarten and first grade students at the bus stop or is otherwise visible to the driver. If these conditions are not met, a driver may be directed to return your child to school. If you prefer that your student is discharged from the bus upon arrival at the bus stop in your absence, you must provide this in writing with your signature to the transportation office. Otherwise, please make every effort to either be visible to the driver or have alternate arrangements made for your student upon his/her arrival.

Please note: if you plan to transport your child on the first day of school and expect your child to ride the bus after school, please confirm the bus number, driver and stop location with your school or the transportation office. Bus information may be found in your child's PowerSchool account approximately one week prior to the start of school.

#### DESIGNATED PLACE OF SAFETY

All students who ride a school bus are assigned a designated place of safety on the residence side of the street. The reason for this is by law, the driver must account for each student upon arriving and departing the bus stop. In order to do that, students must be at their place of safety before the bus arrives and must remain there until the bus departs after dropping them off. Each year the bus driver will notify your student about their designated place of safety. We ask for your support in helping us teach your student to adhere to the driver's instructions. Below is a description of how a student should approach a school bus from his/her driver assigned designated place of safety.

IF YOUR STUDENT CROSSES THE STREET TO APPROACH A BUS

<u>MORNING PICK UP:</u>	<u>AFTERNOON DROP OFF – CROSSOVER:</u>
<ol style="list-style-type: none"> <li><u>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the bus.</u></li> <li><u>2. WATCH for the driver's hand signal</u></li> <li><u>3. When driver gives signal, CHECK for traffic, then walk straight across the road 10 feet away from the bus to allow the driver to see students at all times.</u></li> <li><u>4. ENTER bus and promptly sit in assigned seat safely.</u></li> </ol>	<ol style="list-style-type: none"> <li><u>1. STOP alongside the roadway, 10 feet from the front of the bus. LOOK for the drivers hand signal.</u></li> <li><u>2. STOP at the front edge of the bus. LOOK for cars: left, right, left.</u></li> <li><u>3. STOP at your designated place of safety.</u></li> <li><u>4. WAIT for the bus to depart, then proceed to residence.</u></li> </ol>

IF YOUR STUDENT DOES NOT CROSS THE STREET TO APPROACH A BUS

<u>MORNING PICK UP:</u>	<u>AFTERNOON DROP OFF:</u>
<ol style="list-style-type: none"> <li><u>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the roadway.</u></li> <li><u>2. WAIT for the bus to stop completely, door to open and for the driver's hand signal to board the bus.</u></li> <li><u>3. ENTER the bus and promptly sit in assigned seat safely.</u></li> </ol>	<ol style="list-style-type: none"> <li><u>1. WALK to designated place of safety, at least 10 feet away from roadway.</u></li> <li><u>2. WAIT for the bus to depart, then proceed to residence.</u></li> </ol>

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.

## 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.~~

Olentangy Local Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

The Board of Education furnishes all necessary instructional materials. ~~However, there may be a fee associated with some grade-levels~~ and assesses fees when appropriate for consumable supplies as identified in the fee schedule. 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~~ damaged.

## 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~~ school 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; ~~CLICK HERE~~ or visit the [Gifted Services webpage](https://www.olentangy.k12.oh.us/Page/1363), district website at <https://www.olentangy.k12.oh.us/Page/1363>.

## ELEMENTARY SCHOOL COUNSELOR SERVICES

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-based lessons ~~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.

## ~~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 achievement areas, and/ or visual/ performing arts areas through state approved assessment procedures and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

Please ~~CLICK HERE~~ for more information or visit our website: ~~<http://www.olentangy.k12.oh.us/Page/1664>~~.

~~Students with one or more areas of gifted identification can expect differentiated instruction and curriculum within the regular classroom, receive supports from the General Education teacher, which may include differentiated instruction, enrichment opportunities, and guidance support. The Gifted Intervention Specialist will consult with the classroom teacher as well as assist in collaboration with students, parents and teachers to ensure that student work is appropriately challenging. Students who are identified as gifted in both cognitive ability AND specific academic areas of achievement may receive additional gifted services. Services are provided in the areas of reading and math at grades 3-5 and reading, math, science, and social studies at grade 6-8. These students receive a Written Education Plan (WEP) which outlines academic goals and provides a description of services. Direct services are provided from both a gifted intervention specialist and regular classroom teacher who receives ongoing professional development in the area of gifted education. These services may be provided in the regular classroom and/or gifted classroom setting. Students who meet the criteria for direct services are deliberately placed in a class in which they receive differentiated instruction and curriculum as well as instructional supports that may include cluster grouping, co-teaching, small group instruction, and subject/whole grade acceleration.~~

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.~~

~~For additional information, visit Olentangy's Gifted Services webpage. For more information regarding Olentangy's gifted services, please visit the following links: For Frequently Asked Questions, please CLICK HERE or visit the following link on the district's website <http://www.olentangy.k12.oh.us/cms/lib8/OH101914664/Centricity/Domain/56/Frequently-Asked-Questions-Gifted-Letter.pdf>~~

~~For additional details regarding the gifted identification process, criteria, and services, please CLICK HERE or visit our district's website.~~



## EQUITY AND INCLUSION PROGRAM

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences. Every school in our district has a diversity liaison who runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are interested in becoming involved with the program or if you would like assistance in this area, please reach out to your school's diversity liaison or contact our District Equity and Inclusion Supervisor, **Jackie Powers** [Jacqueline Merkle](mailto:Jacqueline.Merkle@olsd.us) ([Jacqueline\\_powers@olsd.us](mailto:Jacqueline_powers@olsd.us) [Jacqueline\\_powers@olsd.us](mailto:Jacqueline_powers@olsd.us)) for support.

## 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 (Policy 2340-Field and Other District –Sponsored Trips). 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~~ is required in advance of field trips. Students will travel by school vehicles, but ~~the Board of Education authorizes the use of~~ incidental transportation by private vehicle when necessary ~~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 Policy 8500-Transportation and relevant administrative guidelines.~~ Students will only 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.~~

## 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.~~

## JOHN PETERSON / AUTISM SCHOLARSHIP PROGRAM

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

## 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 Selection of Instructional Materials and Equipment 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.

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

- 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 21<sup>st</sup>-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-level 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.

## RELEASE TIME FOR RELIGIOUS EDUCATION

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

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

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

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

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

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, classroom teacher, and parent(s) / guardian(s). The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social / emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

Student use of the District's computers, network and Internet services/connection ("Network") are governed by District Policies and Administrative Guidelines 7540.00 (Technology), 7540.02 (Web Content, Services, ~~&~~ and Apps), 7540.03 (Student Education Technology Acceptable Use and Safety) as well as the Student Code of Conduct. Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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 it has an impact on the schooling environment it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times

other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.

27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
28. Game playing is not permitted at any time.

Please note OLSD will not be able to provide technical support for personal computing devices. 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.

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. 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 result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

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.

## 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 learn more about the elementary report card and standards based grading, ~~please CLICK HERE or go to~~ <http://www.olentangy.k12.oh.us/Page/1857> click on the following link: [Olentangy Standards-Based Report Cards](#).

### PERFORMANCE LEVELS

The chart below describes report card ~~grades~~ [Performance Levels](#).

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

### EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH

Students also earn marks in all areas on effort, [academic](#) work habits, and personal growth. The chart below indicates the marks.

+	Consistently demonstrates
\	Sometimes demonstrates
-	Needs improvements

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

### REPORT CARDS

All student report 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.



## HEALTH AND SAFETY

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### 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. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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.~~ Ohio Revised Code §3313.713, all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

### 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, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. All animals must meet veterinary



requirements set forth in the State law and County regulation/ordinance.

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

## CONCUSSIONS

~~Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class. For more information, please refer to policy 5340-student accidents.~~

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice (Policy 8450).

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified by the Delaware General Health District and the Ohio Department of Health).

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.

## 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 text and/or email. 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 ensure that the district has accurate contact information, please [review the PowerSchool Update Instructions and update your account as needed.](#) ~~CLICK HERE to review and update your PowerSchool account information or visit the district's website at <http://www.olentangy.k12.oh.us/Page/1858>.~~ Please follow the instructions found on the Parent Resources section.

## 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.~~

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician (Policy 2412-Homebound Instruction). For more information, contact the building administrator or guidance counselor.

## ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°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.

## NON-SMOKING / VAPING POLICY

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. Olentangy Local Schools is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping is expressly prohibited in all Olentangy buildings, on school property, on a school bus, ~~or while en route to or from school~~, and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, ~~or off the school grounds if the situation is initiated at school.~~

This non-smoking/vaping policy applies to staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia (e.g. electronic cigarettes and "vape pens") will result in disciplinary action. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, "vape pens," and all e-cigarette and "vape pen" paraphernalia, is prohibited.

## 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.

## SPEAKUP STUDENT HELP! LINE STAY SAFE. SPEAK UP!

Stay Safe. Speak Up! is a resource available to students to anonymously report bullying and other safety concerns. ~~An anonymous system for reporting bullying and other safety concerns.~~ The link to Stay Safe. Speak Up! is in the student myOLSD portal, on the home page of the district's website, and in the Student Resources section on the district website. ~~To report a concern, you can access our Stay Safe Speak Up! Helpline in two locations. First, you can visit the district 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 access the Stay Safe Speak Up! Helpline by logging into your MyOLSD portal and clicking on the "Stay Safe" or "Bullied?" Speak UP! icons. In addition, you can call (toll free) 1-866-listen2me.~~

## SUICIDE PREVENTION RESOURCES

If you or someone you know is in crisis, please reach out to someone who can help. Don't wait, contact any staff member or administrator (see AG 5350).

In an urgent situation, please use the resources below:

- The National Suicide Prevention Lifeline provides 24/7 free confidential support for people in distress, prevention and crisis resources are also available: 1-800-273-TALK (8255).
- The Helpline of Delaware and Morrow Counties: Need to talk? Call 211 or 1-800-6842324 or text 898211 to connect with a Suicide Prevention Coordinator.

## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) or sent by email to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, 740-657-4050.

### FEES

According to Policy 6152-Students Fees, Fines, and Charges, the Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular activities. Any waiver of fees shall be made pursuant to Policy 6152.01. A list of student fees is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees.

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

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

### FEE COLLECTIONS AND FEE WAIVERS

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

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

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

### FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

Students may pay with cash, check or they may utilize the debit card system which allows parents to put money on their ~~child's~~ student's account in advance to pay for ~~their child's~~ meals. Deposits may be made online through the ~~district website by selecting “Lunch & Fee Payment” under the “For Parents” heading.~~ Lunch and Fee Payment section of PowerSchool parent accounts. Please refer to Administrative Guideline 8500D, Meal Charge Procedures, for current charging procedures.

If your child has a medically documented food allergy/disability, 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 as approved by the principal according to Policy 5830-Student Fundraising. 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 (Policy 5113.01-Intra-District Open Enrollment). The specific criteria shall be consistent with state law and shall include:

- a. application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- b. establishing district capacity limits by grade level, school building, staffing levels and educational program;
- c. student safety in one building as opposed to another can be a basis for transfer;
- d. the process must ensure that proper racial balance is maintained;
- e. notification that parents must provide transportation for their students;
- f. 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: <http://www.olentangy.k12.oh.us>.

## LOCKER ASSIGNMENTS

Subject to availability, a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the

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

## LOST AND FOUND

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

## PARTIES

No parties are to be held during the school day unless permission is granted by the principal. When the principal and teacher agree that food will be provided at a class party, allergies and other food-related restrictions of the students in the class must be taken into consideration and accommodated.

## POSTERS / COMMUNITY ANNOUNCEMENTS

The principal ~~will~~ must approve ~~only those~~ all 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.

### 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).

### 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.



### 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.

### Dispositions

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

### 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.

### 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 STUDENTS PHOTOS AND WORK ONLINE

~~The~~ Olentangy ~~Local~~ Schools ~~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 and social media channels, ~~YouTube, Twitter or Facebook~~. The district's Web Guidelines allow for the following student information to be used online at the elementary school level (unless parents/guardians grant additional permission):

- 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~~ accompanied by not more than the first name of the student.

If you do not **want your student's information used in a** web-based environment, ~~simply please~~ submit a written request to the Communications Department. ~~Requests should be directed~~ Direct your request to Olentangy Local School District, Attn: Communications Department, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

## RELEASE OF STUDENT PHOTOS, ~~AND~~ MEDIA, ~~AND~~ INTERVIEWS

~~During the year, the~~ Olentangy ~~Local~~ Schools often ~~have~~ has the opportunity to film and 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~~ videos and photographs may be used in communication tools such as the district newsletter, district website, social media, ~~and~~ community publications, 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. Direct the written request or any questions ~~The written request or any questions should be directed~~ to the Communications Department, Olentangy Local School District 7840 Graphics Way, 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 Guideline 8330-Student Records 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. Direct the ~~The written request or any questions should be directed~~ to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.



## RIDING BIKES/SCOOTERS TO SCHOOL

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

## RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), 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;~~
- ~~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 (Policy 2416-Student Privacy & Parental Access to Records and 8330-Student Records):

## SPECIAL DELIVERIES TO SCHOOL

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

## STAFF GIFTS

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

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

## TELEPHONE USE

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

## UNAUTHORIZED USE OF THE BUILDING

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

## VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property ~~items is to~~ should be left at home. Electronic 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. Visitors are subject to our school visitor's policy 9150.~~

~~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 criminal records check prior to their service. For additional information, please refer to OLSD policy 3120.09 Volunteers or contact your building secretary.~~

# MIDDLE SCHOOL STUDENT HANDBOOK

2019-2020



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adoption May 17, 2018

# OLENTANGY SCHOOLS

Administrative Offices  
7840 Graphics Way  
Lewis Center, OH 43035  
740-657-4050  
<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

Kevin O'Brien	President
Mindy Patrick	Vice President
Roger Bartz	Board Member
Julie Wagner Feasel	Board Member
Dave King	Board Member

## MIDDLE SCHOOLS

Berkshire  
2869 3 B's & K Road  
Galena, OH 43021  
740-657-5200

Hyatts  
6885 Sawmill Parkway  
Powell, OH 43065  
740-657-5400

Liberty  
7940 Liberty Road  
Powell, OH 43065  
740-657-4400

Orange  
2680 E. Orange Road  
Lewis Center, OH 43035  
740-657-5300

Shanahan  
814 Shanahan Road  
Lewis Center, OH 43035  
740-657-4300

## Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISCTICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	2
ONLINE ACCESS TO STUDENT INFORMATION	3
SCHOOL CLOSINGS AND DELAYS	3
ATTENDANCE	4
MIDDLE SCHOOL HOURS	4
PARENTAL CONTACT REGARDING STUDENT ABSENCES	4
ABSENCES, TARDINESS, AND TRUANCY	4
EXCUSED ABSENCES	6
UNEXCUSED ABSENCES	6
ILLNESS WHILE AT SCHOOL	7
EARLY DISMISSAL OF STUDENTS	7
EXTRA- AND CO-CURRICULAR DAY PARTICIPATION	7
SPECIAL ABSENCES	7
WITHDRAWAL FROM SCHOOL	8
CODE OF CONDUCT	9
IMPORTANT NOTICES	10
CODE OF CONDUCT VIOLATIONS	10
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	13
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	18
DRESS CODE	20
CAFETERIA RULES	21
DISCIPLINE OPTIONS	21
DUE PROCESS AND RIGHT OF APPEAL	24
DANCES	33
HALL PASSES	35
QUESTIONING OF STUDENTS	37
SCHOOL'S RIGHT TO SEARCH	37
BUS RULES	38
BUS PASSES	41
CURRICULUM, INSTRUCTION, AND ASSESSMENT	42
ALTERNATE EDUCATION PROGRAMS	42
CLASS SCHEDULES	42
SCHOOL COUNSELOR SERVICES	43
COLLEGE CREDIT PLUS (CCP)	43
EQUITY AND INCLUSION	43
FIELD TRIPS	44
LIBRARY/MEDIA CENTER	44
GIFTED SERVICES	45
TECHNOLOGY USAGE POLICY	47
GRADING	50
STUDENT AVERAGE	50
GRADING SCALE	50
GRADING INFORMATION	50
REPORT CARDS	50
ACADEMIC RECOGNITION ROLLS	50
RETENTION	51
HIGH SCHOOL CREDIT BELOW THE NINTH GRADE	51

GRADUATION REQUIREMENTS _____	51
ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION _____	51
HEALTH AND SAFETY _____	53
HEALTH REGULATIONS _____	53
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY _____	53
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES _____	54
DISTRICT SAFETY PLAN _____	54
HEALTH SCREENINGS _____	55
HOMEBOUND INSTRUCTION _____	55
ILLNESS/INJURY _____	55
MEDICAL CONCERNS _____	55
NON-SMOKING / VAPING POLICY _____	55
STAY SAFE. SPEAK UP! _____	56
SUICIDE PREVENTION RESOURCES _____	56
GENERAL INFORMATION _____	57
COPYRIGHT INFRINGEMENT _____	57
FEES _____	57
FEE COLLECTIONS AND FEE WAIVERS _____	57
FOOD SERVICE _____	58
FUNDRAISING ACTIVITIES _____	58
INTRADISTRICT TRANSFERS _____	58
LOCKER ASSIGNMENTS _____	59
LOST AND FOUND _____	59
PARTIES _____	59
POSTERS / COMMUNITY ANNOUNCEMENTS _____	59
PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS _____	59
RELEASE OF STUDENT PHOTOS AND WORK ONLINE _____	60
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS _____	61
RELEASE OF RECORDS _____	61
UNAUTHORIZED USE OF THE BUILDING _____	62
VALUABLE PERSONAL PROPERTY _____	62
CO- AND EXTRA-CURRICULAR ACTIVITIES _____	64
EXTRA-CURRICULAR ACTIVITIES _____	64
ATHLETIC ELIGIBILITY _____	64
PAY TO PARTICIPATE _____	64
SCHOOL CLUBS AND ORGANIZATIONS _____	65

## INTRODUCTION

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### 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

### FOREWARDFOREWORD

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 relevant to being a student in Olentangy. 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 Board policies and administrative guidelines are available on the district's website [CLICK HERE](#).

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

To be the recognized leader for high performance and efficiency in education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

### DISCTICT INFORMATION SOURCES

The Olentangy Local School District offers a variety of ways to keep up with important news and information ~~on our school~~ [from our](#) district:

- Website: The district's [website](#) offers a wealth of information about Olentangy, including building information, district policies, school closings and delays, kindergarten registration, ~~Board of Education meeting minutes, Top News~~ [top news](#), the district [strategic plan](#), Continuous Improvement Plan, and curriculum maps. ~~Make sure you regularly visit the district's website;~~

please ~~CLICK HERE~~ or go to <http://www.olentangy.k12.oh.us>. Regularly visit the website.

- Email Notification System: ~~Receive~~ Parents/guardians will receive news, announcements and updates via email from ~~Olentangy~~ the district and the schools their children attend ~~straight to your email inbox and / or smartphone~~. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit [the Email Notification System webpage](#) <http://www.olentangy.k12.oh.us/domain/55>.
- Calling System: Parent/guardian calling, email, and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please [view the PowerSchool Update Instructions](#). ~~CLICK HERE~~ or visit: <http://www.olentangy.k12.oh.us/Page/1858>.
- Social Media: Follow the district on [the following social media channels](#): Facebook, Twitter, Instagram, and LinkedIn ~~at~~ <http://www.facebook.com/olentangylocalschools>, and on Twitter at [@OlentangySD](#).
- Mobile App: The district's ~~free~~ mobile app ~~allows you~~ [makes it easy](#) to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The “Olentangy Local SD” app is available for download for iPhone and Android users in the app store (iTunes, Google Play) ~~on their mobile device~~.

## EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This District provides an equal educational opportunity for all students. [The Olentangy Local Schools 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, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. 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 Code of Conduct 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, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The District employee responsible for receiving and/or investigating reports of harassment ~~are: on the basis of race, color or national origin, including the investigatory report, who is referred to in this policy as the Anti Harassment Complaint Coordinator is:~~

Randy Wright  
Chief of Administrative Services  
[Randy\\_Wright@olsd.us](mailto:Randy_Wright@olsd.us)  
740-657-4012

[Jacqueline Merkle](#)  
[Supervisor of Equity and Inclusion](#)  
[Jacqueline\\_Merkle@olsd.us](mailto:Jacqueline_Merkle@olsd.us)  
[740-657-5068](tel:740-657-5068)

For more information about the district's prohibition against [bullying, harassment, and discrimination](#) ~~and complaint procedures~~, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.

## FEDERAL/STATE/LOCAL COMPLIANCE

[Furthermore](#), ~~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. The American's with Disabilities Act (A.D.A.) and 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.

### ONLINE ACCESS TO STUDENT INFORMATION

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

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

The district website can be found at <http://www.olentangy.k12.oh.us>. ~~If you forget your password, please contact your building secretary.~~

### SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted ~~online at~~ <http://www.olentangy.k12.oh.us> ~~on the district website~~. Delay and closing information will also be reported using an automated phone system, [text message](#), [social media](#), 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), ~~and the~~ district's mobile app. 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.

## ATTENDANCE

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### 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.
- Liberty Middle School is in session from 8:05 a.m. – 3:10 p.m.
- Berkshire Middle School is in session from 8:10 a.m. - 3:15 p.m.

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods: ~~contact parents by phone or letter to inform them of the student's absence.~~

- A telephone call placed in person;
- An automated telephone call;
- A notification sent through the school's automated student information system;
- A text-based communication;
- A notification sent to the electronic mail address of the parent, guardian, or other person's wireless communication device;
- A visit, in person, to the student's residence of record.

### ABSENCES, TARDINESS, AND TRUANCY

#### ABSENCES/TARDIES

The following definitions are used to determine how student absence from school is recorded. See Board Policy 5200 for additional rules regarding student absences.

- 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 p.m. tardy.

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 and a parent conference may be requested.

- ~~On the fifth, sixth and seventh and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, 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.~~

### **EXCESSIVE ABSENCES**

~~To prevent students from becoming habitually truant Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse~~

- ~~a. for thirty-eight (38) or more hours in one (1) school month or~~
- ~~b. sixty-five (65) or more hours in one (1) school year.~~

### **HABITUAL TRUANCY**

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Per Ohio law, a student will be considered habitually truant if the student is absent without a legitimate excuse

- a. for thirty (30) or more consecutive hours,
- b. for forty-two (42) or more hours in one (1) school month, or
- c. for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team, to which the student's parent/guardian will be invited. The team will develop an Absence Intervention Plan to improve the student's attendance. If the student fails to make progress on the plan the district will report the student to juvenile court (Ohio Revised Code §3321.19).

~~To prevent students from becoming habitually truant, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse~~

- ~~a. for thirty eight (38) or more hours in one (1) school month or~~
- ~~b. a. sixty five (65) or more hours in one (1) school year.~~

~~The following definitions are used to determine how student absence from school is recorded. See Board Policy 5200 for additional rules regarding student absence.~~

- ~~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.~~

~~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.~~

## EXCUSED ABSENCES

The following are typical conditions that 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;
6. Good cause approved by the superintendent;
7. Emergency Circumstances approved by the principal.

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 and subsequent offenses a student may be issued a Wednesday or Saturday School.
- ~~3. On the third offense a student may be issued In-School Detention.~~
- ~~4.3. 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 doctor's 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.

### 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. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

### EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with custodial parent(s) or guardian approval. Failure to follow this procedure may result in school discipline.

### EXTRA- AND 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.

### 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.~~

### SPECIAL ABSENCES

Alternate Learning Experience (ALE) and Student Vacations During the School Year

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. Students are also permitted to take vacation with their family during the school year. ALE and student vacation absence days count as absences and state laws about excessive absences still apply in these circumstances.

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

- a. approve the request,
- b. give conditional approval to the request, or
- c. deny the request.

Requests that would cause a student significant academic risk may be conditionally approved by the building administrator pending the student satisfactorily achieving relevant academic expectations. It should be noted that additional days absent beyond the ALE or vacation could negatively impact the student academically. An ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

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

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history: and
4. The ALE request must not fall within district testing windows.

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

### WITHDRAWAL FROM SCHOOL

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

- a. All fees are paid, including library fines, etc.;
- b. Books are returned in satisfactory condition; and
- c. 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.

## CODE OF CONDUCT

~~A major component of our educational program is to prepare students to become responsible citizens who conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student 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 school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools' Code of Conduct seeks is to develop foster self-discipline in all students and maintain an appropriate educational atmosphere. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State, and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500- Student Conduct).~~

The Board believes that students should ~~learn to~~ assume responsibility for their ~~own~~ behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. (Policy 5600-Student Discipline) ~~Staff will take corrective action to discipline a student when their behavior does not fall within these parameters.~~

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. In addition, sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1.) ~~Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct~~ Misconduct that occurs ~~on-off~~ school district property ~~not owned or controlled by the Board but where such conduct~~ but is connected to activities or incidents ~~controlled by the Board.~~ that have occurred on school district property; and 2.) ~~Conduct~~ Misconduct by a student that, regardless of where it occurs, ~~under the supervision of a district official/ employee or is directed at a district official/ or employee or their the property is subject to discipline of an official or employee.~~

~~A v~~Violation of ~~any rule~~ the Code of Conduct may result in ~~discipline including, but not limited to:~~

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <u>Verbal or written warning or reprimand</u></li> <li>• <u>Parental contact or conference</u></li> <li>• After-school, morning, or lunch detention</li> <li>• Referral to school counselor</li> <li>• Saturday or Wednesday School</li> <li>• In-School Detention (ISD)</li> <li>• Suspension Alternative Program (SAP)</li> <li>• Out-of-School Suspension (OSS)</li> <li>• Emergency removal</li> </ul> | <ul style="list-style-type: none"> <li>• <del>Court referral</del> <u>Referral to law enforcement agencies</u></li> <li>• Expulsion</li> <li>• Permanent exclusion</li> <li>• Compensatory payment of damages</li> <li>• Loss of bus privileges</li> <li>• <del>Loss of credit for assigned work or tests</del></li> <li>• <del>Assigned work related to the offense</del></li> <li>• Loss of other privileges</li> </ul> |
|---|---|



~~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).~~

## IMPORTANT NOTICES

- Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).
- Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
- ~~Video Surveillance – 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.~~ For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action.

