



# **PRESCHOOL STUDENT HANDBOOK**

2024-2025



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

Presented to the Board of Education on April 11, 2024.

# OLENTANGY SCHOOLS

Administrative Offices

7840 Graphics Way

Lewis Center, OH 43035

740-657-4050

<http://www.olentangy.k12.oh.us>

## BOARD OF EDUCATION

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## PRESCHOOL LOCATIONS

Alum Creek Elementary  
2515 Parklawn Drive  
Lewis Center, OH 43035

Arrowhead Elementary  
2385 Hollenback Road  
Lewis Center, OH 43035

Delaware Area Career Center  
4565 Columbus Pike  
Delaware, OH 43015

Peachblow Crossing Elementary  
4222 Piatt Road  
Lewis Center, OH 43035

Shale Meadows Elementary  
4458 North Road  
Lewis Center, OH 43035

Shanahan Preschool  
814 Shanahan Road  
Lewis Center, OH 43035

Wyandot Run Elementary  
2800 Carriage Road  
Powell, OH 43065

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## INTRODUCTION

### FOREWORD

The Student Handbook was developed to provide specific information about certain 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. Current board policies and administrative guidelines are available on the district's website.

### 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 INFORMATION SOURCES

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

**Website** – [Regularly visit the district's website](#). The website offers a wealth of information about Olentangy, including building information, district policies, school closings and delays, registration, top news, the district strategic plan and learning standards. For preschool news and information, go to Our Schools and select Preschool.

**Email Notification System** – Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. 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](#).

**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 [Back-to-School Forms and PowerSchool Update Instructions](#).

**Social Media** – Follow the district on the following social media channels: [Facebook](#), [Twitter](#), [Instagram](#), and, [Linkedin](#).

**Mobile App** – The district's free mobile app 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 Schools app is available for download for iPhone and Android users in the app store (iTunes, Google Play).

### EQUAL EDUCATION OPPORTUNITY/PROHIBITION AGAINST DISCRIMINATION

This district provides an equal educational opportunity for all students. 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, 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 their complaint through the district's complaint procedures.

The district employees responsible for receiving and/or investigating reports of harassment are:

Jaclyn Roscoe, Assistant Director of Pupil Services–Preschool, email: [Jaclyn\\_roscoe@olsd.us](mailto:Jaclyn_roscoe@olsd.us), 740-657-4346

Peter Stern, Assistant Director, Equity and Inclusion, email: [peter\\_stern@olsd.us](mailto:peter_stern@olsd.us), 740-657-4050

For more information about the district's prohibition against bullying, harassment, and discrimination, please see Board Policies 2266, 5517, and 5517.01.

Furthermore, 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 Americans 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 building principal or the district compliance officer.

### **ONLINE ACCESS TO STUDENT INFORMATION**

When applicable, parents can access student lunch account and transportation information via their PowerSchool account. Peer models can pay tuition fees via their PowerSchool account.

### **SCHOOL CLOSINGS AND DELAYS**

In the event of inclement weather, school delays and closings will be posted 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, local television stations (Channels 4, 6, 10 and 28), 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. Afternoon preschool classes will be held at their scheduled time, including afternoon phonology classes. Extended day preschool classes will operate on a two-hour delay. In the event of a school closure, all preschool classes are canceled.

## ATTENDANCE

Attendance as a preschool peer model or a student with special needs is not compulsory and therefore, attendance cannot be required for a child 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. Preschool peers should refer to the Tuition Agreement regarding the terms of attendance and withdrawing.

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 curriculum. Absences for preschool students must be coded as excused or unexcused. Refer to [Olentangy website](#) to see specific locations and program times

The parent or guardian is to notify the preschool receptionist at 740-657-4360 option 1 if their child is absent unless the parent has given previous notification of the absence. When applicable, the receptionist will contact the transportation department about the student absence as well. 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.

## EXCUSED ABSENCES

The following are typical conditions that may excuse a student from school attendance:

- Personal illness or injury (a medical verification note may be required by a preschool administrator);
- Family illness - an emergency situation requiring the student to be absent from school;
- Quarantine of the home by local health officials;
- Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence);
- Observance of a religious holiday consistent with student's established creed or belief;
- Good cause approved by the superintendent;
- Emergency circumstances approved by the preschool administrator.

Students returning to school after an absence may bring a written note from their parents or guardian stating: the dates of absences, the reason for the absences, the parent or guardian signature, and the parent or guardian phone number.

## UNEXCUSED ABSENCES

Upon returning to school following an absence or tardiness, students may give the preschool teacher a note from the parent, guardian or medical professional stating the reason for the absence or tardiness. Parent notes must be submitted, or the absence will be considered unexcused.