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

## CODE OF CONDUCT ~~RULES~~ VIOLATIONS

1. Disruption of School – Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation – Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)
3. Intimidation and / or Threats – Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. Use of Obscene or Discriminatory Language / Materials / Actions / Gestures – Students shall not use obscene, vulgar, profane or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.



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 or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)
  - d. Unauthorized touching, pushing, shoving, slapping, snapping, and/or 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.~~ [Ohio Revised Code §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 including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
  13. Theft – Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
  14. Academic Dishonesty – Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
  15. Driving (applicable to High School only) – Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
  16. Dress Code – Refer to the Dress Code, in the Code of Conduct section.

17. Inappropriate Display of Affection – Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. Unauthorized or Unsupervised Areas – Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. Hazing (Initiations) – Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. Technology Misuse / Abuse – Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones or other electronic devices except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
21. Violation of Bus Rules – Students must follow all bus rules as outlined in the Bus Rules 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.

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530-Drug Prevention).

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~~ 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 Betel Nuts, 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 Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as ~~an exclusive~~ a comprehensive list.
- ~~i.v.~~ "Counterfeit controlled substance" or look-alike drug is (O.R.C., Section Ohio Revised Code §2925.01(P)(O)) means any of the following:
  - 1. aAny 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~~ that trademark, trade name or identifying mark.
  - 2. 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.
  - 3. 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.
  - ~~1.4.~~ 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~~ 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. Ohio Revised Code §3313.713: all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

#### 7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles 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 – See School’s Right to Search

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:

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.

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.

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, At the hearing, 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.



The following are levels of prohibited offenses. ~~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/Vaping  
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- 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

<u>Offenses</u>	<u>Tobacco/Vaping Consequences</u>	<u>Level I Drug &amp; Alcohol Consequences</u>	<u>Level II Drug &amp; Alcohol Consequences</u>
<u>First Offense</u>	<u>Two Wednesday/ Saturday Schools<sup>1</sup>Three days Out-of-School Suspension</u>	<u>Ten days Out-of-School Suspension<sup>2</sup></u>	<u>Ten days Out-of-School Suspension<sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Second Offense</u>	<u>Three days In-School Detention<sup>3</sup>Three days Out-of-School Suspension</u>	<u>Ten days Out-of-School Suspension<sup>2</sup> with an expulsion recommendation for expulsion</u>	<u>Ten days Out-of-School Suspension<sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Third and Subsequent Offenses</u>	<u>Five days Out-of-School Suspension<sup>4</sup></u>	<u>Ten days Out-of-School Suspension<sup>2</sup> with an expulsion recommendation for expulsion</u>	<u>Ten days Out-of-School Suspension<sup>2</sup> with an expulsion recommendation for expulsion</u>

#### Suspension/Discipline Reduction Options

- <sup>1</sup>~~Two Saturday Schools~~Three days Out-of-School Suspension may be reduced to one (1) day at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- <sup>2</sup> Ten day out of school suspension may be reduced to five (5) days at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- <sup>3</sup>Three days of In-School Detention may be reduced to two at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- <sup>4</sup>Five days Out-of-School Suspension reduced to three days In-School Detention at the discretion of the administrator if student/parent agree to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

#### 10. SELF-REFERRAL

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

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

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

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

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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.

Permission, consent or assumption of risk by an individual subjected hazing, harassment, intimidation, bullying, or sexual harassment does not lessen the prohibition contained in this policy. Prohibited activities



of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any of these behaviors. No student, including leaders of student organizations, may plan, encourage or engage in any of these behaviors.

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

If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.

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

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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 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.**

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

## 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.

The following 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. Sunglasses will not be permitted in school unless approved by the principal.
3. Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.
4. 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.
5. Shorts and skirts will be no shorter than the middle of the thigh.
6. 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.
7. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
8. Oversized clothing, which compromises the safety of students, is not permitted. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
10. Students may be permitted to carry book bags, backpacks, and/or other large bags during the school day at the discretion of school administration.

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

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

The following following are the procedures are for violations of the middle 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.

Further Offenses: The student may be suspended from school.

## 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.

## DISCIPLINE OPTIONS

### DETENTION

Detention is generally served after school for a duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

### LUNCHTIME DETENTION

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

### SATURDAY OR WEDNESDAY SCHOOL

Students may 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.

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. 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 lieu of Out-of-School 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) North Campus 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 North Campus to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC North Campus and take the ~~OLSD~~-Olentangy 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.

#### 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. Students may not attend any school functions, home or away, while serving OSS.
5. Students ~~are not permitted on school grounds while~~ serving OSS may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

### 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~~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; and/or
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~~ eighty (80) school days, and in some cases for an entire year. Expulsions 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.

#### ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530 Drug Prevention).

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 Betel Nuts, 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 Policy 5330 Use of Medications. See also



~~Medication section of this policy. This list is intended for example only and not as an exclusive list.~~

~~vi. "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.a. 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.a. 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.a. 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.~~

~~iii. During normal school hours, including recess, lunch and class changes, and summer school.~~

~~iiii. At any school sponsored or sanctioned activity or event away from or within the school district.~~

## ~~2.1. STUDENT RESPONSIBILITY~~

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

## ~~3.1. 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.~~

## ~~4.1. 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.~~

## ~~5.1. 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.a. 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.a. 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.a. 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.a. 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.~~

#### ~~6.1. MEDICATION~~

~~The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students in accordance with O.R.C. 3313.713; all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.~~

#### ~~7.1. 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 (student and/or district) vehicles 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.~~

#### ~~8.1. 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.a. 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.a. 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.~~

#### 9.1. 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.a) Parents will be notified immediately and the student may be removed from classes or the school event.~~
- ~~c.a) 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.a) 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 including e-cigarettes/vaping devices~~

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

#### ~~Suspension/Discipline Reduction Options:~~

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

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

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

<sup>4</sup>~~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.~~

#### ~~10.1 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.~~

## 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).~~
- ~~2.1. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83.08).~~
- ~~3.1. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).~~
- ~~4.1. 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).~~
- ~~5.1. 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).~~
- ~~6.1. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).~~

- ~~7.1. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).~~
- ~~8.1. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).~~
- ~~9.1. Students must be courteous and respectful to fellow students and to the bus driver.~~
- ~~10.1. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.~~
- ~~11.1. Unnecessary confusion diverts the driver's attention and might result in a serious accident.~~
- ~~12.1. Students must not use profane or abusive language (Ohio Law 3301.83.08).~~
- ~~13.1. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).~~
- ~~14.1. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device (Ohio Law 3301.83.08 and ORC 2151.97).~~
- ~~15.1. 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).~~
- ~~16.1. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).~~
- ~~17.1. 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).~~
- ~~18.1. 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.~~
- ~~19.1. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).~~
- ~~20.1. 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).~~
- ~~21.1. 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).~~

~~The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.~~

~~Driver's responsibility prior to the first written conduct report:~~

- ~~1. Drivers will confer with the student.~~
- ~~2.1. Drivers will confer with the student, change the student's seating assignment and call the parents.~~

~~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, firecracker, 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, the transportation supervisor and/or route monitor of the disciplinary action taken. It is then the transportation supervisor or route monitor'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.~~

## CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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

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

~~For more information about the district's prohibition against discrimination and complaint procedures, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.~~

## 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.~~

## 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.

## 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.~~
- ~~2.1. Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.1. Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.1. 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.~~
- ~~5.1. Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.1. 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.~~
- ~~7.1. See through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.1. Oversized clothing, which compromises the safety of students, is not permitted. Appropriate and safe shoes or sandals will be worn at all times.~~
- ~~9.1. 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.~~
- ~~10.1. Students may be permitted to carry book bags, backpacks, and/or other large bags during the school day at the discretion of school administration.~~

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

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

~~Following are the procedures for violations of the middle 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.~~
- ~~2.1. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.~~
- ~~3.1. 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.~~

#### ~~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.~~



~~21. 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.~~

~~31. 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.~~

## HALL PASSES

No student may be out of his assigned classroom without an approved pass.

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

~~Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school sponsored, school approved, or school related activity or function, such as field trips or athletic events.~~

~~Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.~~

~~Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).~~

~~Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.~~

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

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

~~If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.~~

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

~~A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.~~

~~Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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.**~~

~~The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.~~

## **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.~~

## QUESTIONING OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## 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.~~

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 statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

## 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.~~

## WEAPONS AND/OR DANGEROUS ORDINANCES

~~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 weapon or dangerous ordinance into a school safety zone, Policy 7217-Weapons.~~

~~Exceptions to this policy include:~~

- ~~• Weapons under the control of Law Enforcement Personnel~~
- ~~• Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose off and in the manner approved (working firearms and ammunition shall never be approved)~~
- ~~• Theatrical props used in appropriate settings~~
- ~~• Starter pistols used in appropriate sporting events~~

## BUS RULES

Notice to students: The use of video and audio 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 in any form or alternative nicotine product. This includes any vaping device (Ohio Law 3301.83.08 and ~~ORC~~ Ohio Revised Code §2151.87).
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).

The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student.
2. Drivers will confer with the student, change the student's seating assignment and call the parents.

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, firecracker, 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

<u>Middle School</u>	<u>Level I</u>	<u>Level II</u>
<u>First Written Report</u>	<u>Principal Action</u>	<u>3 days off bus</u> <u>Principal action</u>
<u>Second Written Report</u>	<u>3 days off bus</u>	<u>5 days off bus</u>
<u>Third Written Report</u>	<u>5 days off bus</u>	<u>10 days off bus</u>
<u>Fourth Written Report</u>	<u>10 days off bus</u>	<u>Expelled</u>

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

#### DESIGNATED PLACES OF SAFETY

All students who ride a school bus are assigned a designated place of safety on the residence side of the street. The reason for this is by law, the driver must account for each student upon arriving and departing the bus stop. In order to do that, students must be at their place of safety before the bus arrives and must

remain there until the bus departs after dropping them off. Each year the bus driver will notify your student about their designated place of safety. We ask for your support in helping us teach your student to adhere to his/her instructions. Below is a description of how a student should approach a school bus from their designated place of safety.

### 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.

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## 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.~~

Olentangy Local Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course/scheduling guide and fee schedule. 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~~ damaged.

### ALTERNATE EDUCATION PROGRAMS

#### Olentangy Academy: Supporting Individualized Success (OASIS)

The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.

#### ~~Jon Peterson/Autism Scholarship Program~~

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

#### Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)

The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

### CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office provided they follow the regulations listed below. Students may be



denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

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.

## SCHOOL COUNSELOR SERVICES

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.

## COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take 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. The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

For more information regarding College Credit Plus (CCP), ~~please~~ visit our website and refer to the ~~OLSD Olentangy Local Schools High School Course Description Planning Guide or~~ [CLICK HERE](#). ~~Click on the following link to read additional College Credit Plus information: Department of Higher Education College Credit Plus. Also, detailed information is available from the Ohio Department of Higher Education, please~~ [CLICK HERE](#) ~~or visit~~ <https://www.ohiohighered.org/ccp>.

Student Code of Conduct in CCP Settings: Students enrolled in CCP courses 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. 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.

## EQUITY AND INCLUSION

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences. Every school in our district has a

diversity liaison who runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are interested in becoming involved with the program or if you would like assistance in this area, please reach out to your school's diversity liaison or contact our District Equity and Inclusion Supervisor, [Jackie Jacqueline Powers-Merkle \(Jacqueline\\_powers@olsd.us\)](mailto:Jackie.Jacqueline.Powers-Merkle@olsd.us) ([Jackie.merkle@olsd.us](mailto:Jackie.merkle@olsd.us)) for support.

## 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 (Policy 2340-Field and Other District –Sponsored Trips). ~~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~~ is required in advance of field trips. Students will travel by school vehicles, ~~but~~ the Board of Education authorizes the incidental transportation by private vehicle of students of the district when necessary. ~~This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Policy 8500-Transportation and relevant administrative guidelines.~~ Students will only 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.~~

## 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.~~

## 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 Selection Policy of Instructional Materials and Equipment 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. Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

- ~~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 21<sup>st</sup> 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 level 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.~~

## 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 achievement, visual / performing arts areas, and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

Please [CLICK HERE](http://www.olentangy.k12.oh.us/Page/1664) for more information or visit our website: <http://www.olentangy.k12.oh.us/Page/1664>.

~~Students with one or more areas of gifted identification can expect differentiated instruction and curriculum within the regular classroom. The Gifted Intervention Specialist will consult with the classroom teacher as well as assist in collaboration with students, parents and teachers to ensure that student work is appropriately challenging. Students who are identified as gifted in cognitive ability AND specific academic achievement receive additional gifted services. Services are provided in the areas of reading and math at grades 3-5 and reading, math, science, and social studies at grade 6-8. These students receive a Written Education Plan (WEP) which outlines academic goals and provides a description of services. Direct services are provided from both a gifted intervention specialist and regular classroom teacher who receives ongoing professional development in the area of gifted education. These services may be provided in the regular classroom and/or gifted classroom setting.~~

Students who meet the criteria for direct services are deliberately placed in a class in which they receive differentiated instruction and curriculum as well as instructional supports that may include cluster grouping, co-teaching, small group instruction, and subject/whole grade acceleration.

For additional information, visit Olentangy's Gifted Services webpage.

For Frequently Asked Questions, please [CLICK HERE](http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/Domain/56/Frequently-Asked-Questions-Gifted-Letter.pdf) or visit the following link on the district's website <http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/Domain/56/Frequently-Asked-Questions-Gifted-Letter.pdf>

For additional details regarding the gifted identification process, criteria, and services, please [CLICK HERE](http://www.olentangy.k12.oh.us/Page/1363) or visit our district's website: <http://www.olentangy.k12.oh.us/Page/1363>

### RELEASE TIME FOR RELIGIOUS EDUCATION

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

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

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

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

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

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, classroom teacher, and parent(s) / guardian(s). The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

Student use of the District's computers, network and Internet services/connection ("Network") are governed by District Policies and Administrative Guidelines 7540.00 (Technology), 7540.02 (Web Content, Services, ~~&~~and Apps), 7540.03 (Student Education Technology Acceptable Use and Safety) as well as the Student Code of Conduct. Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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 it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion



that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

27. ~~OLSD~~-Olentangy will provide access to filtered Internet and my.olsd.us platform (Schoolology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes.
28. Game playing is not permitted at any time.

Please note ~~OLSD~~-Olentangy will not be able to provide technical support for personal computing devices. 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, and spyware or bot traffic

Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the ~~OLSD~~-Olentangy 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.

As a condition to using ~~OLSD's~~-Olentangy'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~~ 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. Passkeys are not to be shared with others. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. 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 result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

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.

## GRADING

Olentangy Middle Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

### STUDENT AVERAGE

The student average is computed by using the ~~GRADING SCALE~~ 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.

### REPORT CARDS

All student report 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. 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.

## GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

More sSpecific information regarding graduation requirements can be found in the [High School Course Selection Planning Guide](#). ~~The High School Course Selection Guide is located on the district's website please use the search bar or CLICK HERE.~~

## ~~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 5408 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~~-school 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.

For additional information, visit [Olentangy's Gifted Services webpage](#). ~~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, [CLICK HERE](#) or visit the district website.~~

## HEALTH AND SAFETY

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### 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. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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. Ohio Revised Code §3313.713](#), all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

### 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, those that serve as service animals as required by Federal and State law,

or those that conduct random searches for illegal substances. All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.

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

## CONCUSSIONS

~~Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class. For more information, please refer to policy 5340-student accidents.~~

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice (Policy 8450).

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified by the Delaware General Health District and the Ohio Department of Health).

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.

## 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 text and/or email. 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 ensure that the district has accurate contact information, please review the PowerSchool Update Instructions and update your account as needed. ~~please CLICK HERE to review and update your PowerSchool account information or visit the district's website at <http://www.olentangy.k12.oh.us/Page/1858>. Please follow the instructions found on the Parent Resources section.~~

## 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.

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician (Policy 2412-Homebound Instruction). For more information, contact the building administrator or guidance counselor.

## ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°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.

## NON-SMOKING / VAPING POLICY

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. Olentangy Local Schools is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping is expressly prohibited in all Olentangy buildings, on school property, on a school bus, or while en route to or from school, and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, or off the school grounds if the situation is initiated at school.

This non-smoking/vaping policy applies to staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia (e.g. electronic cigarettes and "vape pens") will result in disciplinary action. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, "vape pens," and all e-cigarette and "vape pen" paraphernalia, is prohibited.

## SPEAK UP! STUDENT HELP! LINE STAY SAFE. SPEAK UP!

Stay Safe. Speak Up! is a resource available to students to anonymously report bullying and other safety concerns. The link to Stay Safe. Speak Up! is in the student myOLSD portal, on the home page of the district's website, and in the Student Resources section on the district website. ~~An anonymous system for reporting bullying and other safety concerns. To report a concern, you can access our Stay Safe Speak Up! Helpline in two locations. First, you can visit the district 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 access the Stay Safe Speak Up! Helpline by logging into your MyOLSD portal and clicking on the "Stay Safe" or "Bullied?" Speak UP! Icons. In addition, you can call (toll free) 1-866-listen2me.~~

## SUICIDE PREVENTION RESOURCES

If you or someone you know is in crisis, please reach out to someone who can help. Don't wait, contact any staff member or administrator (see AG 5350).

In an urgent situation, please use the resources below:

- The National Suicide Prevention Lifeline provides 24/7 free confidential support for people in distress, prevention and crisis resources are also available: 1-800-273-TALK (8255).
- The Helpline of Delaware and Morrow Counties: Need to talk? Call 211 or 1-800-6842324 or text 898211 to connect with a Suicide Prevention Coordinator.

## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) or sent by email to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, 740-657-4050.

### FEES

According to Policy 6152-Students Fees, Fines, and Charges, the Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular activities. Any waiver of fees shall be made pursuant to Policy 6152.01. A list of course and workbook fees is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees.

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

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

### FEE COLLECTIONS AND FEE WAIVERS

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

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

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.



## FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

Students may pay with cash, check or they may utilize the debit card system which allows parents to put money on their ~~child's-student's~~ account in advance to pay for ~~their child's~~ meals. Deposits may be made online through the Lunch and Fee Payment section of PowerSchool parent accounts, ~~district website by selecting “Lunch & Fee Payment” under the “For Parents” heading.~~ Please refer to Administrative Guideline 8500D, Meal Charge Procedures, for current charging procedures.

If your child has a medically documented food allergy/disability, 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 as approved by the principal according to Policy 5830-Student Fundraising. 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 (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

- a. application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- b. establishing district capacity limits by grade level, school building, staffing levels and educational program;
- c. student safety in one building as opposed to another can be a basis for transfer;
- d. the process must ensure that proper racial balance is maintained;



- e. notification that parents must provide transportation for their students;
- f. 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: <http://www.olentangy.k12.oh.us>.

## LOCKER ASSIGNMENTS

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

## LOST AND FOUND

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

## PARTIES

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

## POSTERS / COMMUNITY ANNOUNCEMENTS

The principal ~~will~~ must approve ~~only those all~~ 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.

### 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).

### 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.

### 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.

### Dispositions

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

### 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."

### 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.

## ~~R~~RELEASE OF STUDENT PHOTOS AND WORK ONLINE

~~The~~ Olentangy ~~Local~~ Schools ~~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 and social media channels, ~~YouTube, Twitter or Facebook~~. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels (unless parents/guardians grant additional permission):

- Student's first name ~~and last initial~~ only;
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.); and;
- Student photographs ~~and~~ accompanied by not more than the first name of the student.
- ~~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~~ please submit a written request to the Communications Department ~~Requests should be directed~~ Direct your request to Olentangy Local School District, Attn: Communications Department, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

## RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

~~During the year, the~~ Olentangy ~~Local~~ Schools often ~~have~~ has the opportunity to film and 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 videos and photographs may be used in communication tools such as the district newsletter, district website, social media, ~~and~~ community publications, 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. Direct the ~~The~~ written request or any questions ~~should be directed to~~ the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

## RELEASE OF 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 Guideline 8330-Student Records 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. Direct the ~~The~~ written request or any questions ~~should be directed~~ to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

### RIGHTS REGARDING SURVEYS

~~Under the Protection of Pupil Rights Amendment (PPRA), 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;~~
- ~~• 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 (Policy 2416- Student Privacy & Parental Access to Records and 8330- Student Records).~~

### STAFF GIFTS

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

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

### UNAUTHORIZED USE OF THE BUILDING

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

### VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable ~~P~~personal property ~~is to~~ should be left at home. Electronic 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. ~~Visitors are subject to our school visitor's policy 9150.~~

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 criminal records check prior to their service. For additional information, please refer to 3120.09-Volunteers or contact your building secretary.

## CO-~~AND~~-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. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

### ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

**\*\*Important note:** See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

### PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

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

For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

## SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to 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 MIDDLE SCHOOLS



Berkshire Middle School  
2869 South 3 D's & K Road  
Galena, OH 43021  
740-657-5200



Hyatts Middle School  
6885 Sawmill Parkway  
Powell, OH 43065  
740-657-5400



Liberty Middle School  
7940 Liberty Road  
Powell, OH 43065  
740-657-4400



Orange Middle School  
2680 East Orange Road  
Lewis Center, OH 43035  
740-657-5300



Shanahan Middle School  
814 Shanahan Road  
Lewis Center, OH 43035  
740-657-4300



# HIGH SCHOOL STUDENT HANDBOOK

2019-2020



**OLENTANGY SCHOOLS™**  
*Flourish Here.*

Last adoption May 17, 2018



# OLENTANGY SCHOOLS

Administrative Offices  
7840 Graphics Way  
Lewis Center, OH 43035  
740-657-4050  
<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

Kevin O'Brien	President
Mindy Patrick	Vice President
Roger Bartz	Board Member
Julie Wagner Feasel	Board Member
Dave King	Board Member

## HIGH SCHOOLS

Olentangy Berlin High School  
3140 Berlin Station Road  
Delaware, OH 43015  
740-657-5900

Olentangy Liberty High School  
3584 Home Road  
Powell, OH 43065  
740-657-4200

Olentangy High School  
675 Lewis Center Road  
Lewis Center, OH 43035  
740-657-4100

Olentangy Orange High School  
2840 East Orange Road  
Lewis Center, OH 43035  
740-657-5100

## PROGRAMS

OASIS  
814 Shanahan Road  
Lewis Center, OH 43035  
740-657-4331

Olentangy Academy  
774 Graphics Way  
Lewis Center, OH 43035  
740-657-5800

Academy for Community Transition (ACT)  
STEM Academy (science, technology, engineering, and math)

## Table of Contents

INTRODUCTION .....	1
FOREWORD .....	1
MISSION STATEMENT .....	1
VISION STATEMENT .....	1
DISTRICT INFORMATION SOURCES .....	2
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION .....	2
ONLINE ACCESS TO STUDENT INFORMATION .....	3
SCHOOL CLOSINGS AND DELAYS .....	3
ATTENDANCE .....	4
HIGH SCHOOL HOURS .....	4
PARENTAL CONTACT REGARDING STUDENT ABSENCES .....	4
ABSENCES, TARDINESS, AND TRUANCY .....	4
EXCUSED ABSENCES .....	6
UNEXCUSED ABSENCES .....	6
ILLNESS WHILE AT SCHOOL .....	7
EARLY DISMISSAL OF STUDENTS .....	7
EXTRA- AND CO-CURRICULAR DAY PARTICIPATION .....	7
REVIEW PANEL .....	7
INCENTIVE PROGRAMS .....	7
COLLEGE VISITATION PROCEDURES .....	8
SPECIAL ABSENCES .....	8
WITHDRAWAL FROM SCHOOL .....	9
CODE OF CONDUCT .....	10
IMPORTANT NOTICES .....	11
CODE OF CONDUCT VIOLATIONS .....	11
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES .....	14
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT .....	20
DRESS CODE .....	21
CAFETERIA RULES .....	22
DISCIPLINE OPTIONS .....	23
DUE PROCESS AND RIGHT OF APPEAL .....	26
DANCES .....	35
DRIVING REGULATIONS .....	36
HALL PASSES .....	38
QUESTIONING OF STUDENTS .....	40
SCHOOL'S RIGHT TO SEARCH .....	40
BUS RULES .....	41
BUS PASSES .....	44
CURRICULUM, INSTRUCTION, AND ASSESSMENT .....	45
ALTERNATE EDUCATION PROGRAMS .....	45
CLASS SCHEDULES .....	45
SCHOOL COUNSELOR SERVICES .....	46
COLLEGE CREDIT PLUS (CCP) .....	47
CREDIT FLEXIBILITY .....	47
EQUITY AND INCLUSION PROGRAM .....	47
FIELD TRIPS .....	48
GIFTED SERVICES .....	48
LIBRARY/MEDIA CENTER .....	48
PE WAIVER .....	49
WORK PERMITS .....	50
TECHNOLOGY USAGE POLICY .....	51

GRADING .....	55
CLASS RANK .....	55
GRADE CLASSIFICATION .....	55
GRADING INFORMATION .....	55
GRADING SCALES .....	56
HIGH SCHOOL CREDIT BELOW THE NINTH GRADE .....	56
NATIONAL HONOR SOCIETY .....	57
REPORT CARDS .....	57
GRADUATION .....	58
DIPLOMA DEFERRAL .....	58
EARLY GRADUATION .....	58
GRADUATION REQUIREMENTS .....	58
GRADUATE ACADEMIC RECOGNITION .....	58
POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION .....	59
TRANSCRIPTS .....	60
HEALTH AND SAFETY .....	61
HEALTH REGULATIONS .....	61
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY .....	61
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES .....	62
DISTRICT SAFETY PLAN .....	62
HEALTH SCREENINGS .....	63
HOMEBOUND INSTRUCTION .....	63
ILLNESS/INJURY .....	63
MEDICAL CONCERNS .....	63
NON-SMOKING/VAPING POLICY .....	63
STAY SAFE. SPEAK UP! .....	64
SUICIDE PREVENTION RESOURCES .....	64
GENERAL INFORMATION .....	65
COPYRIGHT INFRINGEMENT .....	65
FEES .....	65
FEE COLLECTIONS AND FEE WAIVERS .....	65
FOOD SERVICE .....	66
FUNDRAISING ACTIVITIES .....	66
INTRADISTRICT TRANSFERS .....	66
LOCKER ASSIGNMENTS .....	67
LOST AND FOUND .....	67
POSTERS/COMMUNITY ANNOUNCEMENTS .....	67
PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS .....	67
RELEASE OF STUDENT PHOTOS AND WORK ONLINE .....	68
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS .....	69
RELEASE OF STUDENT RECORDS .....	69
UNAUTHORIZED USE OF THE BUILDING .....	70
VALUABLE PERSONAL PROPERTY .....	70
CO- AND EXTRA-CURRICULAR ACTIVITIES.....	72
EXTRA-CURRICULAR ACTIVITIES .....	72
ATHLETIC ELIGIBILITY .....	72
PAY TO PARTICIPATE .....	72
SCHOOL CLUBS AND ORGANIZATIONS .....	72

## INTRODUCTION

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### LETTER FROM THE PRINCIPAL

Dear Student,

On behalf of the entire staff, we take great pride in welcoming you to Olentangy Berlin High School — Home of the Bears, Olentangy High School — Home of the Braves, Olentangy Liberty High School — Home of the Patriots and Olentangy Orange High School — Home of the Pioneers. 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 OBHS Bears! Go OHS Braves! Go OLHS Patriots! Go OOHS Pioneers!

Sincerely,

OLSD High School Principals

### FOREWARDFOREWORD

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 relevant to being a student in Olentangy. 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 eCurrent board-Board policies and administrative guidelines are available on the district's website. [CLICK HERE](#).

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

To be the recognized leader for high performance and efficiency in education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

## DISTRICT INFORMATION SOURCES

The Olentangy Local School District offers a variety of ways to keep up with important news and information ~~on our school~~ from our district:

- Website – The district's website offers a wealth of information about Olentangy, including building information, district policies, school closings and delays, kindergarten registration, ~~Board of Education meeting minutes, Top News~~ top news, the district strategic plan, Continuous Improvement Plan, and curriculum maps. Regularly visit the website. ~~Make sure you regularly visit the district's website, please CLICK HERE or go to~~ <http://www.olentangy.k12.oh.us>.
- Email Notification System – ~~Receive~~ Parents/guardians will receive news, announcements and updates via email from ~~Olentangy the district and the schools their children attend~~ straight to your email inbox and / or smartphone. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the Email Notification System webpage <http://www.olentangy.k12.oh.us/domain/55>.
- Calling System – Parent / guardian calling, email and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the PowerSchool Update Instructions [CLICK HERE](http://www.olentangy.k12.oh.us/Page/1858) or visit: <http://www.olentangy.k12.oh.us/Page/1858>.
- Social Media – Follow the district on the following social media channels: Facebook, Twitter, Instagram, and LinkedIn ~~at~~ <http://www.facebook.com/olentangylocalschools>, and on Twitter at @Olentangy.
- Mobile App – The district's free mobile app ~~allows you~~ makes it easy to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The “Olentangy Local SD” app is available for download for iPhone and Android users in the app store (iTunes, Google Play) ~~on~~ their mobile device.

## EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This District provides an equal educational opportunity for all students. The Olentangy Local Schools District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. 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 Code of Conduct 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, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The District employee responsible for receiving and/or investigating reports of harassment are: on the basis of race, color or national origin, including the investigatory report, who is referred to in this policy as the Anti-Harassment Complaint Coordinator is:

Randy Wright  
Chief of Administrative Services  
[Randy\\_Wright@olsd.us](mailto:Randy_Wright@olsd.us)  
740-657-4012

Jacqueline Merkle  
Supervisor of Equity and Inclusion  
[Jacqueline\\_Merkle@olsd.us](mailto:Jacqueline_Merkle@olsd.us)  
740-657-5068

For more information about the district's prohibition against bullying, harassment, and discrimination ~~and complaint procedures~~, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.

### FEDERAL/STATE/LOCAL COMPLIANCE

Furthermore, ~~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. The American's with Disabilities Act (A.D.A.) and 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.

### ONLINE ACCESS TO STUDENT INFORMATION

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

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

The district website can be found at <http://www.olentangy.k12.oh.us>. ~~If you forget your password, please contact your building secretary.~~

### SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted ~~online at~~ <http://www.olentangy.k12.oh.us> ~~on the district website~~. Delay and closing information will also be reported using an automated phone system, text message, social media, 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), and the district's mobile app. 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.

## ATTENDANCE

### ~~GENERAL ATTENDANCE INFORMATION~~ HIGH SCHOOL HOURS

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.

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods: ~~contact parents by phone or letter to inform them of the student's absence.~~

- a. A telephone call placed in person;
- b. An automated telephone call;
- c. A notification sent through the school's automated student information system;
- d. A text-based communication;
- e. A notification sent to the electronic mail address of the parent, guardian, or other person's wireless communication device;
- f. A visit, in person, to the student's residence of record.

### ABSENCES, TARDINESS, AND TRUANCY

#### ABSENCES AND TARDIES

The following definitions are used to determine how student absence from school is recorded. See Board Policy 5200 for additional rules regarding student absences.

- 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~~ p.m. tardy.

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 and a parent conference may be requested.

- On the fifth, sixth and seventh and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, 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.

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.

### EXCESSIVE ABSENCES

To prevent students from becoming habitually truant Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- a. for thirty-eight (38) or more hours in one (1) school month or
- b. sixty-five (65) or more hours in one (1) school year.

### HABITUAL TRUANCY

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Per Ohio law, a student will be considered habitually truant if the student is absent without a legitimate excuse

- a. for thirty (30) or more consecutive hours,
- b. for forty-two (42) or more hours in one (1) school month, or
- c. for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team, to which the student's parent/guardian will be invited. The team will develop an Absence Intervention Plan to improve the student's attendance. If the student fails to make progress on the plan the district will report the student to juvenile court (Ohio Revised Code §3321.19).

To prevent students from becoming habitually truant, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- a) for thirty eight (38) or more hours in one (1) school month or
- b) sixty five (65) or more hours in one (1) school year.

The following definitions are used to determine how student absence from school is recorded. See Board Policy 5200 for additional rules regarding student absence.

- 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.

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.~~

~~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.~~

## EXCUSED ABSENCES

The following are typical conditions that may excuse a student from school attendance:

- a. Personal illness or injury (a medical verification note may be required by the school principal);
- b. Family illness - an emergency situation requiring the student to be absent from school;
- c. Quarantine of the home by local health officials;
- d. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence);
- e. Observance of a religious holiday consistent with student's established creed or belief;
- f. Good cause approved by the superintendent;
- g. Emergency circumstances approved by the principal.

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

- a. the dates of absences,
- b. the reason for the absences,
- c. the parent or guardian signature; and,
- d. 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 doctor's 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.

### 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. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

### EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with custodial parent(s) or guardian approval. Failure to follow this procedure may result in school discipline.

### EXTRA- AND 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.

### REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

### INCENTIVE PROGRAMS

Blue Card- Students who are not tardy or late to school during a grading period will be awarded a "Blue Card" which entitles them to one "free tardy" to school for any tardy in which the student arrives within the first twenty minutes after school begins. Blue Cards may not be used on scheduled two-hour late starts or weather-related delayed starts to the school day. The "Blue Card" is not transferrable to another student.

Gold/Platinum/Orange/Bear Card- Students who have perfect attendance during a grading period will be awarded a “Gold/Platinum/Orange/Bear 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~~ acknowledge the absence on the acknowledgement form;
3. Students must inform the attendance office in advance of the planned absence;
4. The card is not transferrable to another student;
5. The cards may not be used during the last two weeks of a semester, or during district testing dates;
6. Cards must be used within the same school year, except for those earned during the last nine weeks (they must be used in the first quarter of the new school year).

## COLLEGE VISITATION PROCEDURES

Submit a College Visitation Request form to the attendance office in advance. A college visitation day taken without a properly completed College Visitation Request form may count toward the Five Class Period absence rule. College visitation days are limited to three days total per year and are only for 11<sup>th</sup> and 12<sup>th</sup> graders.

## SPECIAL ABSENCES

### Alternate Learning Experience (ALE) and Student Vacations During the School Year

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. Students are also permitted to take vacation with their family during the school year. ALE and student vacation absence days count as absences and state laws about excessive absences still apply in these circumstances.

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

- a. approve the request,
- b. give conditional approval to the request, or
- c. deny the request.

Requests that would cause a student significant academic risk may be conditionally approved by the building administrator pending the student satisfactorily achieving relevant academic expectations. It should be noted that additional days absent beyond the ALE or vacation could negatively impact the student academically. An ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

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

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;

2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

### WITHDRAWAL FROM SCHOOL

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

- a. All fees are paid, including library fines, etc.;
- b. Books are returned in satisfactory condition; and,
- c. 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.

## CODE OF CONDUCT

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~~A major component of our educational program is to prepare students to become responsible citizens who conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student 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 school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools' Code of Conduct is~~ seeks to develop foster self-discipline in all students and maintain an appropriate educational atmosphere. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student Conduct).

~~The Board believes that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. (Policy 5600-Student Discipline) Staff will take corrective action to discipline a student when their behavior does not fall within these parameters.~~

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. In addition, sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1.) ~~Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct~~ Misconduct by a student that occurs ~~on off school district property not owned or controlled by the Board but where such conduct~~ but is connected to activities or incidents ~~controlled by the Board.~~ that have occurred on school district property; and 2.) ~~Conduct~~ Misconduct by a student that, regardless of where it occurs, ~~under the supervision of a district official/ employee or is~~ directed at a district official ~~or~~ employee or ~~their the~~ property ~~is subject to discipline~~ of an official or employee.

Furthermore, 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 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).

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <u>Verbal or written warning or reprimand</u></li> <li>• <u>Parental contact or conference</u></li> <li>• After-school, morning, or lunch detention</li> <li>• Referral to school counselor</li> <li>• Saturday or Wednesday School</li> <li>• In-School Detention (ISD)</li> <li>• Suspension Alternative Program (SAP)</li> <li>• Out-of-School Suspension</li> <li>• Emergency removal</li> </ul> | <ul style="list-style-type: none"> <li>• <del>Court</del> <u>Referral to law enforcement agencies</u></li> <li>• Expulsion</li> <li>• Permanent Exclusion</li> <li>• Compensatory payment of damages</li> <li>• Loss of bus privileges</li> <li>• <del>Loss of credit for assigned work or tests</del></li> <li>• <del>Assigned work related to the offense</del></li> <li>• Loss of other privileges</li> </ul> |
|---|--|

~~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).~~

## IMPORTANT NOTICES

- Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).
- Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
- Video Surveillance – ~~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.~~ For The student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.

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

## CODE OF CONDUCT ~~RULES~~ VIOLATIONS

1. Disruption of School- Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation- Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes

with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)

3. Intimidation and / or Threats- Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. Use of Obscene or Discriminatory Language / Materials / Actions / Gestures- Students shall not use obscene, vulgar, profane or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
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 or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)
  - d. Unauthorized touching, pushing, shoving, slapping, snapping and/or 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.~~ Ohio Revised Code §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 including e-cigarettes and vaping devices. 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, including wearable technology and other electronic communication devices, except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
21. Violation of Bus Rules Students must follow all bus rules as outlined in the Bus Rules 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.

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530-Drug Prevention).

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 Betel Nuts, 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 Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as an exclusive comprehensive list.
- v. “Counterfeit controlled substance” or look-alike drug is (O.R.C., Section Ohio Revised Code §2925.01(P)(O)) means any of the following:
  1. 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 that trademark, trade name or identifying mark.
  2. 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.
  3. 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.
  4. 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~~ Board.

## 4. STAFF RESPONSIBILITIES

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

## 5. SCHOOL OFFICIALS RESPONSIBILITIES

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

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

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

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c. The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.

- d. School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

## 6. MEDICATION

The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self-carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

## 7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles 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 – See School’s Right to Search

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:

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.

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.

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. 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. At the hearing, the school official may 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. Detailed below are the levels of prohibited offenses 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/Vaping  
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- 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

<u>Offenses</u>	<u>Tobacco/Vaping Consequences</u>	<u>Level I Drug &amp; Alcohol Consequences</u>	<u>Level II Drug &amp; Alcohol Consequences</u>
<u>First Offense</u>	<u><del>Two</del> <del>Wednesday/Saturday</del> <del>Schools</del><sup>1</sup>Three days Out-of-School Suspension</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup></u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Second Offense</u>	<u>Three days <del>In-School</del> <del>Detention</del><sup>3</sup>Out-of-School Suspension</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup>with an expulsion recommendation for expulsion</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>
<u>Third and Subsequent Offenses</u>	<u>Five days Out-of-School Suspension<sup>4</sup></u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>	<u>Ten days <del>Out-of-School</del> <del>Suspension</del><sup>2</sup> with an expulsion recommendation for expulsion</u>

### Suspension/Discipline Reduction Options

<sup>1</sup>~~Two Saturday Schools~~Three days Out-of-School Suspension may be reduced to one at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

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

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

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

## 10. SELF-REFERRAL

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

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

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

to the principal or principal's designee. The student must complete the program or receive the original discipline.

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

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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include these behaviors. If any of these behaviors are discovered, involved students will be informed by the discovering District employee of the prohibition contained in this policy and are required to end the behavior(s) immediately. All hazing, harassment, intimidation, bullying, and sexual harassment incidents are reported immediately to the building administrator or other



appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.

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

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no

investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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~~ 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.**

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

## 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. Sunglasses will not be permitted in school unless approved by the principal.
3. Hats, hoods, and bandanas, will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.
4. 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.
5. Shorts and skirts will be no shorter than the middle of the thigh.
6. 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 cover abdomen.
7. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
- ~~Oversized clothing, which compromises the safety of students, is not permitted.~~
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.

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

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:

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

## 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.

## DISCIPLINE OPTIONS

### DETENTION

Detention is generally served after school for duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

### LUNCHTIME DETENTION

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

### SATURDAY OR WEDNESDAY SCHOOL

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

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork.
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. 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 lieu of Out-of-School 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) North Campus 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 North Campus to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC North Campus and take the ~~OLSD~~-Olentangy 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.

### 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. Students may not attend any school functions, home or away, while serving OSS.
5. Students ~~are not permitted on school grounds while~~ serving OSS may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

## 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~~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~~Board; and/or
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 Policy 5610-Removal, Suspension, Expulsion, and Permanent Exclusion 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~~ eighty (80) school days, and in some cases for an entire year. Expulsions 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.~~
- ~~4.1. 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

#### ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

~~The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug free zone within 1000 feet of any facility used by the District for educational purposes (Policy 5530 Drug Prevention).~~

~~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 Betel Nuts, 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 Policy 5330 Use of Medications. See also 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.a. 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.a. 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)a) 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.~~

~~iii. 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.~~

~~2.1. STUDENT RESPONSIBILITY~~

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

~~3.1. 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.~~

~~4.1. 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.~~

~~5.1. 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)a) 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)a) 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)a) 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)a) 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.~~

#### 6.1. MEDICATION

~~The Olentangy Board of Education wishes to cooperate fully with students, parents and the medical profession to ensure that students receive any required medication during the normal school day at the time that it is required. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students. In accordance with O.R.C. 3313.713, all medications must be kept in a locked storage place and administered by school personnel unless medically prescribed to self carry. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.~~

#### 7.1. 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 (student and/or district) vehicles 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.~~

#### 8.1. 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)a) 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)a) 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.~~



9.1. 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)a) Parents will be notified immediately and the student may be removed from classes or the school event.~~
- ~~c)a) 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)a) 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 including e-cigarettes/vaping devices~~

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~~

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

Suspension/Discipline Reduction Options:

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

#### ~~10.1.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.~~

#### ~~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).~~
- ~~2.1. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83.08).~~
- ~~3.1. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).~~
- ~~4.1. 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).~~
- ~~5.1. 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).~~
- ~~6.1. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).~~
- ~~7.1. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).~~
- ~~8.1. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).~~
- ~~9.1. Students must be courteous and respectful to fellow students and to the bus driver.~~
- ~~10.1. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.~~
- ~~11.1. Unnecessary confusion diverts the driver's attention and might result in a serious accident.~~
- ~~12.1. Students must not use profane or abusive language (Ohio Law 3301.83.08).~~
- ~~13.1. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).~~
- ~~14.1. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device (Ohio Law 3301.83.08 and ORC 2151.07).~~
- ~~15.1. 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).~~
- ~~16.1. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).~~
- ~~17.1. 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).~~
- ~~18.1. 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.~~
- ~~19.1. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).~~

~~20.1. 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).~~

~~21.1. 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).~~

~~The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.~~

~~Driver's responsibility prior to the first written conduct report:~~

~~1. Drivers will confer with the student.~~

~~2.1. Drivers will confer with the student, change the student's seating assignment and call the parents.~~

~~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:~~

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

~~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:~~

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

~~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	

~~Follow up Communication — Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent, the transportation supervisor and/or route monitor of the disciplinary action taken. It is then the transportation supervisor or route monitor'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).~~

~~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.~~

## CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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

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

### 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.~~

### 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.

### 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.~~
- ~~2.1. Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.1. Hats, hoods, and bandanas, will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.1. 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.~~
- ~~5.1. Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.1. 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.~~
- ~~7.1. See through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.1. Oversized clothing, which compromises the safety of students, is not permitted.~~
- ~~9.1. Appropriate and safe shoes or sandals will be worn at all times.~~
- ~~10.1. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.~~

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

~~Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:~~

- ~~1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.~~
- ~~2.1. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.~~
- ~~3.1. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.~~
- ~~4.1. Further Offenses: The student may be suspended from school.~~

## 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 with a probationary license must obey all applicable restrictions.
2. Students must observe a proper speed while on the school grounds.
3. Students must park only in the designated parking spots within the proper student parking lot.

4. Students may not park in faculty or visitor parking lots.
5. Students are not to drive on the grass.
6. School buses have the right-of-way at all times.
7. ~~Students must be out of their cars and in school by 7:15 a.m.~~
8. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
9. ~~Cars are to be parked within parking lines.~~
10. ~~Students are not allowed to move their cars without permission from the office.~~
11. ~~To be issued a parking permit,~~ 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.~~
12. 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.
13. ~~Students are not to loiter in their cars.~~

Loss of Driving Privileges: ~~When~~ The superintendent of the school district may revoke driving privileges if a student 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.

#### 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.~~



~~2.1. 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.~~

~~3.1. 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.~~

## HALL PASSES

No student may be out of his assigned classroom without an approved pass.

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

~~Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school sponsored, school approved, or school related activity or function, such as field trips or athletic events.~~

~~Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.~~

~~Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).~~

~~Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual~~

~~Violence procedures, please see Board Policy #5517.~~

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

~~student, including leaders of student organizations, may plan, encourage or engage in any of these behaviors.~~

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

~~If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This will include suspension or up to expulsion for students. Furthermore, racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension or up to expulsion.~~

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

~~A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents may ask that the student's name not be disclosed to the alleged perpetrators or that no~~

~~investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.~~

~~Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports 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.~~

~~The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.~~

## QUESTIONING OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## 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.~~

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 statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege or parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

## 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.~~

## WEAPONS AND/OR DANGEROUS ORDNANCE

~~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 weapon or dangerous ordnance into a school safety zone, Policy 7217-Weapons.~~

~~Exceptions to this policy include:~~

- ~~• Weapons under the control of Law Enforcement Personnel~~
- ~~• Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved)~~
- ~~• Theatrical props used in appropriate settings~~
- ~~• Starter pistols used in appropriate sporting events~~

## BUS RULES

Notice to students: The use of video and audio 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 in any form or alternative nicotine product. This includes any vaping device (Ohio Law 3301.83.08 and ORC 2151.87).
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).

The use of cellular phones or electronic devices on an Olentangy school bus will be determined at the discretion of the driver. Students permitted to use their cellular phones or electronic devices will do so for personal use only. Students are not permitted to share the content of cellular phones or electronic devices and taking photographs or videos is strictly forbidden. When a student is listening to audio content, headphones or earbuds are required. The use of an external speaker is prohibited. In the case of driver distraction, the driver is authorized to confiscate the cellular phone or electronic device until arrival at the school or the student's bus stop.

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student.
2. Drivers will confer with the student, change the student's seating assignment and call the parents.

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, firecracker, 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

<u>High School</u>	<u>Level I</u>	<u>Level II</u>
<u>First Written Report</u>	<u>3 days off bus</u> Principal action	<u>Up to 5 days off bus</u>
<u>Second Written Report</u>	<u>5 days off bus</u>	<u>10 days off bus</u>
<u>Third Written Report</u>	<u>10 days off bus</u>	<u>Expelled</u>
<u>Fourth Written Report</u>	<u>Expelled</u>	

#### Follow-up Communication FOLLOW-UP COMMUNICATION

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent, the transportation supervisor and/or route monitor of the disciplinary action taken. It is then the transportation supervisor or route monitor's responsibility to inform the driver of that action.

#### DESIGNATED PLACES OF SAFETY

All students who ride a school bus are assigned a designated place of safety on the residence side of the street. The reason for this is by law, the driver must account for each student upon arriving and departing the bus stop. In order to do that, students must be at their place of safety before the bus arrives and must remain there until the bus departs after dropping them off. Each year the bus driver will notify your student about their designated place of safety. We ask for your support in helping us teach your student to adhere

to his/her instructions. Below is a description of how a student should approach a school bus from their designated place of safety.

### 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.

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## 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.~~

Olentangy Local Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course guide and fee schedule. 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~~ damaged.

### ALTERNATE EDUCATION PROGRAMS

- Olentangy Academy: Supporting Individualized Success (OASIS): The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.
- ~~• Jon Peterson/Autism Scholarship program  
The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the Jon Peterson or Autism scholarship program. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.~~
- Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)  
The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. ~~Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course.~~ Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

### CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should



be handled through the guidance office provided they follow the regulations listed below. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

The following regulations will be followed for schedule changes:

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

## SCHOOL COUNSELOR SERVICES

Should a student desire to talk with a school counselor, he/she should make an appointment with Student Services in advance. Students will be given appointments during study halls only. No student should miss a scheduled class unless he/she does not have any study halls or an emergency exists. Student Services will also designate office hours for "walk-in" students during lunch.

The guidance offices are located in Student Services in the high school. A student might want to see a school counselor concerning the following:

- Schedule changes
- Career information
- College information
- Test information
- Study help
- Job opportunities

- Personal problems
- High school program
- Summer school
- Transcript requests
- Financial aid
- Other

## COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take 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. The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

For more information regarding College Credit Plus (CCP), ~~please~~ visit our website and refer to the ~~OLSD~~ Olentangy Local Schools High School Course ~~Description Planning Guide or CLICK HERE~~. Click on the following link to read additional College Credit Plus information: Department of Higher Education College Credit Plus. ~~Also, detailed information is available from the Ohio Department of Higher Education, please CLICK HERE or visit <https://www.ohiohighered.org/ccp>.~~

### Student Code of Conduct in CCP Settings

Students enrolled in CCP courses 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. 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.

## CREDIT FLEXIBILITY

The District Credit Flexibility Plan offers options to students to earn high school credit by:

- a) testing out or showing mastery of course content;
- b) pursuing an educational option and/or an individually approved option; and/or
- c) 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.

## EQUITY AND INCLUSION PROGRAM

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences. Every school in our district has a diversity liaison who runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are

interested in becoming involved with the program or if you would like assistance in this area, please reach out to your school's diversity liaison or contact our District Equity and Inclusion Supervisor, [Jackie Powers](mailto:JackiePowers@olsd.us) [Jacqueline Merkle](mailto:JacquelineMerkle@olsd.us) ([Jacqueline\\_powers@olsd.us](mailto:Jacqueline_powers@olsd.us)) ([jacqueline\\_merkle@olsd.us](mailto:jacqueline_merkle@olsd.us)) for support.

## 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 (Policy 2340-Field and Other District –Sponsored Trips). ~~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~~ is required in advance of field trips. Students will travel by school vehicles, ~~but~~ if the Board of Education authorizes the incidental transportation by private vehicle ~~of students of the district when necessary. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Policy 8500-Transportation and relevant administrative guidelines.~~ Students will only 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.~~

## HIGH 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 achievement, visual / performing arts areas, and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

For additional information, visit Olentangy's Gifted Services webpage. ~~Please CLICK HERE for more information or visit our website: <http://www.olentangy.k12.oh.us/Page/1664>.~~

## 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~~

## 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 Selection of Instructional Materials and Equipment 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. Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.~~

- ~~• 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 21<sup>st</sup>-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-level 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.~~

## 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.

## 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.~~

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

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

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, classroom teacher, and parent(s) / guardian(s). The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

### 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.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

Student use of the District's computers, network and Internet services/connection ("Network") are governed by District Policies and Administrative Guidelines 7540.00 (Technology), 7540.02 (Web Content, Services, ~~&~~and Apps), 7540.03 (Student Education Technology Acceptable Use and Safety) as well as the Student Code of Conduct. Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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 it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
25. The use of electronic devices for recording purposes must have prior approval.
26. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times



other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.

27. ~~OLSD~~-Olentangy 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. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
28. Game playing is not permitted at any time.

Please note ~~OLSD~~-Olentangy will not be able to provide technical support for personal computing devices. 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.

Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the ~~OLSD~~-Olentangy 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.

As a condition to using ~~OLSD's~~-Olentangy'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~~ 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. Passkeys are not to be shared with others. 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 result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

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.



## 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.

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## GRADING

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Olentangy High Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

### 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.

### GRADE CLASSIFICATION

- Assignments to grade level classifications are made on the basis of credits accumulated as follows:
- Freshman must have completed 8<sup>th</sup> grade
- Sophomore must have five credits
- Junior must have ten credits
- Senior must have fifteen credits

### 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 no 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.

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 Grade Scale AP & CCP Courses Only					
Letter Grade	Percentage	Point Value	Letter Grade	Percentage	Point Value
A	93-100%	5.00	C	73-76%	3.00
A-	90-92%	4.67	C-	70-72%	2.67
B+	87-89%	4.33	D+	67-69%	2.33
B	83-86%	4.00	D	63-66%	2.00
B-	80-82%	3.67	D-	60-62%	1.67
C+	77-79%	3.33	F	0-59%	0.00

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.

## 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.

## REPORT CARDS

All student report 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. Dates are posted on the school calendar.

## GRADUATION

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Typically, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

### 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.

### 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

### GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

~~More s~~Specific information regarding graduation requirements is available in the Course Planning Guide, which is posted on each high school's website.~~can be found in the Course Selection Guide. The High School Course Selection Guide is located on the district's website please use the search bar or CLICK HERE.~~

### GRADUATE ACADEMIC RECOGNITION

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 2020, the high schools will recognize as valedictorian(s) at the end of seven or eight semesters anyone who achieves the highest cumulative GPA in the class.

In order to be eligible, a student must have attended an Olentangy high school for his/her entire fifth through eighth semesters.

This ranking is used for certain senior honors.

1. Class rank shall be computed by the final grade in specific subjects.
2. The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.
3. In recognition of the heavier burden of Advanced Placement classes, grade point averages shall be weighted by awarding up to 1.0 extra unit.
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~~ Board Policy 8330 on release of student records. A student's class rank is used for internal purposes and is not released to colleges and/or other institutions or agencies without prior written consent from the individual or his/her parents/legal guardians if the student is less than eighteen (18) years of age.

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

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy 5408 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~~ school 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 ~~CLICK HERE~~.

## 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.

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## HEALTH AND SAFETY

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### 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. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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.~~ [Ohio Revised Code §3313.713](#), all medications unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. 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.

### 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, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. All animals must meet veterinary



requirements set forth in the State law and County regulation/ordinance.

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

## CONCUSSIONS

~~Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class. For more information, please refer to policy 5340-student accidents.~~

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice (Policy 8450).

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified by the Delaware General Health District and the Ohio Department of Health).

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.

## DISTRICT SAFETY PLAN

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. 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 text and/or email. 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 ensure that the district has accurate contact information, please review the PowerSchool Update Instructions and update your account as needed. ~~review and update your PowerSchool account information by following the instructions found on the Parent Resources section of the district's website at <http://www.olentangy.k12.oh.us/Page/1858>.~~

## 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.

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician (Policy 2412-Homebound Instruction). For more information, contact the building administrator or guidance counselor.

## ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°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.

## NON-SMOKING/"VAPING" POLICY

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. Olentangy Local Schools is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping is expressly prohibited in all Olentangy buildings, on school property, on a school bus, or while en route to or from school, and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events, ~~or off the school grounds if the situation is initiated at school.~~

This non-smoking/vaping policy applies to staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia (e.g. electronic cigarettes and "vape pens") will result in disciplinary action. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, "vape pens," and all e-cigarette and "vape pen" paraphernalia, is prohibited.

## SPEAK UP! STUDENT HELP! LINE STAY SAFE. SPEAK UP!

Stay Safe. Speak Up! is a resource available to students to anonymously report bullying and other safety concerns. An anonymous system for reporting bullying and other safety concerns. The link to Stay Safe. Speak Up! is in the student myOLSD portal, on the homepage of the district's website, and in the Student Resources section on the district website. To report a concern, you can access our Stay Safe Speak Up! Helpline in two locations. First, you can visit the district 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 access the Stay Safe Speak Up! Helpline by logging into your MyOLSD portal and clicking on the "Stay Safe" or "Bullied?" Speak UP! Icons. In addition, you can call (toll free) 1-866-listen2me.

## SUICIDE PREVENTION RESOURCES

If you or someone you know is in crisis, please reach out to someone who can help. Don't wait, contact any staff member or administrator (see AG 5350).

In an urgent situation, please use the resources below:

- The National Suicide Prevention Lifeline provides 24/7 free confidential support for people in distress, prevention and crisis resources are also available: 1-800-273-TALK (8255).
- The Helpline of Delaware and Morrow Counties: Need to talk? Call 211 or 1-800-6842324 or text 898211 to connect with a Suicide Prevention Coordinator.

## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) or sent by email to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, 740-657-4050.

### FEES

According to Policy 6152-Students Fees, Fines, and Charges, the Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular activities. Any waiver of fees shall be made pursuant to Policy 6152.01. A list of course and workbook fees is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees.

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

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

At the high school level, all delinquent fee balances must be paid in full in order for a student to receive a parking pass. In addition, transcripts of grades and credit may not be sent to another school system or to any institution of continuing education for a student with unpaid fees; and any such student will not be permitted to attend the graduation ceremony of Olentangy Local Schools per (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. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

Students may pay with cash, check or they may utilize the debit card system which allows parents to put money on their ~~child's~~ student's account in advance to pay for ~~their child's~~ meals. Deposits may be made online through the ~~district website by selecting “Lunch & Fee Payment” under the “For Parents” heading.~~ Lunch and Fee Payment section of PowerSchool parent accounts. Please refer to Administrative Guideline 8500D, Meal Charge Procedures, for current charging procedures.

If your child has a medically documented food allergy/disability, 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 as approved by the principal according to Policy 5830-Student Fundraising. 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 (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

- a. Application procedures, including deadlines for application and for notification of acceptance or rejection of students;
- b. Establishing district capacity limits by grade level, school building, staffing levels and educational program;

- c. Student safety in one building as opposed to another can be a basis for transfer;
- d. The process must ensure that proper racial balance is maintained;
- e. Notification that parents must provide transportation for their students;
- f. 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: <http://www.olentangy.k12.oh.us>. For ~~more~~ specific information concerning athletic bylaws, grades 9 through 12 only, contact your athletic director.

## LOCKER ASSIGNMENTS

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

## LOST AND FOUND

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

## POSTERS/COMMUNITY ANNOUNCEMENTS

The principal will approve ~~only all 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~~ Board as a whole, a ~~board~~ 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.

### 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).

**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.

**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~~Board.

**Dispositions**

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

**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.”

**Relation to Other Procedures**

This Article does not limit or affect the actions or procedures available to the administration and/or ~~board~~Board based on an investigation of alleged misconduct and an administrative or ~~board~~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~~Schools ~~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 and social media channels, ~~YouTube, Twitter or Facebook~~. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels (unless additional permission is granted by the parent/guardian:

- Student's first name ~~and last initial~~ only;
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.); and,
- Student photographs ~~and,~~ accompanied by not more than the first name of the student.
- ~~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~~ please submit a written request to the Communications Department. ~~Requests should be directed~~ Direct your request to Olentangy Local School District, Attn: Communications Department, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.



## RELEASE OF STUDENT PHOTOS, ~~AND~~ MEDIA INTERVIEWS

~~During the year, the~~ Olentangy ~~Local~~ Schools often ~~have~~ has the opportunity to film and 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~~ videos and photographs may be used in communication tools such as the district newsletter, district website, social media, ~~and~~ community publications, 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. Direct the ~~The~~ written request or any questions ~~should be directed~~ to the Communications Department, Olentangy Local School District, 7840 Graphics Way, 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 Guideline 8330-Student Records 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. Direct the ~~The~~ written request or any questions ~~should be directed~~ to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

### RIGHTS REGARDING SURVEYS

~~Under the Protection of Pupil Rights Amendment (PPRA), 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;~~
- ~~• 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 (Policy 2416-Student Privacy & Parental Access to Records and 8330-Student Records).~~

### STAFF GIFTS

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

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

### UNAUTHORIZED USE OF THE BUILDING

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

### VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property ~~is to~~ should be left at home. Electronic 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. Visitors are subject to our school visitor's policy 9150.

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 criminal records check prior to their service. For additional information, please refer to Policy 3120.09- Volunteers or contact your building secretary.

## CO-~~AND~~-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. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

### ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

**\*\*Important note:** See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

### PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Payments should be made in full by credit card online or by cash/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent account and select Lunch and Fee Payments. If you are paying by check, please make it payable to "Olentangy Local Schools." We appreciate your prompt attention to school fees. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in fall extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

### SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to high school or community students. It is hoped that each student can find an outlet for expression in one or more of these

organizations. Students can request information regarding specific clubs and organizations by visiting the main office.

### OLENTANGY LOCAL HIGH SCHOOLS



Olentangy High School  
675 Lewis Center Road  
Lewis Center, OH 43035  
740-657-4100



Olentangy Berlin High School  
3140 Berlin Station Road,  
Delaware, OH 43015  
740-657-5900



Olentangy Liberty High School  
3584 Home Road  
Powell, OH 43065  
740-657-4200



Olentangy Orange High School  
2840 East Orange Road  
Lewis Center, OH 43035  
740-657-4100

### OLENTANGY PROGRAMS



Olentangy Academy:  
STEM/ACT  
774 Graphics Way  
Lewis Center, OH 43035  
740-657-5800



OASIS  
814 Shanahan Road  
Lewis Center, OH 43035  
740-657-4331

# PRESCHOOL HANDBOOK

2019-2020



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adoption May 18, 2017

# OLENTANGY SCHOOLS

Administrative Offices  
7840 Graphics Way  
Lewis Center, OH 43035  
740-657-4050  
<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

<u>Kevin O'Brien</u>	<u>President</u>
<u>Mindy Patrick</u>	<u>Vice President</u>
<u>Roger Bartz</u>	<u>Board Member</u>
<u>Julie Wagner Feasel</u>	<u>Board Member</u>
<u>Dave King</u>	<u>Board Member</u>

## Table of Contents

INTRODUCTION .....	1
LETTER FROM THE PRESCHOOL SUPERVISORS .....	1
FOREWORD .....	1
DISTRICT MISSION STATEMENT .....	2
VISION STATEMENT .....	2
PHILOSOPHY .....	2
PROGRAM OVERVIEW .....	4
PRESCHOOL PROGRAM FOR STUDENTS WITH SPECIAL NEEDS AND PEER ROLE MODELS .....	4
PROGRAM DESCRIPTIONS .....	5
PEER MODEL CRITERIA .....	6
ADDITIONAL DETAILS OF PEER ROLE MODEL PROGRAM .....	6
ARRIVAL AND DISMISSAL .....	7
ARRIVAL .....	7
DISMISSAL .....	7
TRANSPORTATION .....	7
ATTENDANCE .....	8
REPORTING AN ABSENCE .....	8
SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY? .....	8
WITHDRAWAL FROM PRESCHOOL .....	9
SCHOOL CLOSINGS/CALAMITY DAYS .....	9
DISTRICT SAFETY PLAN .....	9
HEALTH .....	10
OLENTANGY LOCAL SCHOOLS COMMUNICABLE DISEASE POLICY .....	10
IMMUNIZATION POLICY .....	12
CLINIC VISIT PROCEDURES – SICK OR INJURED AT SCHOOL .....	13
MEDICAL CONCERNS AND FIRST AID .....	13
MEDICATIONS .....	13
PARENT PARTICIPATION AND COMMUNICATION .....	15
REQUIRED FORMS .....	15
CLASSROOM ROSTER .....	15
CLASSROOM SUPPLIES .....	16
COMMUNICATION .....	17
PARENT VOLUNTEER / CLASSROOM PARTICIPATION GUIDELINES .....	17
FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES .....	19
STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT .....	24
PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS .....	24
SCREENING .....	28
ASSESSMENTS / PROGRESS REPORTS .....	28
BEHAVIOR MANAGEMENT .....	30
OLENTANGY LOCAL SCHOOLS BEHAVIOR MANAGEMENT / DISCIPLINE POLICY .....	30
OLENTANGY PRESCHOOL'S PHILOSOPHY OF BEHAVIOR MANAGEMENT / DISCIPLINE .....	30
PRESCHOOL MANDATORY HEAD COUNT PROCEDURES .....	31
RELEASE OF STUDENT RECORDS .....	33
CHILD ABUSE AND NEGLECT REPORTING .....	33
COMPLAINT PROCEDURES .....	33
RESOURCES FOR PARENTS AND FAMILIES .....	34

## INTRODUCTION

### HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Preschool Handbook, a supplement to the Elementary Handbook, and the Elementary Handbook. The Preschool Handbook provides information specific to Olentangy Preschool. The Elementary Handbook provides parents with district information. Both handbooks ~~can be found on the district's~~ Preschool website <http://www.olentangy.k12.oh.us/Preschool>. I understand that if I have any questions, I can contact my ~~student's teacher, the preschool secretary or the preschool supervisor~~. Parents should inform the school of changes in residence, custody and home phone, work and emergency numbers.

TEACHER \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

I have received and read the contents of the Preschool Handbook, a supplement to the Elementary Handbook, and the Elementary Handbook.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_

### PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL. LETTER FROM THE PRESCHOOL SUPERVISORS

Dear Parent(s)/ Guardian(s),

On behalf on the entire preschool staff, we take great pride in welcoming you and your child to ~~the Olentangy Local School District (OLSD)~~ Olentangy Schools' preschool program. We are looking forward to having you, your child's first and most lasting teacher, as a partner in education. Our staff recognizes the importance of the preschool years and strives to provide our students with a developmentally and exceptionality appropriate program that facilitates maximum learning for every student. As your child begins their educational journey, we are looking forward to working with your child and your family.

Sincerely,  
Olentangy Preschool Supervisors

### FOREWARDFOREWORD

The ~~OLSD~~ Olentangy Preschool Handbook was written for the following purposes:

- The ~~OLSD~~ Preschool handbook was developed as a supplement to the ~~OLSD~~ Olentangy Elementary Handbook.
  - The ~~OLSD~~ Elementary Handbook provides parents with district information.
  - The ~~OLSD~~ Preschool Handbook contains information that is specific to ~~OLSD~~ Olentangy preschool students.
- The handbook was written to answer frequently asked questions that parents of preschool students may have regarding the preschool program.



- The handbook was written to address the requirements of the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.
- The handbook was written to comply with program standards for Step Up to Quality (SUTQ). With the passage of house bill 487 and Senate Bill 316 in July of 2012, all learning and development programs that receive funding from the Ohio Department of Education were required to participate in SUTQ. SUTQ is a tiered quality rating and improvement system.

Please take the time to review both the elementary and preschool handbooks and sign the handbook awareness statements. Please return both of the handbook awareness statements to your child's teacher.

## DISTRICT MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

## VISION STATEMENT

To be the recognized leader for high performance and efficiency in education

## DISTRICT 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~~

## PHILOSOPHY

~~OLSD~~ Olentangy is committed to providing a nurturing, secure, play-based educational setting for young children and their families. We believe that all children are capable of learning when provided with a developmentally/ exceptionality appropriate learning opportunities that utilize a combination of play and research-based, student-focused instruction.

Developmentally appropriate practice embraces the understanding that each child is unique and has their own pattern of growth and development. The environment, curriculum, materials and staff must be responsive to the individual interests and abilities of each child. Differing levels of ability and development are expected, accepted and used to design appropriate learning activities. Exceptionality appropriate practice encourages instruction to begin at the point of the child's level of proficiency and proceed along the developmental sequence.

The preschools' prepared environment of active play is designed to stimulate and challenge students at a variety of developmental levels. We believe children learn through meaningful play. Our play-based learning opportunities integrate the physical, cognitive, social, emotional, language, self-help and aesthetic areas of development.

Our staff is well-versed in the use of research-based, student focused instructional strategies. It is our belief that our staff can best facilitate learning when capitalizing on those teachable moments that occur within the context of the child's self-directed play or within the context of developmentally appropriate teacher-initiated activities.

Olentangy preschool staff believes that when families are engaged in the child's education; the child's learning is enhanced, increasing school readiness and future academic success.

DRAFT

## PROGRAM OVERVIEW

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### PRESCHOOL PROGRAM FOR STUDENTS WITH SPECIAL NEEDS AND PEER ROLE MODELS

All school districts are required to provide services for students with disabilities who are three to five years of age. Children with special needs are served through a continuum of program options in the least restrictive environment appropriate for the child. Specialized instruction and intervention services are provided for each child in accordance with a team developed, Individualized Education Program (IEP). Related services include speech and language therapy, occupational therapy, physical therapy and transportation. Itinerant services in an early childhood education setting, daycare or the child's home are provided when appropriate.

Eligibility for the Special Education Preschool Program requires that children:

- Are three to five years of age and not yet compulsory school age
- Demonstrate a disability/ exhibit significant delays

Students with special needs demonstrate documented deficits in one or more of the following areas: communication, motor, social-emotional/ behavioral functioning, cognitive, adaptive behavior, hearing or vision as determined by a multidisciplinary team through a multi-factored evaluation.

Research overwhelmingly supports the benefits of an inclusive setting for both students with special needs and peer role models. Many of our placement options for students with special needs include peer role models.

Students with Special Needs benefit from exposure to peer models.

Children with special needs learn through observation and the practice and modeling the behavior of their peers. As children with special needs observe and interact, the peer models are providing a model of age-appropriate skills in social, behavior, play, speech, language and motor development.

Peer role models benefit from the peer program in many ways.

- Peers have opportunities to interact with children with a variety of special needs. Children learn compassion, tolerance, empathy and to accept ~~and~~ celebrate differences and similarities among the children in the classroom.
- ~~The OLSB~~ Olentangy preschool teachers hold a minimum of a bachelor's degree and are licensed to provide services for both regular education and special education students. The teachers are trained to be responsive to the individual abilities and interest of all children. Differing levels of ability and development are expected, appreciated and considered when designing appropriate learning activities for student with special needs and peer role models.
- Class sizes are small with low student-to-teacher ratios. Our classrooms are staffed with a minimum of one teacher and one assistant. Dependent upon the needs of the students in the classroom, additional assistants may be added to support students. Our early childhood options for peer models can serve up to 16 students (up to 8 students with special needs and 8 peer models).
- Preschool staff is knowledgeable about ~~OLSB~~ Olentangy kindergarten expectations, standards and curriculum. The Ohio Early Learning and Development Standards used in all of our preschool classrooms are aligned to the kindergarten learning standards. All learning opportunities are designed to help children enter kindergarten ready to learn.

## PROGRAM DESCRIPTIONS

### Itinerant Program (for students with special needs)

The ~~OLSD~~-Olentangy itinerant program is designed to assist preschool students with identified disabilities in their home, daycare or private preschool setting. The itinerant placement option may include the services of a traveling itinerant teacher (a minimum of four hours per month) and/or related services of speech and language therapy, occupational therapy and/or physical therapy. The child's Individualized Education Program team will determine goals and objectives and the supports/services needed for the child to make progress on the goals and objectives. The itinerant teacher provides a combination of direct and consultative services to support the child's progress.

### Itinerant Phonology Program (for students with special needs)

Students with special needs who demonstrate deficits with articulation/phonology can be served in the itinerant phonology program. Students meet for one and a half hours, one time per week in an Olentangy preschool classroom. Up to six students receive services from an early childhood special education teacher and a speech language therapist in individual and small group settings during the one-and-a-half-hour session. Various phonological processes and sound errors are targeted through this itinerant option. Parents participate through monthly observations and weekly consultations regarding carry-over activities for the home environment and the children's regular education environments (private preschool or daycare setting).

### ~~½ Half-day~~ Day Early Childhood Classroom (for students with special needs and peer role models)

Preschool students with special needs and peer role models participate in our center-based classrooms for 2 hours and 40 minutes for four days per week (T-F) during an AM or PM session. Please check the district website for site locations and hours for each site. Up to 16 children may participate in the classroom. Each room may contain up to 8 students with special needs and up to 8 peer role models. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of one teaching assistant. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

### ½ Day Early Childhood Special Education Classroom (for students with special needs)

Preschool students with special needs participate in our center-based classrooms for 2 hours and 40 minutes for four days per week (T-F) during an ~~AM~~-a.m. session. Please check the district website for site locations and hours for each site. Each room may contain up to 7 students with special needs. No peer models are placed in this classroom. Children in this placement option demonstrate significant communication and/or behavioral needs and require intensive opportunities for individualized and small group instruction. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of two teaching assistants. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

### Extended Day Early Childhood Classroom (for students with special needs and peer role models)

Preschool students with special needs and peer role models participate in our center-based classrooms for 4 hours and 55 minutes for four days per week (T-F) during an extended day session. Please check the district website for site locations and hours for each site. The students with special needs in this placement option demonstrate significant communication and/or behavioral needs and require intensive opportunities for individualized and small group instruction. Up to 12 children may participate in the classroom. Each room may contain up to 6 students with special needs and up to 6 peer role models. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of two teaching

assistants. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

### PEER MODEL CRITERIA

Peers serve as models of age-appropriate skills for children demonstrating delays in their development. For this reason, it is critical that peers demonstrate the skills listed below.

- Meet age criteria on peer application
- Completely toilet trained
- Separates easily from parents
- Able to follow rules and routines
- Attends to adult-guided activities
- Plays with a variety of toys appropriately
- Is able to play beside and/ or with other children while sharing the same bin of toys
- Verbally interacts with peers in play situations
- Speaks in clear English sentences and can comprehend and answer simple questions
- Speech is clear and understandable by unfamiliar adults.

### ADDITIONAL DETAILS OF PEER ROLE MODEL PROGRAM

- Parents must make application for a peer model space. ~~OLSD~~-Olentangy has a limited number of peer role model spaces. Acceptance into the program is not guaranteed. Please check district website for the peer model application and application instructions.
- Peer role models must pay a monthly tuition. Please check district website for tuition costs.
- Parents must provide transportation to and from school for peer role models. No bus transportation will be provided for peer models.

## ARRIVAL AND DISMISSAL

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### ARRIVAL

Children should arrive within the window of time indicated by the child's teacher. If you are transporting your child to school, you must escort him/her into the building and wait with your child in the area designated by the teacher. Each building may have a different procedure and your teacher will inform new students of arrival and dismissal procedures during Open House or an individual class visit. The parent/guardian is responsible for managing the child's behavior in the school environment until the teacher or classroom assistant arrives to pick up the child from the designated location.

Arrival and dismissal times require the careful attention of the classroom teacher and assistant(s). Staff is unable to answer questions or conference with parents during arrival or dismissal. Please send a note or call the school if you wish to discuss something with your child's teacher, assistant or therapists. Your child's safety is our primary concern during arrival and dismissal.

### DISMISSAL

Children will only be released to assigned bus drivers, parent/guardians, or those individuals who are designated on the release form. If someone else is picking up your child, please send a note or call the school. Those individuals unfamiliar to classroom staff may be asked to show identification.

### TRANSPORTATION

Transportation can be arranged for special needs children. A transportation form must be completed by the parents requesting transportation. You may request a transportation form from the preschool secretary or your child's teacher. You will be contacted by the preschool secretary with your child's pick up and/or drop off times and bus numbers prior to your child's transportation start date.

Students must be picked up and dropped off at one location for four consecutive days. Drop off and pick up location may be different with approval.

If you choose to utilize transportation, please be aware that due to the size of the district and complexity of routing preschool children to several different preschool sites, routes can be up to an hour in length. Preschool is unique because our class sizes grow throughout the school year. We do not start with our entire class. Instead, as children turn three and/or complete the evaluation process, children are added to the class lists. Route times often change as students are added to the routes.

Some preschool students will ride "preschool-only" buses, while other preschool students will be riding an elementary bus. The bus used during dismissal for the ~~AM~~-a.m. class and pick up for the ~~PM~~-p.m. class will always be preschool-only buses.

All preschool students who ride the school bus are required to wear a safety vest. Safety vests are the property of ~~OLSD~~-Olentangy Schools and will need to be returned at the end of the school year. Failure to return the safety vest will result in a charge equal to replacement costs.

All transportation requests/ changes or concerns must come through the preschool office secretary. Do not make a request for a transportation change directly to the transportation department. The preschool secretary needs to initiate the change to ensure that the teacher/assistant is fully aware of the change.

Additions to routes and route changes can take up to ~~5~~-five business days to be arranged.

If you are utilizing bus transportation and your transportation location changes, it may be necessary to **change your child's building location if the new location is in a different attendance boundary than the school the child already attends.**

If your child is attending a daycare, the parent is responsible for checking with the daycare to see if the daycare bus can transport to preschool and/or back to daycare at the end of the day. Olentangy can transport to and from daycares located within ~~OLSD~~-Olentangy attendance boundaries only when there are no other options for parental or private transportation.

## ATTENDANCE

Attendance as a preschool peer role model or a student with special needs is not compulsory and therefore, attendance cannot be required for a child ages 3 through 5 years of age. When a child is enrolled in preschool, it is at the discretion of the parent or guardian. At any time, a parent can decide to **withdraw a student from school and discontinue the child's participation in the preschool program.**

It is important to note that regular attendance enables children to receive the maximum benefits of participating in the preschool program. Late arrival/ early dismissal and/or irregular attendance prohibit children from participation in all aspects of the preschool instruction. Absences for preschool students must be coded as excused or unexcused absences. Reasons for excused absences from school include: personal illness, illness in the family, quarantine of the home, death of a relative, observation of religious holidays/absence for religious reasons, or professional appointments.

## REPORTING AN ABSENCE

When a student is absent from school, the parent should notify the teacher or preschool office of the **student's absence and the reason for the absence.** If the student rides the bus, transportation should also be notified. If an extended absence is planned, parents should send a note or email to the teacher indicating the dates the student will be absent and the reason for the absences.

## SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

It is important that students are not sent to school if they experience a fever (100 degrees F or above), vomiting, diarrhea, and/or 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 the 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.

## WITHDRAWAL FROM PRESCHOOL

When withdrawing a preschool student from ~~OLSD~~ Olentangy preschool, parents must notify the preschool office, preferably in writing/email. If the student is receiving special education services, the parent may want to provide information about where the family is moving and sign the documents needed to transfer the child's Evaluation Team Report (ETR) and Individualized Education Program (IEP).

## SCHOOL CLOSINGS/CALAMITY DAYS

In the event of inclement weather, school delays and closings will be posted ~~online at~~ [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us) on the district website. Delay and closing information will also be reported using ~~the district's~~ an automated phone system, [text message](#), [social media](#), 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), ~~and the~~ [district's mobile app](#).

When ~~OLSD~~ Olentangy is closed for the day, all preschool programs are also closed for the day.

In the event of a two-hour delay, all ~~AM a.m.~~ preschool classes are cancelled. ~~PM~~ Afternoon preschool classes will be held on schedule. Extended-day preschool classes will operate on a two-hour delay.

There are rare occasions, when weather is worsening as the day progresses, when the PM session may be cancelled. In the event of the closure of the PM session, parents will be notified by preschool staff via a telephone call and/or email.

## 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 threatens the well-being of students, staff and/or necessitates the public utilization of 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.~~

~~In the event of a lockdown, parents will be notified via email notification. If the situation causes a delay in the start of school or a change in release time, parents will be notified using the district's automated calling system.~~ To ensure that the district has accurate contact information, [please contact your child's preschool office to review and update your account as needed](#). 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.



## HEALTH

### OLENTANGY LOCAL SCHOOLS COMMUNICABLE DISEASE POLICY

~~OLSD~~ Olentangy Preschool has developed the communicable disease policy in accordance with Olentangy Local Schools Communicable Disease Policies (8450, 8453, 8453.01) and with the requirements set forth by its licensing agency, the Ohio Department of Education.

- All preschool teachers and assistants shall receive a copy of the program's communicable disease policy for review upon employment. The parent of the child enrolled in a center shall be provided access to the program's written communicable disease policy.
- All Olentangy preschool teachers and assistants are required to attend communicable disease training. The training includes recognizing the signs and symptoms of illness, hand-washing procedures, and disinfection procedures.
- All classrooms must post the Ohio Department of Health Communicable Disease Chart "~~Child Daycare Communicable Disease chart~~": (September 2009, [www.odjfs.state.oh.us/forms](http://www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.)

The program immediately notifies the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness is immediately isolated and discharged to his/her parent or guardian:

- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms that require immediate discharge:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

When a child exhibits symptoms of a communicable disease, the preschool staff will adhere to the following guidelines:

- The child will be isolated in a room or portion of a room not being used in the preschool program.
- The child will remain within sight and hearing of an adult at all times.
- No child shall ever be left alone or unsupervised.
- The child will be made comfortable and provided with a cot or place to rest. If linens or blankets are used, the linens and blankets shall be laundered before being used by another child. After use, the cots/resting place shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- The child will be closely monitored for worsening symptoms.
- The child will be discharged to parent/ guardian, or person designated by the parent/ guardian as soon as is practical.

If there is a child in a classroom that has been diagnosed with specific communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Specific communicable diseases include diseases such as Conjunctivitis, Ringworm, Impetigo, Scabies, Chicken Pox, Lice and Strep Throat.

The following communicable disease must also be reported to the school nurse/designee: Encephalitis, Hepatitis, Infectious Mononucleosis, Measles, Meningitis, Mumps, Polio, Reyes Syndrome, Ringworm, Rubella, Scabies, Whooping Cough.

## IMMUNIZATION POLICY

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. The school nurse will send you a reminder of the required immunizations your child still needs.

### Immunizations for Child Care, Head Start and Pre-School Attendance:

<p>Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children<sup>1, 2</sup></p> <p><a href="http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf">http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf</a></p>		
<p><b>Ohio Revised Code 5104.014, Division B:</b> Each child's<sup>3</sup> caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process<sup>4</sup> of being immunized against all of the following diseases:</p>		
<p>1. Chicken pox; 2. Diphtheria; 3. Haemophilus influenzae type b; 4. Hepatitis A; 5. Hepatitis B;</p>	<p>6. Influenza; 7. Measles; 8. Mumps; 9. Pertussis; 10. Pneumococcal disease;</p>	<p>11. Poliomyelitis; 12. Rotavirus; 13. Rubella; 14. Tetanus.</p>
<p><b>Ohio Revised Code 5104.014, Division C:</b> A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:</p> <ol style="list-style-type: none"> <li>1. Immunization against the disease is medically contraindicated for the child;</li> <li>2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;</li> <li>3. Immunization against the disease is not medically appropriate for the child's age.</li> </ol> <p><i>In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.</i></p>		
<p><b>Ohio Revised Code 5104.014, Division D:</b> The medical statement shall include all of the following information:</p> <ol style="list-style-type: none"> <li>1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;</li> <li>2. Whether a child is subject to any of the exceptions specified in division (C) of this section.</li> <li>3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.</li> </ol> <p>Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:</p> <p><a href="http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305">http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305</a></p>		

<sup>1</sup> Vaccine doses are only considered valid if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

<sup>2</sup> Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

<sup>3</sup> "Child" includes both of the following: 1) An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

<sup>4</sup> "In the process of being immunized" means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).

## CLINIC VISIT PROCEDURES – SICK OR INJURED AT SCHOOL

If a teacher or assistant feels a preschool student is ill, they will bring the child to the clinic or request the nurse come to the classroom to have their temperature taken. If the child is ill enough, the nurse will contact the parents to come and get the child. The child will be supervised in the clinic until a parent or authorized person arrives to pick up the child. Nurses and clinic aides keep a log of all clinic visits and parent notifications.

If a child is injured, the child will be taken to the office/clinic for further determination by the office staff and/or nurse. In the case of severe illness or injury, the child will be brought directly to the office or 911 will be called.

In all cases where a student has been injured or there is an incident an OLS Student Injury Report must be completed and filed in the nurse's office and in the classroom.

## MEDICAL CONCERNS AND FIRST AID

It is the desire of the School District to provide the best possible care for the students when sickness or injury occurs. It is important that there be procedures in place to outline existing practices which are aimed at providing routine care in relation to a minor injury or illness and to monitor students with chronic medical conditions or food allergies as needed to allow the student to fully participate in the academic process.

## MEDICATIONS

The board wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home; however, it is recognized that certain circumstances may necessitate taking 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 the students.

For purposes of this policy, "prescription medications" shall include all medicines prescribed by an Ohio licensed health professional authorized to prescribe medication. "Nonprescription" medications shall include all over-the-counter drugs, preparations, and/or remedies.

All prescription medications and certain nonprescription medications, such as rectal suppositories, injections, or medications to be given by a gastric tube, must be prescribed and administered according to the procedures taught by a licensed school nurse to staff designated by the Superintendent. Effective July 1, 2011, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board may administer to a student a drug prescribed for the student.

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

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel.

Any parent/guardian requesting the school to administer prescribed and over-the-counter medication to a student must comply with the following:

- 1) Prescription Medicine: A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, signed and dated by the physician and on file in the office before any prescription medication will be given.

- 2) Over-the-Counter Medication: Complete a *Physician's Medication Procedure Request Form*. A physician must sign and date this form as for the administration of over-the-counter medications such as Tylenol, Motrin, Benadryl, cold medicine, diaper cream/ointment, etc. Parent/guardian must provide written consent and waiver of liability by completing the *Parent's Non-Prescription Medication Request Form*.

Preschool students are not permitted to carry or to self-administer non-prescription medication

Parents/guardians are to bring prescription and over-the-counter medication to school in the original container and medication must be kept in the clinic. Medication forms are available in the office and on the district web site. It is the teacher's responsibility to send the student to the clinic at the appropriate time for the administration of medication.

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## PARENT PARTICIPATION AND COMMUNICATION

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### REQUIRED FORMS

In order to obtain and maintain an operating license, the preschool classrooms in ~~OLSD~~ Olentangy must comply with the Ohio Department of Education Licensing Rules and the Step Up to Quality standards. To be in compliance, each child enrolled in preschool must complete the following forms:

#### Health/ Medical Forms

- Medical Statement: The medical statement form OR a copy of immunization records can be provided. The form or shot records are due upon enrollment and must be updated when additional immunizations have been administered.
- Annual Medical Diagnostic Screening Form: The form documents that a physical that meets all licensing requirements has occurred within the last year. The form must be dated and signed by a physician. The form is due within 30 business days of entrance to the preschool program and annually – within 13 months of the date of the last physical.
- Annual Dental Screening: The form documents that a dental screening has taken place. The form must be dated and signed by a dentist. The form is due within 60 business days of entrance to the preschool program and annually- within 13 months of the last dental screening.

The health/medical forms will be provided to the parent prior to the child beginning school. Please complete and submit the forms according to the instructions and deadlines on each form.

The child's building clinic staff will track compliance with the medical/health mandates. Parents will receive letters requesting completion and submission if forms are not received by the mandated deadlines. When forms are about to expire, you will receive a letter with the deadline, new forms for completion and directions for submission.

#### Additional Forms That Must Be Completed Annually

For students new to preschool, the following forms will be provided during enrollment. For students returning for another year of preschool, the following forms will be provided as an attachment in an email. The forms are sent along with notification of your child's preschool site assignment and teacher assignment. If the family does not have access to email, the notification and forms will be sent via US mail.

- Emergency Contact and Child Release
- Emergency Medical Authorization Form
- Photography/Publication Release
- Family Roster Release
- Student Information Form

### CLASSROOM ROSTER

A class roster of parent/child names, addresses and phone numbers is available to the families in your child's class. It is your choice to be on the roster or not. Parents can be a great support and resource for each other. The roster can also provide contacts for families to get students together outside of school.

## CLASSROOM SUPPLIES

Each teacher has their own supply list. The supply list will either be provided to the family during Open House/classroom visit prior to the child's start date or via email along with the site/teacher assignment.

### SNACKS

Parents are asked to supply one (1) box or bag of snack each month for the class to share. Suggestions include: pretzels, goldfish, fruit cups, applesauce cups, raisins, graham crackers, yogurt, cereal, crackers, cheese sticks and popcorn. Fresh fruit and vegetables are also welcome. Please avoid snacks that contain peanuts. Please talk with your teacher about any special diet concerns/allergies your child may have and regarding procedures for special treats/celebrations.

### DIAPERS/ WIPES

All peer models must be completely toilet-trained to be considered for acceptance as peer role models. If peer role model has five or more accidents during school hours, a meeting will be held with parents to discuss readiness to continue as a peer role model.

If your student with special needs wears diapers or pull-ups, please send in a full package of diapers/pull-ups and wipes labeled with your child's name. Your teacher or assistant will notify you when the child needs additional diapers and wipes.

We wish to support your potty-training efforts. We will place your child on the toilet according to a schedule and/or remind the child to use the toilet. Please note that for sanitary and health reasons, if your child is wearing underwear and continually has accidents at school, we MUST place your child in diapers or pull-ups until the child is able to remain accident free for the duration of the school day.

### PARENT DONATIONS

Teachers will often have a wish list or send home requests for items needed for arts and crafts projects, theme-related play or day-to-day operations (hand soap, paper towels, etc.) in the weekly newsletter. Thank you for your support of our preschool program and students through your donations.

### STAFF GIFTS

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

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

### CLOTHING

Please send in a change of clothing in a large plastic baggie marked with your child's name. If your child becomes wet or soiled during the day, our staff will change the child's clothing and send home the original clothes in the child's backpack. Any wet or soiled clothing will be placed in a plastic bag.

Children should be properly clothed for daily outside play. Children may be taken outside for gross motor time when the temperature is 20 degrees Fahrenheit or above, the wind chill is 15 degrees Fahrenheit or above, and playground conditions permit safe play. Preschool teachers may decide to opt for indoor gross motor activities when the weather is cold or the playground is snowy.



Tennis shoes are preferred for preschool students. Our students engage in at least 20 minutes of gross motor activities daily. Our playgrounds have pea gravel and students often have difficulty on the playground if the student wears open-toed shoes, sandals or flip flops.

Many times preschool students engage in messy activities with paint, mud, water, markers, shaving cream, etc. Our staff covers the clothing with plastic smocks, but clothing will often come home with marks or stains. We purchase washable paint, markers, and other school supplies, but parents often report difficulty removing the stain unless the clothing is pre-treated with stain remover. Please do not send your child to school in clothing that you would be upset about if damaged or stained. Preschool is meant to be a messy place for exploration and fun.

## COMMUNICATION

### PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled two times annually and follow the district elementary conference schedule. If parents wish to meet with the teacher outside of the conference schedule, they are welcome to contact the teacher to schedule a conference/meeting.

### ANNUAL IEP MEETINGS

Annual IEP meetings are held for students with special needs. If parents wish to request an IEP prior to the annual review of the IEP, parents may contact the child's teacher to request an IEP meeting.

### ONGOING COMMUNICATION

Ongoing communication regarding classroom themes and learning activities occurs through weekly parent newsletters. Communication specific to your child may occur via notes, notebook exchanges, emails, phone calls or face-to-face meetings.

## PARENT VOLUNTEER / CLASSROOM PARTICIPATION GUIDELINES

The Olentangy Preschool Program has a tradition of strong parent/school partnerships. We are fortunate to live in a community with a history of active and involved parents that have been willing to share their time and talents within our preschool classrooms. We value parent attendance at school events/ parties and are thrilled when a parent is willing to volunteer.

Please keep in mind, there are some occasions when a particular classroom is not able to involve parents during parties and/ or utilize parent volunteers due to the needs of the specific students in the classroom. Some of our special needs students can become overstimulated when new people are in the environment and the routine is disrupted. Please check with your child's teacher to determine what type of participation/ volunteer opportunities are available this school year in your child's room.

### Volunteer Requirements

Olentangy guidelines state that any parent who volunteers with children is required to participate in the VIP training offered in the child's building of attendance. Check with your building secretary for VIP training dates and times. Additionally, any parent who volunteers with children must complete an online background check through Secure Volunteer. A link to Secure Volunteer is provided at the bottom of every Olentangy website page. A processing fee will be collected as part of the background check submission.

VIP training and background checks are not required for parents who observe or attend classroom parties or other school events. Please read the following guidelines/ tips prior to observing, attending a school event or volunteering.

Guidelines/ tips for observations, classroom visits and volunteer opportunities:



- 1) We encourage parents to allow the child to attend preschool for a few weeks before observing, participating or volunteering in the classroom. Children naturally look to their parents for guidance and assistance. From the very first day, we want the child to participate in the activities designed to help the child understand routines/ expectations, become comfortable with preschool and develop positive relationships with preschool staff. We find that when parents attend in the first few weeks of a child's experience, the child tends to resist participation in the activities that were selected to help the child make his or her transition from home to school.
- 2) When at all possible, we ask that you arrange for your observation or visit in advance. It is helpful for staff to prepare for your visit. Parental access to ~~OLSD~~ Olentangy Preschool Programs adheres to the Ohio Administrative code 3301-37-07 ~~€~~ which states "Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hour of operation , to contact his child, evaluate the care proved by the program, the premises, or for other purposes approved by the director." Upon entering the building please stop at the office to sign in and obtain a visitor's badges.
- 3) Confidentiality is critical, especially for classrooms that provide services for children with special needs. Anytime you are present in a classroom, for any reason, you are required to maintain confidentiality during and after the visit. Please do not speak about a child with the staff, the child's parents or anyone else. Discussing any information about children obtained during any visit is never appropriate. Please respect all students and adults by maintaining strict confidentiality. If confidentiality is not honored, further opportunities to participate and volunteer may be eliminated for the parent(s) involved.
- 4) Follow the teacher's direction regarding your role during volunteer/ visitation opportunities.
- 5) Please let the preschool staff handle all matters related to discipline/ behavior. Children in the classroom may have behavioral needs and a specific behavioral plan may be in place.
- 6) Your child will be excited about your school visit. Sometimes it is hard for the little ones to participate in activities when they are so excited about your visit. Please communicate the expectation that your child should be following the daily schedule with the other students. S/he should be encouraged to participate in all classroom activities and to sit/ play in the area designated by preschool staff. Your child will be so proud to have you see what s/he does during the preschool day.
- 7) Encourage the children in the classroom to be independent as possible. For example, if a child asks you for help with a zipper, you could engage the zipper for the child and ask that the child pull up the zipper the rest of the way on her/ his own.
- 8) Preschool staff is not able to conference/ hold conversations about your child or answer questions during the time students are in session. When the children are present, the staff must devote their full attention to the students for safety and educational purposes. If you need to ask questions or have comments/ concerns, preschool staff is happy to email, telephone, or arrange a meeting time to communicate with you outside of student hours. Preschool staff wants to fully devote the time and attention needed to professionally address your questions, comments or concerns.
- 9) At times, following a visit to school, you may have a concern related to another child. Due to confidentiality, our staff can't speak to you about other children. Preschool staff can tell you how concerns such as yours are generally addressed, but not how they will be addressed in a specific circumstance. For example-~~€~~. If you are concerned because you noticed a child taking a toy from another child, the teacher can't talk to you about how the situation will be addressed with that specific child, but instead, the teacher can share with you how taking toys from someone else is handled in the classroom when that behavior is demonstrated by any child.
- 10) If you have a question or concern about something observed in the preschool environment, please discuss this concern with a preschool staff member. You may email, telephone or request a

meeting to communicate your questions or concerns to a teacher, assistant and/or therapist. Preschool staff welcomes the opportunity to come up with appropriate strategies to solve problems and alleviate concerns. If you do not feel comfortable addressing questions or concerns directly with the teacher, assistant or therapist on your own, you may set a meeting to discuss your questions or concerns with a supervisor present.

- 11) Parent volunteers can be of tremendous assistance to preschool staff by being an extra set of hands and another adult who is able to appropriately interact with students. A teacher may ask if you are willing to assist by conducting a table-top activity with an individual student or group of students. Also, children love it when adults facilitate play during center time. We want children to play with one another and encourage you to engage children in child to child interactions. You will find many new friends in preschool!
- 12) Help staff by being of assistance to a student. If a student needs assistance with something that s/he cannot do alone, offer assistance. Feel free to tie that shoe or assist a child with where that next puzzle piece may go. There are many opportunities to support students while encouraging learning and independence.
- 13) Each student has an opportunity to celebrate his/ her birthday at school. If parents wish, they may send in a special birthday snack or if there are dietary restrictions, parent can send special birthday plates and napkins. Parents who wish to video-tape and invite additional family members/ friends are encouraged to have a separate party at home and keep the school celebration simple.
- 14) You must check with your child's teacher prior to taking pictures or videos in the classroom. Some parents choose not to have their child's picture taken and only the teacher will know each parent's preference. Please DO NOT post another child's picture on social networks without permission.

We hope the guidelines and tips help to make parent's time in our preschool classroom a success. Parent attendance at school events and willingness to volunteer is so appreciated. Staff recognizes that the excellence in our school system is due, in large part, to the involvement of our parents and their volunteer efforts.

## FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES

### Olentangy Family Engagement Activities

#### Annual Open House

Families and children are invited to the Open House held in the evening before school begins. The Open House is meant to provide an opportunity for children and parents to meet staff and see the classroom/school before the first day of school. Open House helps students to be prepared for the first day of school, become familiar with the staff, interact with the toys/classroom materials and familiarize themselves with the facility. Parents and the child can stay for as much time as they would like.

#### Annual Fall Singing Show

Olentangy's traveling music teacher, Mrs. Stevens, invites families to see a music "show" during the last few weeks of October. The families are invited to watch their children perform the songs they have practiced. The teachers may combine the parent's observation of the singing with a class party for fall or Halloween. The music teacher goes to each room in the district at her regularly scheduled music times. The show is about 20 minutes in duration and consists of 8 interactive songs with props. The parents usually beam with pride as the students sing and participate in songs, finger plays and dances with a wide-range of props as Mrs. Stevens strums her guitar and sings along with students. Students are so proud to share their songs during the show. Grandparents and other family members are welcome to attend, as well.

#### Annual Winter Singing Show

Olentangy's traveling music teacher, Mrs. Stevens, invites families to see a music "show" during the last few weeks of December. The families are invited to watch their child perform the songs they have practiced. The teachers may combine the parent's observation of the singing with a class party for winter or winter holidays. The music teacher goes to each room in the district at her regularly scheduled music times. The show is about 20 minutes in duration and consists of 8 interactive songs with props. The parents usually beam with pride as the students sing and participate in songs, finger plays and dances with a wide-range of props as Mrs. Stevens strums her guitar and sings along with students. Students are so proud to share their songs during the show. Grandparents and other family members are welcome to attend, as well.

#### Olentangy Family Education Information

##### Curriculum Night

Curriculum Night is held annually. Preschool Curriculum Night is always held on the same day as the Elementary Curriculum Night, but is at a different time so families can attend both events if needed. The preschool hours are 4:30-6:00 p.m. and the elementary hours are from 6:00-8:00 PM p.m.. During curriculum night, teachers provide information regarding the Early Learning and Development Standards and the curriculum used by Olentangy Preschool. All teachers start with the same Power Point framework and customize their own presentation to include their schedules, information about positive behaviors supports and methods for communicating with families. All families are provided with a series of hand-outs. Hand-outs include: Power Point presentation copy, standards overview, and "What we do in preschool."

##### Preschool to Kindergarten Transition Meeting for Parents of Students with Special Needs

The two-hour transition presentation is held annually sometime during the month of January. The preschool supervisors make a presentation regarding the transition process for students with special needs as they prepare for the exit from preschool and entry to Kindergarten. Each parent is provided a copy of the Power Point presentation and handouts. Topics include: Overview of the preschool to ~~K~~ Kindergarten transition process for special needs students, reevaluation process, special education services available in Kindergarten, Kindergarten registration, and Kindergarten expectations and curriculum information. Following the presentation, parents are given an opportunity to ask questions.

##### Olentangy Preschool Child Check/ Child Find

Child check is a developmental screening for children ages 3-5 and provides information about a child's current development in the areas of motor, language, concept, self-help and social-emotional development. Any child who is a resident of Olentangy may participate if parents have developmental concerns. Informal vision and hearing screening are also conducted as part of the screening. The screening is held 9 times annually on a Monday in the months from August through April. Child check is offered by the Olentangy Local Schools preschool program as a resource to parents to help identify any developmental concerns that may exist for a child. Screening results are mailed to parents and parents are contacted if screening results suggest any possible concerns.

**Olentangy's Formal Family Engagement Model**

Olentangy strongly believes that in to address the district mission statement of facilitating maximum learning for each child, the preschool staff must develop meaningful relationships with the child's parents. Olentangy preschool staff believes that when families are engaged in the child's education; the child's learning is enhanced, increasing school readiness and future academic success.

The strategies below are used to:

- Facilitate relationship building with families.
- Support families in developing or strengthening parenting skills
- Value the family's role in the child's development.
- Provide links for families to access resources.

Formal Family Engagement Strategies Used in Olentangy Preschool:

Olentangy Preschool encourages family participation in decision making related to the child's education.

- Olentangy offers parents of special needs preschool students the opportunity to have input into the development of goals and objectives as a valued member of the IEP team.
- Parents of peers have the opportunity to develop annual goals for their child through the peer goal process.
- Additionally, parents have a chance to list preference for ~~AM~~-a.m. or ~~PM~~-p.m. sessions. If the child and teacher are returning to the same site, parents can request to remain with the same teacher or request a different teacher.
- Parents can choose what form of communication is preferred.

Olentangy recognizes the importance of building relationships with families. Olentangy has designed effective forms of school to home and home to school communications about what is happening at school, what is happening at home and the child's progress.

- Parents are offered the opportunity for two formal parent teacher conferences annually.
- It is Olentangy policy that parents can request a formal or informal meeting or observation whenever the parent desires.
- Throughout the years, preschool staff participates in ongoing communication in a variety of ways. Teachers are available on some Mondays for phone calls, parent meetings at the school or home visits. Teachers use email, make phone calls and meet upon parent request or when the teacher has information she needs to communicate.
- Most therapists send home therapy notes on the day the child was seen by the therapist.
- All classrooms send home weekly newsletters regarding the weekly theme, learning activities, songs/ books and learning targets for the week.
- Backpacks are checked daily for notes from parents.
- Frequent and positive communication from staff to parents is encouraged and valued.

Teachers seek out information about their **student's lives, families and communities in order to** integrate this information into the curriculum and instructional practices. Information from the parent is sought out through a variety of sources, the multi-factored evaluation process, Ages and Stages Questionnaire-3, AEPS Curriculum Family Report, and Student Information forms. The teachers' choices for themes relate to learning more about the child, the child's family and cultural/ family customs and traditions. Common themes include: "All About You", Families, Cultural celebrations, etc. Parents are invited to attend class parties, observe when they wish and send treats/ snacks or develop an activity for classroom use.

Olentangy seeks out information about what families/the community believes to be program strengths and program needs. Olentangy preschool completes an annual survey with families and the community. The survey helps the program to identify opportunities for improvement and set goals and objectives annually for addressing issues identified by parents/ the community.

Olentangy places importance on creating and sustaining learning activities that extend the teaching of the program so as to increase the learning for each child. Parents are encouraged to extend and share in learning opportunities. Weekly newsletters share the theme of the week. Parents have an opportunity to learn through the weekly newsletter what the child did at school and can repeat the experience at home. Books and songs are often listed in the newsletter. Activities are often described. Additionally, weekly therapy notes are provided by most therapists describing learning objectives addressed and activities used to address the learning objectives. Teachers must communicate with parents about strategies that are working at school. For example, many children use an individual picture schedule for transitions. Teachers often share these types of strategies and develop materials for home use. During parent teacher conferences and IEP meetings, teachers and parents discuss the child's progress and how to extend and facilitate progress at home.

Olentangy supports the development of parenting skills. Olentangy preschool staff helps educate families about age appropriate expectations through staff/parent communications in the newsletters, sharing of health, educational and community resources and the provision of parent education opportunities such as curriculum night, positive discipline support, transition training.

Olentangy is dedicated to identifying and integrating resources and services from the community to strengthen our preschool program. Often parents are able to share what is working at home or in private therapy. Our teachers and therapists request releases to collaborate with private therapists and service providers. When all parties involved in the education of the child are pulling in the same direction, maximum progress is facilitated. Families are educated about community resources to enhance learning opportunities. For example, when a child is eligible for preschool special education services, the child will also qualify for Delaware County Board of Developmental Disabilities funding. As soon as a child is determined eligible for Olentangy's preschool special education services, the evaluation team shares this resource with families. Families receive a budget from DCBDD to tap into community resources for therapy, equipment and respite needs. The area is resource rich and parents often request ideas for daycare, private schooling options, and community classes. and therapy services. Newsletters and postings in the handbook and on the ~~OLSD~~-Olentangy preschool website help parents to link to resources. Additionally, Olentangy has a school community liaison that can help link families in crisis to needed supports (food, fuel, furniture, clothing, health, etc.). If your family is in need of assistance from our school community liaison, please contact your teacher to request assistance.

The program is dedicated to providing the teachers with the time, resources and education needed to develop an ongoing and comprehensive system for promoting family engagement. Our preschool program provides ~~OLSD~~-preschool staff with extensive professional development opportunities and the resources needed to develop family engagement. Staff is provided time on Mondays for home visits, parent meetings and community outreach (such as Child Check). Teachers have the tools and materials to create materials for home use (paper, color printer, Boardmaker program, etc.). Building administrators and

supervisors have the expectation that high levels of parent support and communication are part of the Olentangy culture.

DRAFT

## STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT

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### PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS

#### INTRODUCTION

In December 2011, Ohio was awarded the Race to the Top Early Learning Challenge Grant. To be awarded the funding, Ohio was required to have Early Learning and Development Standards in all Essential Domains of School Readiness, Birth to Age 5. These five domains included:

- Social and Emotional Development
- Physical Well-being and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

Ohio's Early Learning and Development Standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

The standards present a continuum of learning and development from birth to age five in each of the domains. Because the infant/toddler years are marked by rapid developmental change, the standards are divided into three meaningful transitional periods: Infants (birth to around 8 months), Young Toddlers (6 to around 18 months), and Older Toddlers (16 to around 36 months). The standards during the preschool years describe those developmental skills and concepts children should know and be able to do at the end of their preschool experience.

The Ohio Early Learning and Development Standards were created as part of a collaborative effort of state agencies serving young children including Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams made up of Ohio-based content experts and stakeholders to revise and expand the standards in the five developmental domains.

Ohio's revision of standards builds upon the strong set of existing standards in Ohio's Infant and Toddler Guidelines (for children birth to 36 months of age) and the Pre-Kindergarten Standards (for children ages 3 to 5). Ohio's Infant and Toddler Guidelines was the major source for the development of the infants' and toddlers' standards. Similarly, Ohio's Pre-Kindergarten Content Standards were revised and expanded in the Language and Literacy and Cognitive Development domains. The Cognition and General Knowledge standards were aligned with the kindergarten Common Core State Standards in English-Language Arts and Mathematics and Ohio's Revised Academic Content Standards in Science and Social Studies. Finally, the standards were reviewed and revised with particular attention to being appropriate for children with disabilities and for children with diverse cultural and linguistic backgrounds. Knowledge of the strengths and needs of each child is pertinent in order to implement differentiation strategies and culturally responsive pedagogy in a manner to help each child meet the standards.



## ORGANIZATION OF THE STANDARDS

The standards within each domain are organized according to strands, the developmental or conceptual components within each domain. Each strand contains one or more topics, the area of focus within each strand, and the standard statements, those concepts and skills children should know and be able to do for the different age-groups. Some topics reflect learning and development across the birth-to-five continuum, with standards for all age levels: infants, young toddlers, older toddler, and Pre-K, while other topics pertain only to a specific age-period. For example, some knowledge and skills such as the ability to identify and describe shapes or skills related to social studies and science emerge in preschool. Topics that address those competencies include standards only at the Pre-K level. Other topics such as Self-Comforting and Social Identity have standards only at the infant-toddler levels, because these foundational skills developed during the early years lead to more specific competencies at the preschool level.

## AN OVERVIEW OF THE DOMAINS

**Social and Emotional Development:** The standards for Social and Emotional development involve behaviors that reflect children's emotional growth and their growing ability to successfully navigate their social worlds through interactions with teachers and peers. These standards include a focus on children's developing abilities to regulate attention, emotions, and behavior, and to establish positive relationships with familiar adults and with peers. Research indicates that early skills of social competence and self-regulation are foundational to children's long-term academic and social success (National Research Council, 2008). Strands in the social and emotional domain are Self and Relationships.

**Physical Well-Being and Motor Development** standards address motor skills and health practices that are essential for children's overall development. These skills include the ability to use large and small muscles to produce movements, to touch, grasp and manipulate objects, and to engage in physical activity. These standards also describe the development of health practices that become part of children's daily routines and healthy habits such as nutrition and self-help. These skills and behaviors play an important role in children's physical well-being and set children on a path leading toward a healthy lifestyle. Healthy children are more likely to attend school, to be physically active, and to learn more effectively (Bluemenshine and others, 2008). The two strands in this domain are Motor Development and Physical Well-Being.

**Approaches Toward Learning** centers on the foundational behaviors, dispositions, and attitudes that children bring to social interactions and learning experiences. It includes children's initiative and curiosity, and their motivation to participate in new and varied experiences and challenges. These behaviors are fundamental to children's ability to take advantage of learning opportunities, and to set, plan, and achieve goals for themselves. This domain also includes children's level of attention, engagement, and persistence as they do a variety of tasks. These factors are consistent predictors of academic success (Duncan et al., 2007). Finally, children's creativity, innovative thinking and flexibility of thought allow them to think about or use materials in unconventional ways, and to express thoughts, ideas and feelings in a variety of media. The standards in the domain Approaches Toward Learning are organized in the following strands: Initiative; Engagement and Persistence; and Creativity.

**Language and Literacy:** The standards for language and literacy reflect knowledge and skills fundamental to children's learning of language, reading and writing. Young children's language competencies pertain to their growing abilities to communicate effectively with adults and peers, to express themselves through language, and to use growing vocabularies and increasingly sophisticated language structures. Early literacy skills include children's developing concepts of print, comprehension of age-appropriate text, phonological awareness, and letter recognition. Research has identified early skills of language and literacy as important predictors for children's school readiness, and their later capacity to learn academic knowledge (National Early Literacy Panel, 2008). The Language and Literacy domain consists of the following strands: Listening and Speaking, Reading and Writing.

**Cognition and General Knowledge:** This domain includes those cognitive processes that enable all other learning to take place, as well as children's knowledge of the social and physical world. This domain is



organized into the strand, Cognitive Skills and those concepts and skills in sub-domains, Mathematics, Social Studies and Science.

**Cognitive Skills:** This strand refers to the underlying cognitive mechanisms, skills and processes that support learning and reasoning across domains, including the development of memory, symbolic thought, reasoning and problem-solving.

- **Mathematics.** The sub-domain of mathematics encompasses the mathematical concepts and skills that children develop during the birth-to-five-year period, including children's developing understanding of number and quantity, number relationships, and basic algebraic concepts. A meta-analysis conducted by Duncan and colleagues (2007) suggests that specific early math skills such as knowledge of numbers and ordinality are important predictors of later achievement in math and reading. The Mathematics subdomain also addresses children's developing knowledge of key attributes of objects, including size and shape, and the way objects fit, are positioned, and move in space.

The standards in the domain of mathematics are organized in four strands: Number Sense, Number Relationships and Operations; Algebra; Measurement and Data; and Geometry.

- **Social Studies.** The sub-domain of social studies includes basic skills and competencies that set the foundation for learning about concepts of social science. At a young age, children begin to develop their social identity and to think about their place in the social world. As they grow, they develop an increased awareness of their personal histories and heritage, and a sense of time and place. Through everyday interactions with children and adults, they develop an appreciation for rights and responsibility within a group, and how social rules help people in promoting safety and fairness (Mindes, 2005). Such competencies are described in the domain of Social Studies under the following strands: History; Geography; Government; and Economics.

- **Science.** This sub-domain focuses on children's curiosity to explore and learn about their environment. It includes behaviors of exploration and discovery, and fundamental conceptual development such as problem solving and cause and effect. These early behaviors develop into increasingly systematic inquiry skills, and the ability to observe, investigate and communicate about the natural environment, living things, and objects and materials (Gelman and Brenneman, 2004). Early competencies in science are organized in four key strands: Science Inquiry and Application; Earth and Space Science; Physical Science; and Life Science.

Ohio's early learning and development standards illuminate the breadth of learning and development from birth to kindergarten entry that strengthens school readiness. An understanding of learning and development in each domain guides programs and teachers as they plan developmentally appropriate learning opportunities and environments for young children. In particular, teachers can use an understanding of standards to focus on the kinds of interactions and environments that support, for example, language development or approaches toward learning. While the standards facilitate a focused look at young children's learning in each domain, teachers and others responsible for the care and education of young children need to keep in mind that infants, toddlers, and preschool-age children learn holistically.

Moreover, social and emotional development stands at the center of their learning. For example, as an infant or toddler builds security in a relationship with a caring adult, that child is also learning to communicate with language and to use the relationship as a secure base for practicing new movement skills and building knowledge about the world through exploration.

Likewise, as preschool-age children tell stories about family experiences they are expanding their self-awareness, using their growing cognitive capacity to remember the past, and practicing narrative skills.

Such examples of integrated learning are endless. In addition to providing focused looks in each domain, the standards can help us see how learning occurs in different domains at the same time.

Teachers and others can use the standards as starting points for observing and understanding young children's learning and development. With each learning encounter teachers observe, they can refer to the standards and ask what knowledge and skills are the children gaining in the areas of language and literacy, cognition and general knowledge, social and emotional development, physical well-being and motor development, and approaches toward learning.

Teachers can use their observations of integrated learning to plan new learning encounters for young children and support the building of knowledge in all essential domains of school readiness.

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To review Ohio's Early Learning and Development Standards, go to [www.earlychildhoodohio.org/elds.php](http://www.earlychildhoodohio.org/elds.php)

#### CURRICULUM

Each of the ~~OLSD~~-center-based preschool classroom uses a Step Up to Quality approved, research-based curriculum. Olentangy has selected the Assessment, Evaluation and Programming System (AEPS) curriculum. The AEPS curriculum is aligned to the State of Ohio's Early Learning and Development Standards (ELDS). The AEPS curriculum addresses all of the ELDS developmental areas:

- Social Emotional Development
- Approaches Toward Learning
- Physical Well-being and Motor Development
- Cognitive Development and General Knowledge
- Language and Literacy

## SCREENING

Peer Role Models must participate in a screening within 60 days of entrance to the preschool program. ~~OLSD~~ Olentangy uses a screening that requires parent input. Parents of peers will be asked to complete the Ages and Stages Questionnaire-3 and return to the teacher within the first 60 days of the child's preschool program. The teacher will discuss the outcome with parents during parent teacher conferences, a phone conference or face-to-face meeting. Any student scoring below the range expected for the age of the child will be referred for additional follow-up.

All students with special needs have participated in a Multi-Factored Evaluation prior to preschool entry and have been determined eligible for preschool special education services. No additional screening is required upon entry to school, as an evaluation has already identified areas of need for intervention. All students with special needs receive the supports and services per the child's Individualized Education Program (IEP).

## ASSESSMENTS / PROGRESS REPORTS

**Ongoing/ Informal Assessment:** All Olentangy Preschool sites use a variety of informal assessment processes on an ongoing basis throughout the school year for all students. Ongoing assessment is the process of gathering information in the context of everyday class activities to obtain a representative picture of children's abilities and progress.

Name of Process	Description and Supporting Evidence of Informal
Observation/ Anecdotal Notes	Observation information within the context of daily activities can be used for a variety of purposes. Some observational information is recorded on state required assessments ( ELA, COSF), IEP data collection forms or the curriculum-based assessment forms (AEPS) for the purpose of monitoring progress. Teachers use individual and group observations to inform instruction and adapt/ customize learning opportunities within the context of the learning activity and/ or for future learning.
Samples of the Child's Work	Samples of the children's work help teachers identify student or group learning strengths and needs. Teachers are able to use artifacts to determine if the child is progressing or needs additional support. Student work samples are a great way to document an individual child's learning progression over time. Teachers date and save samples in a variety of ways (journals, collections, albums, portfolios, files, etc.).
Photos or Videos of Child	Photos or videos are used to document a child's progress and can be used to identify strengths and needs of the individual. The photos and videos are a great way to see how learning is progressing over time.
Anecdotal Verbal Information	Families and other service providers often have informal or formal conversations with teachers/ assistants about the child and the child's performance/ behavior. The information is valuable and can be used to document progress/ inform instruction. The planning process is much more manageable when all those working with a child or group to children can discuss children individually and decide some logical next steps for the child.

**State-Required Assessments for Students with Special Needs:** Each teacher completes two state-required assessments for each child with special needs. Parent input from the AEPS family report, parent-teacher conference and other conversations is used to support the completion of the assessments. Teachers also

use information from daily interactions, observations and curriculum-based assessment to complete the state-required assessments. Results of these assessments help the state of Ohio, the district and preschool staff to monitor whether students in ~~OLSD~~-Olentangy are making progress:

- Early Childhood Outcome Summary Form (COSF)
- Early Learning Assessment (ELA)

All preschool students participate in the AEPS curriculum-based assessment two times annually and parents receive a minimum of two progress reports annually. The AEPS curriculum includes ongoing assessment of a child's development with input from the educational team members, including parents, classroom teacher, teaching assistants and may include related service staff- SLP, OT and PT. Parents are asked for input regarding their child's progress in the AEPS curriculum through annually completing the AEPS Family Report. Teachers complete the AEPS assessment two times annually and report progress to parents at the end of the second and fourth quarters.

Parents of students with special needs receive quarterly progress reports regarding their child's progress on IEP goals and objectives. Teachers and related service staff collect weekly data regarding the child's progress on IEP goals and objectives.

The parents of all students are offered the opportunity for Parent Teacher Conferences two times annually. Parent teacher conferences are scheduled according to the ~~OLSD~~-Olentangy calendar and are scheduled on the same nights as the elementary conferences. During the conference, the child's progress in relation to the ELDS, the curriculum and formal/informal assessments is discussed.

## BEHAVIOR MANAGEMENT

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### OLENTANGY LOCAL SCHOOLS BEHAVIOR MANAGEMENT / DISCIPLINE POLICY

#### Overview

Use of appropriate behavior management/ discipline policies and procedures ensure the safety, physical and emotional well-being of all individuals on the premises.

Our behavior management / discipline policy adheres to the Olentangy Local Schools behavior/ discipline policies (5630.1, 5600, and 5630) and the requirements (below) set forth by our licensing agency, the Ohio Department of Education:

- Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and positive reinforcement for appropriate behavior.
- The preschool staff members in charge of a child or group of children shall be responsible for their discipline.
- All preschool staff members shall receive a copy of the program's discipline policy for review upon employment
- The parent of the child enrolled in a center shall be provided access to the program's written discipline policy. The policy is included in the parent handbook provided upon enrollment.

### OLENTANGY PRESCHOOL'S PHILOSOPHY OF BEHAVIOR MANAGEMENT / DISCIPLINE

Olentangy preschool staff seeks to design supportive environments that guide students toward increasingly responsible and appropriate behavior. Behavior is best addressed through use of a system of positive behavior supports. Positive behavior interventions are a way to reduce challenging behaviors by increasing desirable behaviors through prevention, positive consequences and the teaching of appropriate behaviors. Use of a system of positive behavior support can help to establish a climate in which positive, desired behavior is the norm. Use of a positive behavior support system will establish the social and behavioral supports students need to grow and excel.

Methods of discipline include, but are not limited to the following positive behavior support strategies:

- Establish a clear set of expectations.
- Teach children expectations.
- Remind children of expected behaviors immediately before an activity.
- Consistently reinforce children who follow expectations.
- Use of visual cues for behavior.
- Teach, re-teach and practice social skills.
- Use stories about the social skills and behaviors that are desired.
- Determine the function of the behavior and teach an appropriate replacement.
- When necessary, develop behavior intervention plans for students in need of individualized behavior and social support.

As required for all preschool programs licensed by the Ohio Department of Education, Olentangy **Preschool's methods of discipline apply to all persons on the premises and shall be restricted as follows:**

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use, and food shall not be used as a reward for behavior.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### ~~OLSD~~ PRESCHOOL MANDATORY HEAD COUNT PROCEDURES

1. Both teacher and assistant are responsible for knowing the number of students present at any given point in the day.
2. Anytime the class travels from one environment from another, a staff member needs to be in front of the students and one needs to be behind the students. Most choose to use a line, but a line is not required. The staff member in the front is responsible for leading the group and the staff member in the back is responsible for making sure all students remain together as they travel from one environment to the next.
3. When traveling as a class and making any transition between environments, students should be counted before leaving one environment and upon arrival to another. For example: When using the restroom, students will be counted before they leave the classroom and upon arrival to the restroom. Students will also be counted before leaving the restroom to return to the classroom. Students will also be counted before entering the classroom.
4. When traveling to the playground, students will be counted before leaving the classroom and when they arrive on the playground (before allowing the children to run and play). When leaving the playground, students will gather at a designated location and be counted before entering the building. Once the students have entered the building, the students must have a designated stopping point. ANOTHER COUNT MUST OCCUR ONCE THE STUDENTS ARE IN THE BUILDING. Additionally, another count must occur before entering the classroom or restroom.
5. Anytime the staff divides the group, each staff member must know the number of students in their care. The staff member with that group of children must keep the children within their sight at all

times. Counts must occur before leaving one environment and entering another.

6. During dismissal time, you must keep track of how many students you have as students are picked up by parents or placed on buses. Continue to subtract students from your count until all students have been dismissed from your care. For those taking students to the bus, you are responsible for making sure each child in your care has boarded the correct bus. If you are taking students to the parent pick up area, it is your responsibility to make sure all students have connected with the adult responsible for taking the child home.
7. If a child becomes separated from the group and is unsupervised, the staff member's direct supervisor must be immediately notified. In the event that the supervisor ~~can not~~ cannot be reached, ~~the "other preschool supervisor"~~ another administrator must be contacted. ~~If neither supervisor is available, the building principal or assistant principal must be contacted.~~ Parents must be immediately notified of the event as well. Face-to-face contact or a telephone call is the preferred method of notice for the parent. Email or third party notification is not preferred.

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## RELEASE OF STUDENT RECORDS

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students 8 years or older certain rights with respect to the student's education records. These rights, which are fully explained in the 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 student's education records that are believed to be inaccurate and 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 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 as 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 rewards received.

Parents have the right to submit a written request to the Communication 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 organization 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.

## CHILD ABUSE AND NEGLECT REPORTING

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As required by law, all school employees and administrators must immediately report any suspicions of abuse or neglect to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The Preschool Supervisor shall be made aware of suspected abuse or neglect.

## COMPLAINT PROCEDURES

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All complaints and reports concerning the operation of programs regulated by the chapter of the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code, may be reported to the department ombudsman (614) 644-6338. Parents may also request copies of inspection reports of the program from the child's classroom teacher or the Preschool Administrative Secretary (740) 657-5047 or (740) 657-4350.



## RESOURCES FOR PARENTS AND FAMILIES

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A list of resources for parents and families is available on the Olentangy District website (<http://www.olentangy.k12.oh.us/site/default.aspx?PageID=1>) and on the Olentangy Preschool website (<http://www.olentangy.k12.oh.us/Preschool/>).

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# ATHLETIC HANDBOOK

2019-2020



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adoption May 17, 2018

#### A MESSAGE FROM THE ATHLETIC DIRECTORS

~~This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.~~

~~The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well organized sports program meets students' needs for self expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.~~

~~Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well organized program of athletics.~~

~~It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.~~

~~Yours in scholarship, sportsmanship and success,~~

~~High School Athletic Directors and Middle School Athletic Managers~~

## OLENTANGY SCHOOLS

Administrative Offices

7840 Graphics Way

Lewis Center, OH 43035

740-657-4050

<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

Kevin O'Brien

President

Mindy Patrick

Vice President

Roger Bartz

Board Member

Julie Wagner Feasel

Board Member

Dave King

Board Member

## Table of Contents

A MESSAGE FROM THE ATHLETIC DIRECTORS .....	1
STATEMENT OF ATHLETIC PHILOSOPHY .....	1
ATHLETIC GOAL AND OBJECTIVES .....	2
RESPONSIBILITIES OF AN OLENTANGY SCHOOLS ATHLETE .....	3
SPORTSMANSHIP PHILOSOPHY AND GUIDELINES .....	4
OVERVIEW .....	4
PLAYERS / CHEERLEADERS .....	4
SPECTATORS .....	5
STUDENT MANAGERS / STATISTICIANS / TRAINERS .....	6
EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS .....	6
COACHES .....	6
EJECTION OF COACHES FROM ATHLETIC CONTESTS .....	7
PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS .....	7
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS .....	9
CONDUCT OF ATHLETES/CITIZENSHIP .....	9
SCHOOL DISCIPLINE REFERRAL .....	9
RIGHT TO APPEAL SUSPENSION .....	10
PROHIBITION AGAINST DISCRIMINATION .....	10
ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES .....	11
PRINCIPALS AND PHILOSOPHIES .....	11
DEFINITIONS .....	11
SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS .....	13
VOLUNTARY REFERRAL OPPORTUNITY .....	13
RANDOM URINE DRUG TESTING OF OLENTANGY DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS .....	15
OVERVIEW .....	15
A STATEMENT OF NEED AND PURPOSE .....	15
SUPPORTING DATA .....	15
DEFINITIONS .....	15
PROCEDURES .....	16
DUE PROCESS .....	19
ACADEMIC REQUIREMENTS .....	21
STUDENTS ENROLLED IN GRADES 9-12 .....	21
STUDENTS ENROLLED IN GRADES 7-8 .....	21
ADDITIONAL ACADEMIC STANDARDS FOR GRADES 7-12 .....	22
OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS .....	23
AGE LIMITATION – OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULE .....	23
RESIDENCE AND TRANSFER REQUIREMENTS .....	23
ATHLETIC DEPARTMENT POLICIES .....	24
ATHLETIC PARTICIPATION/CONCUSSIONS .....	24

ATTENDANCE POLICY .....	24
AWARDS .....	25
BANQUET .....	25
CANCELLATIONS DUE TO WEATHER.....	25
CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS.....	25
EQUIPMENT .....	26
FAILING TO COMPLETE A SEASON.....	26
GAME DAY PARTICIPATION.....	27
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT .....	27
HOME-EDUCATED STUDENT PARTICIPATION.....	28
INDIVIDUAL COACH'S RULE.....	29
INSURANCE .....	29
LOCKERS .....	29
PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES.....	29
PAY TO PARTICIPATE.....	29
REQUIRED FORMS.....	30
RISK OF PARTICIPATION .....	30
SALARY OF COACHES.....	30
SOCIAL MEDIA POLICY .....	30
TRANSPORTATION .....	30
TWO-SPORT PARTICIPATION .....	30
UNIFORMS .....	31
COLLEGE INFORMATION.....	32
PROSPECTIVE STUDENT ATHLETES – NCAA CLEARINGHOUSE RULES.....	32

## A MESSAGE FROM THE ATHLETIC DIRECTORS

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Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

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Yours in scholarship, sportsmanship and success.

High School Athletic Directors and Middle School Athletic Managers

## STATEMENT OF ATHLETIC PHILOSOPHY

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The Olentangy Local School District's athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. The board discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. The athletic program must at all times be conducted in such a way as to justify it as an educational activity.

If an unusual or extreme circumstance warrants it, exception to athletic policies may be made at the discretion of the superintendent of schools. The superintendent may only make an exception within the applicable regulations of the Ohio High School Athletic Association (OHSAA) and the statutes of the State of Ohio.

## ATHLETIC GOAL AND OBJECTIVES

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### GOAL

The student shall become a more effective citizen in a democratic society.

### SPECIFIC OBJECTIVES

1. To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
2. To have fun – the main reason people participate in sports and games
3. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
4. Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
5. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
6. Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
7. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

## RESPONSIBILITIES OF AN OLENTANGY ~~DISTRICT~~ SCHOOLS ATHLETE

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Being a member of an Olentangy ~~Local School District~~ Schools athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- Responsibilities to Yourself – The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- Responsibilities to Your School – Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- Responsibilities to Others – As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.



## SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

---

### OVERVIEW

The Olentangy Local Schools Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association (OHSAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players. An additional component to consider is **coaches' ethics**. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

We, therefore, expect school administrators, coaches, athletes, cheerleaders and spectators to know and embrace the following fundamentals of sportsmanship:

1. Respect should be demonstrated for athletic opponents and for their school at all times. Olentangy should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. Visiting schools should respect the property and dignity of their host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
4. All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

### PLAYERS / CHEERLEADERS

Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of spectators. It is important that they embrace the following behaviors:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.

4. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
5. Accept seriously the responsibility and privilege of representing the school and community.
6. Athletes must follow team rules established by coaches as well as the Code of Conduct.

Athletes are to refrain from the following inappropriate behaviors:

- Taunting officials, opponents or spectators
- Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, the athlete will be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season. If an athlete leaves the bench area and is involved in an altercation in the stands, the athlete will be suspended from contests for one calendar year.
- Racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension and additional school consequences.
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

1. Denial of participation in an event
2. Removal from contest
3. Suspension for a portion of the season
4. Restitution
5. Conference/hearing with school official
6. Violations of the Code of Conduct may result in school discipline

## SPECTATORS

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.
3. Censure fellow spectators whose behavior is inappropriate.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches
- Profanity, and/or racial, sexist, or abusive comments or actions directed at officials, opponents, coaches, or team representatives will not be tolerated and will result in removal from contest.

- Berating players, coaches or other spectators through chants, signs and/or cheers
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior

Disciplinary actions include:

1. Removal from contest
2. Conference/hearing with school officials
3. Removal from future athletic contests
4. Violations of the Code of Conduct may result in school discipline
5. Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event

### STUDENT MANAGERS / STATISTICIANS / TRAINERS

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

### EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.

### COACHES

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community.

Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Shall establish team rules beyond the Code of Conduct
2. Teach the value of conforming to the rules
3. Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
4. Instruct their players in the fundamentals of sportsmanship
5. Respect the officials' judgment and interpretation of the rules
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

### EJECTION OF COACHES FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

### PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

#### Step ~~No.~~ 1 Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the

concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

#### Step ~~No. 2~~ Fact and Possible Resolution

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

#### Step ~~No. 3~~ Formal Process

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

#### Dispositions

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

#### Decision

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

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### CITIZENSHIP POLICY

~~All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated.~~

### CONDUCT OF ATHLETES/CITIZENSHIP

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. In the classroom – Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
2. On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
3. In the community - All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated. The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation.

### SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

## RIGHT TO APPEAL SUSPENSION

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

- The student will be informed of the potential suspension or denial of participation and the reasons for the proposed action. The student may be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension or denial of participation and to explain his/her actions. An attempt will be made to notify parents or guardians by telephone if a suspension or denial of participation is issued.
- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student may practice but may not participate during an appeal in any official contest pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## PROHIBITION AGAINST DISCRIMINATION

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, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. 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, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The District employee responsible for receiving and/or investigating reports of harassment on the basis of race, color or national origin, including the investigatory report, who is referred to in this policy as the Anti-Harassment Complaint Coordinator ("Complaint Coordinator") is:

Randy Wright  
Chief of Administrative Services  
Randy\_Wright@olsd.us  
740-657-4012

For more information about the district's prohibition against discrimination and complaint procedures, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.

## ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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### PRINCIPALS AND PHILOSOPHIES

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.

The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

### DEFINITIONS

Assessment & Follow-Up Program – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Athletic Year – Beginning July 1<sup>st</sup> of upcoming year and continuing for 365 days thereafter.

Banned Substance – A substance defined by school policy as being banned from use by students.

Code of Conduct – Anything in this handbook.

Controlled Substance – A drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.

Counterfeit or Look-Alike Drug

- Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
- Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
- Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.



**High School Career** – The day after completion of middle school, through graduation or the completion of the athlete's career representing their high school, whichever is later

**Illicit Substance** – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

**Mood-Altering Chemicals** – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as "Wite Out", glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student's name and the directions for proper use.

**Possession** – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance.

**Paraphernalia** – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

**Student Athlete** – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well.

**Tobacco** – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens.

**Trafficking** – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance.

**Transmission** – The action or process of giving a controlled substance to another individual.

## POSSESSION / USE OF ALCOHOL, CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS AND TOBACCO

### A. First Offense

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the

responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.

5. For infractions involving alcohol, controlled substances/mood-altering chemicals, and tobacco 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.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- B. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
  - C. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

### SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS

- A. First Offense
  1. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
  2. Dismissal from all athletics for one calendar year from the date of suspension.
  3. Information collected related to trafficking may be reported to appropriate law enforcement authorities.
- B. Any Additional Offense will result in denial of participation in athletics for the remainder of the student's high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

### VOLUNTARY REFERRAL OPPORTUNITY

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

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

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the **counselor's recommendations to completion**. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a **release of information to the school designee so that the student's progress in the program can be followed** and written verification of completion given to the designee. The student must complete the program or receive the original discipline.

## RANDOM URINE DRUG TESTING OF OLENTANGY DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS

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### OVERVIEW

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

### A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

### SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls*.

### DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

Banned Substance - A substance defined by school policy as being banned from use by students

Student Athlete - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well.

**SAMHSA** – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**GC/MS** – Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy

**Quantitative Levels** – The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml).

**Chain-of-Custody Form** – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine.

**False Sample** – A sample of urine that is not from the athlete being tested or not from the athlete on the date of the test.

**Athletic Year** – Beginning July 1<sup>st</sup> of upcoming year and continuing for 365 days thereafter.

## PROCEDURES

### 1. Procedures for Students

#### A. Informed Consent for Testing

**At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools Athletic Code of Conduct and Expectations Informed Consent Agreement. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.**

#### B. Urine Drug Testing Frequency

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

#### C. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be

completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

2. Confidentiality of Results

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

3. Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

A. Random Selection of Student Athletes

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

B. Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. Chain of Custody forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

C. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years of experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy). The building principal may specify specific classes or substances to be tested.

D. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

E. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.

F. Statistical Reporting and Confidentiality of Urine Drug Test Results

The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.

4. Procedures in the Event of a Positive Result

A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:

1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. The building principal may keep all test results for a period up to one year.
2. The student will be notified and be required to submit weekly urine specimens, **via the Vendor outside of the school day at the Vendor's location, for five weeks.**
3. If the parent, guardian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

B. First Positive Result

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete



or the date on which a violation of the substance abuse policy has been determined.

4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep **the principal or designee apprised of the student's progress throughout this entire process.** These tests will be conducted at the office of the approved vendor.
  5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the **building principal or principal's designee.** Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.
- C. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
  - D. Third Offense will result in denial of participation in athletics for the remainder of the **student's middle school or high school career.**
5. **Non-Punitive Nature of Policy**  
No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.
  6. **Illicit or Banned Substances**  
For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

## DUE PROCESS

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal



of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

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## ACADEMIC REQUIREMENTS

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In order that local eligibility standards reflect a greater emphasis on classroom achievements and with participation in athletics viewed as a privilege, the following are the Olentangy Local School District policies for athletic eligibility for grades 7-12.

### STUDENTS ENROLLED IN GRADES 9-12

1. A student's eligibility will be determined according to his/her GPA (grade point average) for the immediately preceding nine week grading period. Semester and final exams are not to be calculated in the nine week GPA assessment because of the comprehensive nature of exams. A student's eligibility will be determined by examining each student's nine week grade independent of prior grading periods. Students must maintain a quarterly GPA of at least 1.5 (based on a 4.0 scale).
2. In the grading period immediately preceding, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
3. Incoming freshmen must be passing a minimum of five courses taken during the final grading period of their eighth grade year to be eligible and have a GPA of 1.5 for the fourth quarter. A student may apply for a one-time GPA waiver to be used during his or her freshman year. The passage of five (5) one-credit courses must be met, per OHSA regulations, in order to make application. Application to the athletic director may occur after the 4th quarter of the 8th grade through the 3rd quarter of the freshman year.
4. A grade of "incomplete" will be considered a failing grade until work is completed per O.H.S.A.A By-law 4-4-1, exception 3.
5. Summer School and other educational options may NOT be used to substitute for failure to meet the academic standards during the last grading period of the school year.
6. A student enrolled in credit flex courses must, at the conclusion of the high school's grading period, provide proof of "passing" their credit flex course in order for this course to be counted toward the five-one credit (or equivalent) courses used to establish athletic eligibility.
7. Students who are being home-schooled and who desire to participate in athletics and extracurricular activities must fulfill the requirements as established by the Olentangy School District related to eligibility, attendance, enrollment, and participation guidelines (please refer to policy 2431.03).
8. Year-long on-line courses may not be used to compensate for a lack of courses taken in the preceding grading period.

### STUDENTS ENROLLED IN GRADES 7-8

1. In order to participate in an interscholastic sport or to cheerlead, a student must be passing five courses and have a minimum 1.5 GPA in the preceding nine week grading period.
2. A student enrolled in the first grading period after advancement from the seventh to eighth grade must have passed a minimum of five of classes during the preceding grading period in which the student was enrolled.
3. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

4. Students who do not meet the minimum eligibility requirements at the end of a quarter will be ineligible to participate for the entire following quarter.
5. Individuals declared academically ineligible may not attend practices, games or travel with the team during the period of ineligibility unless approved by the head coach and administration.

### ADDITIONAL ACADEMIC STANDARDS FOR GRADES 7-12

1. The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.
2. The following conditions will be established for a student who is ineligible for a grading period:
  - a. A student will be permitted to try out for any sport or activity in which the number of participants is restricted by team selection.
  - b. With approval from the athletic director/coach and parent/guardian/custodian, a student can practice with a team or group.
  - c. The student cannot participate in any athletic contest or scrimmage situations during the period of ineligibility, nor will activity fees be refunded.
3. A student who would become ineligible for two consecutive grading periods would lose all practice condition privileges and would be released from any athletic squad.

## OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS

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### AGE LIMITATION – OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULE

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for inter-scholastic athletics. There is an exception to this regulation, so please arrange a meeting with your principal or athletic administrator to review this exception.

### RESIDENCE AND TRANSFER REQUIREMENTS

If the parent's district of residence is a multiple high school public school district (like Olentangy Local Schools), the student shall be eligible only at the public high school which is located in the attendance zone within which the parents' residence is located.

There are many complicated rules governing residence. Generally an athlete's parents or legal guardian must live in the Olentangy Local School District for the student to be eligible. If you have a residency or transfer question, discuss it with the principal/athletic director. All school district and O.H.S.A.A. by-laws apply.

O.H.S.A.A. transfer bylaws (section 7) have been developed which permits a student to become eligible to participate in interscholastic athletics when moving from one school district to another, from a private school to a public school or vice versa, and from different high schools in the same district insofar as the transfer bylaw is concerned.

1. When moving from one school district to another, a bona fide legal change of residence form must be on file with the new district and the O.H.S.A.A. to participate in athletics. Please note, merely signing a lease for an apartment/house in the new district does not constitute a bona fide legal change of residence. The form required for legal change of residence may be obtained from the OLSD New Student Welcome Center (NSWC), school athletic offices, or on-line at [www.ohsaa.org](http://www.ohsaa.org)
2. When moving from a private to public school, an O.H.S.A.A. Exception Form Six must be on file with the new district and O.H.S.A.A. in order to participate in athletics. This form may be obtained from the NSWC, school athletic offices, or on-line at [www.ohsaa.org](http://www.ohsaa.org).
3. When moving from different schools in the same district, an Intra-District Transfer Request Application must be submitted by the district's required date of submission. Be advised that student's approved for an intra-district transfer may be denied participation in athletics for one calendar year.
4. In the event that a student's family moves from one attendance area to another within the Olentangy Local School District after the start of the school year, an Intra-District must be submitted as soon as possible. Be advised that students approved for an intra-district transfer may be denied participation in athletics for one calendar year.

## ATHLETIC DEPARTMENT POLICIES

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### ATHLETIC PARTICIPATION/CONCUSSIONS

If a concussion is suspected by a physical education teacher or coach, the student will be removed from the class, practice, or game. The student will not be permitted to return to full participation on the same day as the removal and not until s/he is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional. Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention. Please refer to board policies 2431, 2431.01, and 5340 for more information.

### ATTENDANCE POLICY

In order for an athlete to participate in a physical team event (contest, practice, or other training) on a given scheduled school day, they must be in attendance for four (4) full periods (not including lunch) that same day. **Athletes participating in school field trips and/or scheduled College Visits will be considered “in attendance.”**

#### 1. Absence from Practice:

##### A. Excused

1. Advance notice from athlete in writing to the appropriate coach
2. Reason considered unavoidable and excusable by the coaches

Consequence:

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest.

##### B. Unexcused - All absences not falling into the excused category above

Consequences:

First offense      Suspension for the next contest  
Second offense    Suspended for the next two contests.  
Third offense      Suspension for the remainder of the season

#### 2. Absence from Contest (including Saturday):

##### A. Excused

1. Advance notice to coaches
2. Emergency situation

Consequences are the discretion of the head coach and athletic director

##### B. Unexcused – All other types of absences not falling into the Excused category above

Consequences:

First offense-      Suspension from next two contests  
Second offense- Suspension for the remainder of the season

#### 3. Holidays/Vacations

- A. Excused – If an athlete is going on a family vacation with parent or guardian or is attending a school-related activity during a school recess, advance notice must be given to the coach by the first day of official team practice and the coach will then inform the athletic director.

Consequences - If a contest is missed, the consequences are:

1. Suspended one subsequent contest for each contest missed
  2. If practice is missed: See 1A
- B. Unexcused – Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

## AWARDS

Earning an Athletic Letter – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.

Wearing of Awards – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.

Booster Scholar Athlete Awards – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.500 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.

Managers/Statisticians/Student Trainers – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

## BANQUET

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

## CANCELLATIONS DUE TO WEATHER

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

## CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a

manner so as to minimize conflicts. If, however, there is a conflict with a graded class activity, the class takes priority.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying those involved immediately when a conflict does arise.

## EQUIPMENT

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.
- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. Any exception must be approved by the coach or athletic director.
- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

## FAILING TO COMPLETE A SEASON

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

1. Talk with your immediate school coach and then the head coach.
2. Return all equipment issued.

Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date. Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

## GAME DAY PARTICIPATION

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.



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

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint or may also be filed with the U.S. Department of Education's Office for Civil Rights. The district respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or parents sometimes ask that the student's name not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

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

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to Board Policy 5517, 5517.01. The District's **policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.** The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

## HOME-EDUCATED STUDENT PARTICIPATION

### Eligibility for Chartered or Nonchartered Nonpublic Schools

All students enrolled in chartered or non-chartered nonpublic schools are permitted to participate in a particular extracurricular activity if the student is of appropriate age and grade level and: (1) the student is entitled by law to attend the schools of this District; and (2) the chartered or non-chartered nonpublic school in which the student is enrolled does not offer the particular extracurricular activity. Students who meet these criteria are permitted to participate in the particular extracurricular activity at the district school to which the student otherwise would be assigned during that school year provided that the student meets the eligibility requirements stated in the student and/or athletic handbooks.

It shall be the parent/guardian's responsibility to obtain appropriate documentation for the Superintendent, or designee, to verify the student's eligibility prior to the start of the first practice or other activity of the extracurricular activity in which the student chooses to participate. Thereafter, the parent/guardian of a student participating in an extracurricular activity under this policy shall obtain additional verification of eligibility every nine (9) weeks on or before 5:00 p.m. of the fifth school day of the beginning of the nine (9) week period until the conclusion of the extracurricular activity in which the student is participating. All documentation related to a student's eligibility shall be verified by the school in which the student is currently enrolled. A student will be deemed ineligible to participate in extracurricular activities until all eligibility requirements are met and verified. For purposes of this policy, "parent/guardian" also means a student that is eighteen years of age.

## **INDIVIDUAL COACH'S RULE**

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

## **INSURANCE**

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

## **LOCKERS**

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. **It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings.** Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

## **PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES**

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.

## **PAY TO PARTICIPATE**

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. **Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool parent account and select Lunch and Fee Payments.** For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

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

Students with carryover delinquent fees of any kind from the previous school year are precluded from participation in extracurricular activities. Delinquencies in the current school year will preclude the student from participating in winter and spring extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established and the first payment has been received.

## REQUIRED FORMS

The following forms must be completed and on file in the Athletic Office or submitted online via Final Forms prior to the first day of practice or try-outs (in cut sports):

Please note: Item number one will be completed in paper form and turned in to the Athletic Office and items 2-9 will be submitted via Final Forms.

1. OHSAA Pre-Participation Physical Form-this form must be printed and completed by a certified physician and kept on file with the Athletic Office.
2. Athletic Code of Conduct Agreement
3. Emergency Medical Form
4. Insurance or an Insurance Waiver
5. Permission to Treat Form
6. Concussion Form
7. Informed Consent Agreement
8. Alternate Transportation Form

Most forms are distributed to students but are also available on the district Web site or athletic offices.

## RISK OF PARTICIPATION

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation.

## SALARY OF COACHES

The Olentangy Local School District will maintain sole authority of O.H.S.A.A. Bylaw 6-2-1. The Board of Education or other similar governing body shall have exclusive jurisdiction on matters of salary, stipend or compensation of its coaches.

## SOCIAL MEDIA POLICY

The use of e-mail messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion gender or sexual orientation. Any violation of our social media policy may result disciplinary consequences up to and including suspension and/or dismissal from the team.

## TRANSPORTATION

All athletes are expected to travel to and from contests in a district bus or van when the district provides transportation. In special situations a parent or guardian may provide transportation with advance written permission approved by the Athletic Director.

## TWO-SPORT PARTICIPATION

Athletes may participate in more than one sport at Olentangy Local Schools in any one sport season (fall, winter or spring) if both coaches concur and cooperatively work out the details of practices, games, etc.

with the athlete. The athlete who is attempting to “double up” must declare one of the sports as a “sport of first priority”. This means the athlete will attend all “events” (contests, practices, meetings, etc.) connected with that squad. The athlete can participate with the other squad during the time there are no obligations to the sport of first priority. Student athletes have a responsibility to avoid continuous conflicts.

Notes:

1. Cheerleading is considered to be a sport at both middle and high school levels.
2. Middle school athletes will only be allowed to participate in one sport per season.

Middle School Cheerleaders

1. Cheer for football or basketball. Eighth grade cheerleaders cheer for both seasons.
2. Cheerleaders may not participate in another sport during the season they are cheering.
3. Football cheerleaders will cheer for all games, home and away.
4. Basketball cheerleaders will cheer for all home games, both boys and girls.

## UNIFORMS

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

## COLLEGE INFORMATION

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### PROSPECTIVE STUDENT ATHLETES – NCAA CLEARINGHOUSE RULES

As a prospective student athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found in The Guide for College-Bound Student Athletes, located on the NCAA Clearinghouse Web site. This link can be accessed at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Click on “Prospective Student-Athletes” link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student athletes in college. If there are any questions concerning this important part of becoming a student athlete in college, you should make arrangements to see the athletic director.

DRAFT

<b>Fee Description</b>	<b>2018-19 Approved Fee</b>	<b>2019-20 Proposed Fee</b>	<b>Comments/ Fee Change Rationale</b>
Math, Science, Language Arts, and Social Studies	\$22.00	\$22.00	No change
Art	\$8.00	\$8.00	No change
<b>Optional Summer Opportunity</b>			
Summer Enrichment Experience (SEE 20) Grades 1-5	\$125 per course	\$125.00	No change

Grade / Fee Description	2018-19 Approved Fee	2019-20 Proposed Fee	Comments/ Fee Change Rationale
<b>Sixth Grade Fees</b>			
Agenda Book	\$6.00	\$6.00	No change
Art	\$12.00	\$12.00	No change
R/LA Paperbacks/Materials	\$15.00	\$15.00	No change
Science	\$3.00	\$3.00	No change
Cope Program (All Schools)	\$8.00	\$8.00	No change
<b>Seventh Grade Fees</b>			
Agenda Book	\$5.00	\$5.00	No change
Life Skills Mod Tech	\$10.00	\$10.00	No change
Mod Tech	\$9.00	\$9.00	No change
R/LA Paperbacks/Materials	\$20.00	\$20.00	No change
Science	\$3.00	\$3.00	No change
<b>Eighth Grade Fees</b>			
Agenda Book	\$5.00	\$5.00	No change
R/LA Paperbacks/Materials	\$20.00	\$20.00	No change
Science	\$3.00	\$3.00	No change
<b>Activities</b>			
Athletics (per sport)	\$80.00	\$80.00	No change
Co-curricular and Extra-curricular Activities (per activity or sport)	\$25.00	\$25.00	No change

Grade / Fee Description	2018-19 Approved Fee	2019-20 Proposed Fee	Comments/ Fee Change Rationale
<b>Electives</b>			
Band Book (Grade 6, 7, 8)	\$9.00	\$9.00	No change
School Instrument Usage / Cleaning / Maintenance	\$20.00	\$20.00	No change
Percussion Book (Grades 6, 7, 8)	\$16.00	\$16.00	No change
Ceramics	\$12.00	\$12.00	No change
Drawing	\$10.00	\$10.00	No change
Global Gourmet I	\$15.00	\$15.00	No change
Global Gourmet II	\$17.00	\$17.00	No change
Language I Workbook/Materials	\$22.25	\$22.25	No change
Painting	\$10.00	\$10.00	No change
Sculpture	\$12.00	\$12.00	No change
Woods	\$20.00	\$20.00	No change
Art A	\$10.00	\$10.00	No change
Art B	\$12.00	\$12.00	No change
Choir	\$7.00	\$7.00	No change
Strings	\$11.00	\$11.00	No change
Mod Tech	\$9.00	\$9.00	No change
<b>Optional Summer Opportunity</b>			
Summer Enrichment Experience – Grades 6-8	\$125 per course	\$125 per course	No change



## OLENTANGY SCHOOLS

2019-20 HIGH SCHOOL FEE SCHEDULE  
GRADES 9 - 12

Presented to the Board of Education for approval on May 23, 2019.

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
02110	Art I	\$30.00				\$30.00	\$30.00	--	
02210	Ceramics I	\$50.00				\$50.00	\$50.00	--	
02220	Ceramics II	\$50.00				\$50.00	\$50.00	--	
02240	Ceramics III	\$50.00				\$50.00	\$50.00	--	
02280IS	Ceramics IS	\$65.00				\$65.00	\$65.00	--	
02230	Sculpture I	\$40.00				\$40.00	\$40.00	--	
02260	Sculpture II	\$50.00				\$50.00	\$50.00	--	
02261	Sculpture III	\$50.00				\$50.00	\$50.00	--	
02270IS	Sculpture IS	\$65.00				\$65.00	\$65.00	--	
02310	Computer Graphics I	\$35.00				\$35.00	\$35.00	--	
02320	Computer Graphics II	\$40.00				\$40.00	\$40.00	--	
02330	Computer Graphics III	\$40.00				\$40.00	\$40.00	--	
02360IS	Computer Graphics IS	\$65.00				\$65.00	\$65.00	--	
02410	Drawing I	\$40.00				\$40.00	\$40.00	--	
02420	Drawing II	\$40.00				\$40.00	\$40.00	--	
02430	Drawing III	\$50.00				\$50.00	\$50.00	--	
02440IS	Drawing IS	\$65.00				\$65.00	\$65.00	--	
02510	AP Art History	\$15.00	\$100.00	\$25.00		\$140.00	\$140.00	--	
02610	Jewelry I	\$50.00				\$50.00	\$50.00	--	
02620	Jewelry II	\$65.00				\$65.00	\$65.00	--	
02630	Jewelry III	\$65.00				\$65.00	\$65.00	--	
02650IS	Jewelry IS	\$65.00				\$65.00	\$65.00	--	
02710	Painting I	\$50.00				\$50.00	\$50.00	--	
02720	Painting II	\$50.00				\$50.00	\$50.00	--	
02730	Painting III	\$50.00				\$50.00	\$50.00	--	
02750IS	Painting IS	\$65.00				\$65.00	\$65.00	--	
02810	Photography I	\$55.00				\$55.00	\$55.00	--	
02820	Photography II	\$65.00				\$65.00	\$65.00	--	
02821	Photography III	\$65.00				\$65.00	\$65.00	--	
02870IS	Photography IS	\$65.00				\$65.00	\$65.00	--	
02830	Digital Imaging	\$45.00				\$45.00	\$45.00	--	
02831	Digital Imaging II	\$45.00				\$45.00	\$45.00	--	
02832	Digital Imaging III	\$45.00				\$45.00	\$45.00	--	
02860IS	Digital Imaging IS	\$65.00				\$65.00	\$65.00	--	
	Fine Arts Independent Study/ Credit Flex	\$55.00				\$55.00	\$55.00	--	
03810	Accounting			\$29.00		\$29.00	\$29.00	--	
03840	Business Foundations	\$3.00				\$3.00	\$3.00	--	
03860	Business Technology	\$5.00				\$5.00	\$5.00	--	
03890	International Business/Econ	\$3.00				\$3.00	\$3.00	--	
03930	Marketing Applications	\$75.00				\$75.00	\$75.00	--	
03940	Integrated Marketing Communications	\$75.00				\$75.00	\$75.00	--	
05510	AP English Literature/Comp		\$100.00	\$19.00		\$119.00	\$119.00	--	
05520	AP Language and Composition		\$100.00	\$19.00		\$119.00	\$119.00	--	
05530	AP Seminar	\$45.00	\$145.00			\$190.00	\$190.00	--	
05540	AP Research	\$45.00	\$145.00			\$190.00	\$190.00	--	

Note: Fees may differ by building but will not exceed the approved dollar amounts.

## OLENTANGY SCHOOLS

2019-20 HIGH SCHOOL FEE SCHEDULE  
GRADES 9 - 12

Presented to the Board of Education for approval on May 23, 2019.

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
05880	Etymology			\$17.66		\$17.66	\$17.66	--	
05910	Introduction to Journalism	\$10.00				\$10.00	\$10.00	--	
05910A	Broadcast and Video	\$10.00				\$10.00	\$10.00	--	
05920	Newspaper Journalism				\$25.00	\$25.00	\$25.00	--	
05930	Advanced News Journalism				\$25.00	\$25.00	\$25.00	--	
05940	Yearbook Journalism				\$25.00	\$25.00	\$25.00	--	
05950	Acting	\$15.00				\$15.00	\$15.00	--	
05960	Advanced Acting	\$15.00				\$15.00	\$15.00	--	
05970	Stagecraft	\$25.00				\$25.00	\$25.00	--	
05980	Advanced Stagecraft	\$25.00				\$25.00	\$25.00	--	
06110	French I			\$24.25		\$23.00	\$24.25	+ \$1.25	New book aligns with syllabus + shipping increase
06120	French II			\$24.25		\$19.55	\$24.25	+ \$4.70	New book aligns with syllabus + shipping increase
06130	French III			\$24.00		\$24.00	\$24.00	--	
06140	French IV			\$23.00		\$23.00	\$23.00	--	
06210	German I			\$17.00		\$17.00	\$17.00	--	
06220	German II			\$17.00		\$17.00	\$17.00	--	
06230	German III			\$18.00		\$18.00	\$18.00	--	
06240	German IV			\$24.00		\$24.00	\$24.00	--	
06310	Spanish I			\$15.00		\$15.00	\$15.00	--	
06320	Spanish II			\$21.00		\$21.00	\$21.00	--	
06330	Spanish III			\$22.00		\$22.00	\$22.00	--	
06340	Spanish IV			\$40.00		\$40.00	\$40.00	--	
06510	AP Spanish		\$100.00	\$78.00		\$178.00	\$178.00	--	
06520	AP German		\$100.00	\$24.00		\$124.00	\$124.00	--	
06520F	AP French		\$100.00	\$70.00		\$170.00	\$170.00	--	
08110	Physical Education	\$5.00				\$5.00	\$5.00	--	
08110DE	Lifetime Fitness I and II				\$75.00	\$75.00	\$75.00	--	
08210	Health	\$5.00				\$5.00	\$5.00	--	
08810	Conditioning and Weight Training	\$5.00				\$5.00	\$5.00	--	
10810	CAD I	\$15.00				\$15.00	\$15.00	--	
10820	CAD II	\$25.00				\$20.00	\$25.00	+ \$5.00	Increased fillament and plates for class growth
10860IS	CAD Adv. Studies	\$30.00				\$30.00	\$30.00	--	
10830	Architectural Drafting	\$20.00				\$20.00	\$20.00	--	
10830IS	Arch. Drafting Adv. Studies	\$30.00				\$30.00	\$30.00	--	
10840	Engineering I	\$25.00				\$25.00	\$25.00	--	
10850	Engineering II	\$30.00				\$25.00	\$30.00	+ \$5.00	Increased fillament and plates for class growth
10910	Basic Wood Tech *Does not include wood for individual projects.	\$25.00				\$25.00*	\$25.00*	--	
10920	Intermediate Wood Tech *Does not include wood for individual projects.	\$25.00				\$25.00*	\$25.00*	--	
10930	Advanced Wood Tech *Does not include wood for individual projects.	\$30.00				\$30.00*	\$30.00*	--	
10940	Home Maintenance	\$30.00				\$30.00	\$30.00	--	
11510	AP Calculus AB		\$100.00	\$25.00		\$125.00	\$125.00	--	

Note: Fees may differ by building but will not exceed the approved dollar amounts.

## OLENTANGY SCHOOLS

2019-20 HIGH SCHOOL FEE SCHEDULE  
GRADES 9 - 12

Presented to the Board of Education for approval on May 23, 2019.

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
11520	AP Calculus BC		\$100.00	\$25.00		\$125.00	\$125.00	--	
11530	AP Statistics		\$100.00	\$30.00		\$130.00	\$130.00	--	
11540	AP Computer Science		\$100.00	\$25.00		\$125.00	\$125.00	--	
12510	AP Music Theory		\$100.00	\$52.00		\$152.00	\$152.00	--	
12810	Concert/Marching Band				\$25.00	\$25.00	\$25.00	--	
12811	Marching Flag Corp				\$25.00	\$25.00	\$25.00	--	
12812	Concert Band				\$25.00	\$25.00	\$25.00	--	
12814	Marching Band				\$25.00	\$25.00	\$25.00	--	
12820	Jazz Band				\$25.00	\$25.00	\$25.00	--	
12830	Orchestra			\$13.00	\$25.00	\$38.00	\$38.00	--	
12830B	Orchestra (Bass/Cello)	\$45.00				\$45.00	\$45.00	--	
12860	Musical Theater	\$20.00				\$20.00	\$20.00	--	
12870	Music Theory	\$16.00				\$16.00	\$16.00	--	
12910	Men's Chorus			\$12.00	\$25.00	\$37.00	\$37.00	--	
12920	Women's Chorus			\$12.00	\$25.00	\$37.00	\$37.00	--	
12930	Advanced Select Choir			\$15.00	\$25.00	\$40.00	\$40.00	--	
12940	Concert Choir			\$15.00	\$25.00	\$40.00	\$40.00	--	
12950	Show Choir				\$25.00	\$25.00	\$25.00	--	
12960	Ensemble Choir			\$10.00	\$25.00	\$35.00	\$35.00	--	
13110	Physical Science	\$7.50				\$7.50	\$7.50	--	
13115	Honors Physical Science	\$7.50				\$7.50	\$7.50	--	
13210	Biology	\$15.00				\$15.00	\$15.00	--	
13215	Honors Biology	\$15.00				\$15.00	\$15.00	--	
13310	Chemistry	\$10.00				\$10.00	\$10.00	--	
13315	Honors Chemistry	\$10.00				\$10.00	\$10.00	--	
13410	Physics	\$15.00				\$15.00	\$15.00	--	
13413	Conceptual Physics	\$15.00				\$15.00	\$15.00	--	
13510	AP Biology	\$40.00	\$100.00	\$15.00		\$155.00	\$155.00	--	
13520	AP Chemistry	\$20.00	\$100.00			\$120.00	\$120.00	--	
13530	AP Physics	\$15.00	\$100.00			\$115.00	\$115.00	--	
13550	AP Physics I	\$15.00	\$100.00	\$30.00		\$115.00	\$145.00	+ \$30.00	AP Workbook added to curriculum for test prep
13540	AP Environmental Science	\$35.00	\$100.00			\$135.00	\$135.00	--	
13810	Anatomy and Physiology	\$30.00				\$30.00	\$30.00	--	
13820	CP Earth Science	\$7.50				\$7.50	\$7.50	--	
15510	AP US Government		\$100.00	\$18.00		\$118.00	\$118.00	--	
15520	AP US History		\$100.00	\$20.00		\$120.00	\$120.00	--	
15530	AP European History		\$100.00	\$25.00		\$118.00	\$125.00	+ \$7.00	AP workbook cost increase
15540	AP Macroeconomics *Charged only once either Micro or Macro		\$100.00	\$50.00*		\$130.55*	\$150.00*	+ \$19.45	AP workbook change to better curriculum
15550	AP Microeconomics *Charged only once either Micro or Macro		\$100.00	\$50.00*		\$130.55*	\$150.00*	+ \$19.45	AP workbook change to better curriculum
15560	AP Psychology		\$100.00	\$18.00		\$118.00	\$118.00	--	
15570	AP World History		\$100.00	\$21.00		\$121.00	\$125.00	+ \$4.00	AP curriculum changed, workbook changed
19010	Modified Arts *Inclusive of Modified Music and Visual Arts	\$25.00*				\$25.00*	\$25.00*	--	
19691	Practical Daily Living (S1,S2,YR)	\$25.00				\$20.00	\$25.00	+ \$5.00	Similar class to Career/Fee is missing/previously approved

Note: Fees may differ by building but will not exceed the approved dollar amounts.

## OLENTANGY SCHOOLS

2019-20 HIGH SCHOOL FEE SCHEDULE  
GRADES 9 - 12

Presented to the Board of Education for approval on May 23, 2019.

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
19055	SLC English 9	\$22.00				\$22.00	\$22.00	--	
19056	SLC English 10	\$22.00				\$22.00	\$22.00	--	
19057	SLC English 11	\$22.00				\$22.00	\$22.00	--	
19058	SLC English 12	\$22.00				\$22.00	\$22.00	--	
19112	SLC Math 9	\$20.00				\$20.00	\$20.00	--	
19113	SLC Math 10	\$20.00				\$20.00	\$20.00	--	
19114	SLC Math 11	\$20.00				\$20.00	\$20.00	--	
19115	SLC Math 12	\$20.00				\$20.00	\$20.00	--	
19231	SLC Career Lab	\$25.00				\$20.00	\$25.00	+ \$5.00	Health/student supplies increasing as enrollment increases
19410	SLC Social Studies 9	\$20.00				\$20.00	\$20.00	--	
19152	SLC Social studies 10	\$20.00				\$20.00	\$20.00	--	
19153	SLC Social Studies 11	\$20.00				\$20.00	\$20.00	--	
19154	SLC Social Studies 12	\$20.00				\$20.00	\$20.00	--	
19132	SLC Science 9	\$20.00				\$20.00	\$20.00	--	
19133	SLC Science 10	\$20.00				\$20.00	\$20.00	--	
19134	SLC Science 11	\$20.00				\$20.00	\$20.00	--	
19135	SLC Science 12	\$20.00				\$20.00	\$20.00	--	
19235	Independent Living Skills	\$25.00				\$20.00	\$25.00	+ \$5.00	Health/student supplies increasing as enrollment increases
19940	SLC Home Maintenance	\$20.00				\$20.00	\$20.00	--	
19950	SLC Engineering I	\$25.00				--	\$25.00	+ \$25.00	New course
23880	Design	\$30.00				\$30.00	\$30.00	--	
23810	Food For Fitness	\$35.00				\$35.00	\$35.00	--	
23820	Human Relationships	\$10.00				\$10.00	\$10.00	--	
23840	On Your Own	\$20.00				\$20.00	\$20.00	--	
23871	Post-Secondary Planning-College & Career	\$10.00		\$5.00		\$15.00	\$15.00	--	
23890	Cultural Cuisine	\$40.00				\$40.00	\$40.00	--	
23910	Mentorship I	\$30.00				\$30.00	\$30.00	--	
23920	Mentorship II	\$10.00				\$10.00	\$10.00	--	
23930	Service Learning	\$10.00				\$10.00	\$10.00	--	
23940	Teacher Academy	\$35.00				\$35.00	\$35.00	--	

Note: Fees may differ by building but will not exceed the approved dollar amounts.

## OLENTANGY SCHOOLS

2019-20 HIGH SCHOOL FEE SCHEDULE  
GRADES 9 - 12

Presented to the Board of Education for approval on May 23, 2019.

## Olentangy Academy: STEM and Related Programs

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
13110STEM	Physical Science	\$7.50				\$7.50	\$7.50	--	
13115STEM	Honors Physical Science	\$7.50				\$7.50	\$7.50	--	
13210STEM	Biology	\$15.00				\$15.00	\$15.00	--	
13215STEM	Honors Biology	\$15.00				\$15.00	\$15.00	--	
<del>S13310</del>	<del>Chemistry</del>	<del>\$10.00</del>				<del>\$10.00</del>			This course is no longer offered at OA.
<del>13315STEM</del>	<del>Honors Chemistry</del>	<del>\$10.00</del>				<del>\$10.00</del>			This course is no longer offered at OA.
23910STEM	Senior Mentorship	\$40.00				\$40.00	\$40.00	--	
19231ACT	ACT (Academy for Community Transition)	\$30.00				\$30.00	\$30.00	--	
10860	Engineering Design	\$40.00				\$40.00	\$40.00	--	
10861	Engineering Principles	\$45.00				\$45.00	\$45.00	--	
13910	Medical Interventions	\$65.00				\$65.00	\$65.00	--	
10862	Advanced Engineering	\$65.00				\$65.00	\$65.00	--	
13920	Biomedical Innovation	\$45.00				\$45.00	\$50.00	+ \$5.00	Cost of capstone individual projects (experiments/supplies) and STEM Fest that are mandatory for the program.
10863	Engineering Capstone	\$35.00				\$35.00	\$40.00	+ \$5.00	Cost of capstone individual projects (supplies and materials) and STEM Fest that are mandatory for the program.

## Other Fees

Course Number	Course Name	Fee Breakdown				2018-19 Approved Fee	2019-20 Proposed Fee	2019-20 Change	Comments/ Fee Change Rationale
		Supplies	AP Test	Workbook	Pay to Participate				
99999	APEX online courses				\$210.00	\$210.00 each	\$210.00 each	--	
99999	Schoology online courses				\$210.00	\$210.00 each	\$210.00 each	--	
99999	SEE 20				\$125.00	\$125.00 each	\$125.00 each	--	
99999	Athletics (per sport)				\$80.00	\$80.00 each	\$80.00 each	--	
99999	Art Club				\$25.00	\$25.00	\$25.00	--	
	Naviance	\$8.00				\$6.00	\$8.00	+ \$2.00	Now includes ACT/SAT test prep
	Fall, Winter, Spring Play I				\$25.00	\$25.00 each	\$25.00 each	--	
	Fall, Winter, Spring Play II				\$25.00	\$25.00 each	\$25.00 each	--	
	In The Know Team				\$25.00	\$25.00	\$25.00	--	
	Senior Fee	\$55.00				\$50.00	\$55.00	+ \$5.00	Increased cost for venue/parking/diplomas
	Student Handbook			\$4.80		\$4.75	\$4.80	+ \$0.05	Freshmen only therefore increase in per pupil cost
	Parking Permit Fee				\$35.00	\$35.00	\$35.00	--	

Note: Fees may differ by building but will not exceed the approved dollar amounts.

**Exhibit B**  
**Task Order No. 1**

**Date:** May 7<sup>th</sup>, 2019

**Project Title:** Curve Road School Site

**Project Location:** Intersection of Curve and Sweeney Road

**Project Description:** Surveying Service for a new school site

**CT Project No.:** 190330.01

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In accordance with paragraph 1.01 of the Task Order Agreement between Owner and Engineer for Professional Services dated May 1<sup>st</sup>, 2019 ("Agreement"), Owner and Engineer agree as follows:

**Scope of Services:**

**1. Basic Services of Engineer**

A. The Engineer shall provide the following services for this Task Order:

1. We will complete the surveying scope of services provide to CT Consultants from Fanning/Howey Associates, Inc. on April 17, 2019 and amended on May 3<sup>rd</sup> per my phone conversation with Andy Cihla with Fanning/Howey Associates. Please see the attached AIA Documents C201-2015 titled Land Survey – CT – Curve Road\_Final (Exhibit "A") that outlines our scope of services.
2. Correspondence and meetings with the Olentangy School Local School District and/or Fanning Howey.

**2. Additional Services**

A. The Engineer shall provide the following additional services which may be authorized or necessary under this Task Order:

1. Subsurface exploration to determine underground utilities on the subject property
2. We will prepare any easements, consolidation plats or lot splits that are need for the proposed school site
3. We will provide any construction staking services that are needed at the time of the construction of the site or prior to the construction of the site.

**3. Owner's Responsibilities**

A. Owner shall have the following responsibilities:

**Exhibit B**  
**Task Order No. 1**

1. Owner shall provide all information relative to the project and assist with obtaining pertinent information from others that may be relied upon.
2. The Owner will make every effort to make the necessary provisions for CT to enter upon public and private property as required for CT to perform services under this agreement.
3. Owner shall provide personnel to accompany CT during all on-site visits, if necessary.
4. Owners shall examine any information, reports and drawings prepared by CT and render timely written responses.
5. Owner shall give prompt notice to CT whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of CT's services.

**4. Payments to Engineer**

A. Owner shall pay the Engineer for services rendered under this task order as follows:

1. Basic Services:

a. **Lump Sum: \$26,600.00**

2. Additional Services:

- a. If authorized we will hire a sub consultant to aid in the SUE investigation.
- b. If authorized, we will discuss additional cost to complete the survey request.
- c. If authorized and have an understanding of the proposed school, we will provide our survey cost.

**5. Sub-Consultants**

**Exhibit B**  
**Task Order No. 1**

**Approval and Acceptance:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Consultant is authorized to begin performance upon its receipt of a copy of this Task Order signed by Engineer.

**OWNER:**            **Olentangy Local School District**

**ENGINEER:**       **CT Consultants, Inc.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_



**Exhibit B  
Task Order No. 2**

**Date:** May 7<sup>th</sup>, 2019

**Project Title:** Bean Oller Rd School Site

**Project Location:** Intersection of Bean Oller Road and Sawmill Road

**Project Description:** Surveying Service for a new school site

**CT Project No.:** 190330.02

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In accordance with paragraph 1.01 of the Task Order Agreement between Owner and Engineer for Professional Services dated May 1<sup>st</sup>, 2019 ("Agreement"), Owner and Engineer agree as follows:

**Scope of Services:**

**1. Basic Services of Engineer**

- A. The Engineer shall provide the following services for this Task Order:
  - 1. We will complete the surveying scope of services provide to CT Consultants from Fanning/Howey Associates, Inc. on April 17, 2019 and amended on May 3<sup>rd</sup> per my phone conversation with Andy Cihla with Fanning/Howie Associates. Please see the attached AIA Documents C201-2015 titled Land Survey – CT – Bean Oller Road\_Final (Exhibit "A") that outlines our scope of services.
  - 2. Correspondence and meetings with the Olentangy School Local School District and/or Fanning Howie.

**2. Additional Services**

- A. The Engineer shall provide the following additional services which may be authorized or necessary under this Task Order:
  - 1. Subsurface exploration to determine underground utilities on the subject property
  - 2. We will prepare any easements, consolidation plats or lot splits that are need for the proposed school site
  - 3. We will provide any construction staking services that are needed at the time of the construction of the site or prior to the construction of the site.

**3. Owner's Responsibilities**

- A. Owner shall have the following responsibilities:

**Exhibit B**  
**Task Order No. 2**

1. Owner shall provide all information relative to the project and assist with obtaining pertinent information from others that may be relied upon.
2. The Owner will make every effort to make the necessary provisions for CT to enter upon public and private property as required for CT to perform services under this agreement.
3. Owner shall provide personnel to accompany CT during all on-site visits, if necessary.
4. Owners shall examine any information, reports and drawings prepared by CT and render timely written responses.
5. Owner shall give prompt notice to CT whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of CT's services.

**4. Payments to Engineer**

A. Owner shall pay the Engineer for services rendered under this task order as follows:

1. Basic Services:

- a. Lump Sum: \$23,400

2. Additional Services:

- a. If authorized we will hire a sub consultant to aid in the SUE investigation.
- b. If authorized, we will discuss additional cost to complete the survey request.
- c. If authorized and have an understanding of the proposed school, we will provide our survey cost.

**5. Sub-Consultants**

**Exhibit B**  
**Task Order No. 2**

**Approval and Acceptance:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Consultant is authorized to begin performance upon its receipt of a copy of this Task Order signed by Engineer.

<b>OWNER:</b>	<b>Olentangy Local School District</b>	<b>ENGINEER:</b>	<b>CT Consultants, Inc.</b>
<b>By:</b>	_____	<b>By:</b>	_____
<b>Title:</b>	_____	<b>Title:</b>	_____
<b>Date Signed:</b>	_____	<b>Date Signed:</b>	_____



## Dayton Cincinnati Technology Services LLC

Customers for Life!

Date:

Expiration Date:

Phone 513.892.3940 Fax 513.892.3492

[ngrinstead@daycintech.com](mailto:ngrinstead@daycintech.com)

TO: Olentangy Local School District

ATTN: Rob Sexton

OBHS Chromebook Carts

SALESPERSON	JOB	PAYMENT TERMS
Nick Grinstead	OBHS - 10 carts, 30 Chromebooks each	PO Required

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
300	Google Management Console License	\$ 23.50	\$ 7,050.00
300	DCTS White Glove Services	\$ 5.00	\$ 1,500.00
300	DCTS Wire Management Services	\$ 150.00	\$ 45,000.00
10	Dell Mobile Computing Cart (Unmanaged) CMPCT36	\$ 1,050.00	\$ 10,500.00
300	Dell Chromebook 11 3100 Flip design - Intel® Celeron™ N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W), 11.6" HD 1366 x 768 WVA 16:9 Touch with Corning® Gorilla® Glass NBT, Camera & Microphone, 4 GB RAM, 32 GB emCC Hard Drive	\$ 275.00	\$ 82,500.00
FREIGHT			
TOTAL			\$ 146,550.00

Quotation prepared by: Nick Grinstead / Dayton Cincinnati Technology Services LLC

To accept this quotation, sign here and return:

**Dayton Office:**

937.836.7949

108 North Main St.

Englewood, Ohio 45322

**Cincinnati Office:**

513.892.3940

5757 Cornell Road

Blue Ash, Ohio 45242

**Columbus Office:**

614.405.2014

79 South State St. Suite D 2

Westerville, Ohio 43081



## Dayton Cincinnati Technology Services LLC

Customers for Life!

Date:

Expiration Date:

Phone 513.892.3940 Fax 513.892.3492

[ngrinstead@daycintech.com](mailto:ngrinstead@daycintech.com)

TO: Olentangy Local School District

ATTN: Mona Rayburn

ViewSonic Display

SALESPERSON	JOB	PAYMENT TERMS
Nick Grinstead	OBHS - INTERACTIVE ViewSonic Display	PO Required

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
42	ViewSonic Commercial Display - 65" touchscreen display (IFP6550)	\$ 2,075.00	\$ 87,150.00
42	Wall Mount	INCLUDED	INCLUDED
42	Belkin 10ft HDMI Cable, M/M HDMI cable - HDMI (M) to HDMI (M) - 10 ft - black	\$ 7.00	\$ 294.00
42	Dual Band Wireless Module for Viewboard IFP50 Series	FREE	FREE
42	EXTENDED WARRANTY - 4th YR and 5th YR	FREE	FREE
Freight = Free with purchases of \$10k or higher		FREIGHT	
		TOTAL	\$ 87,444.00

Quotation prepared by: Nick Grinstead / Dayton Cincinnati Technology Services LLC

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