## 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.

## WITHDRAWAL FROM SCHOOL

When withdrawing from Olentangy Local Schools, a parent or guardian must notify the preschool secretary to ensure the withdrawal process is completed (i.e., tuition paid (peers), preschool materials are returned in satisfactory condition; special education services next steps documented (IEP students)).

When applicable, 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

Olentangy Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. First and foremost, the district is committed to implementing a system of Positive Behavior Interventions and Supports (PBIS) to promote school safety and good behavior. All students are expected to be responsible citizen 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).

## IMPORTANT NOTICE

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).

## 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.

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/preschool administrator or other appropriate administrator. An investigation will result and shall include documentation of the event, response, and strategy for protecting the victim.

If, during the investigation, the preschool 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.

## DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. No article of clothing shall be worn that distracts from the educational process. Building administrators have the final decision as to the appropriateness of all clothing and attire.



The following are guidelines for students:

- Shoes must be worn at all times and should be safe for the school environment.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
- Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
- Head coverings are only permitted for religious or medical purposes, unless approved by an administrator.
- Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

### PLAYGROUND RULES

Preschool staff are on the playground providing supervision and to support students to learn the following rules. Common sense and safety are the general rule regarding student behavior on the playground.

- 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.
- Running is not permitted when entering or leaving the building.
- All items brought from home must be checked with classroom teachers before they are allowed on the playground.
- The throwing of stones, snowballs, dirt, etc. is never permitted.
- There is to be no fighting or rough games that include tackling, pushing, or shoving.
- Swings, slides, and other playground equipment are used only in a safe manner.
- Students are not to retrieve balls or other items that go outside the playground.
- Students are not to run through or otherwise disrupt someone else's game.

### BEHAVIOR MANAGEMENT

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 themselves or their 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.

**PRESCHOOL MANDATORY HEAD COUNT PROCEDURES**

Both teacher and assistant are responsible for knowing the number of students present at any given point in the day. This includes transitions to different locations throughout the school day. If a student

becomes separated from the class and is unsupervised, the staff member's direct supervisor must be immediately notified.

## TRANSPORTATION

Transportation is provided by the district for special needs students only upon parent request. All transportation requests must be submitted to the preschool special education secretary. Requests can take up to 5 school days for transportation to start. Some preschool students will ride preschool-only buses, while other preschool students will be riding a bus with both preschool and elementary students on it.

All preschool students who ride the school bus are required to wear a safety vest. Safety vests are the property of Olentangy Local Schools. The district has a process for distribution and the collection of the safety vests. All preschool students who are transported by a parent and/or guardian must follow the arrival and dismissal procedures established by each preschool location. More information is available on the Preschool page of the district website.

To that end, the following conduct rules comply with Ohio Administrative Code 3301-83-08 and are called to your attention:

- 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.
- Students must wait quietly in a location clear of traffic and away from the bus stop.
- Student behavior at bus stops must not threaten life, limb, or property of any individual.
- 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.
- 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.
- Students must go directly to an available or assigned seat.
- Students must remain seated, keeping aisles and exits clear.
- Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
- Students must be courteous and respectful to fellow students and to the bus driver.
- Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
- Unnecessary confusion diverts the driver's attention and might result in a serious accident.
- Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons.
- Students must not throw or pass objects on, from or into the bus.
- Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
- Students must treat bus equipment as one would treat valuable furniture in their home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
- Students must not extend any part of their bodies out of the bus windows.

- Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.
- 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.

### **SPECIAL MESSAGE TO PARENTS OF PRESCHOOL, KINDERGARTEN AND FIRST GRADE STUDENTS**

Please be aware that Olentangy Local Schools' bus drivers expect a parent, older sibling, or other adult to meet preschool, 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 their arrival. 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 street's 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 their driver assigned designated place of safety.

### **IF YOUR STUDENT CROSSES THE STREE TO APPROACH A BUS**

Please use these instructions to help your student stay safe while catching the bus.

#### **Morning Pick Up**

**WAIT** for the bus at the designated place of safety, at least 10 feet away from the bus.

**WATCH** for the driver's hand signal.

When the 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.

**ENTER** the bus and promptly sit in assigned seat safely.

#### **Afternoon Drop Off**

**STOP** alongside the roadway, 10 feet from the front of the bus. **LOOK** for the driver's hand signal.

**STOP** at the front edge of the bus. **LOOK** for cars: left, right, left.

**STOP** at your designated place of safety.

**WAIT** for the bus to depart, then proceed to residence.

### **IF YOUR STUDENT DOES NOT CROSS THE STREE TO APPROACH A BUS**

**Morning Pick Up**

**WAIT** for the bus at the designated place of safety, at least 10 feet away from the roadway.

**WAIT** for the bus to stop completely, door to open and for the driver's hand signal to board the bus.

**ENTER** the bus and promptly sit in assigned seat safely.

**Afternoon Drop Off**

**WALK** to designated place of safety, at least 10 feet away from roadway.

**WAIT** for the bus to depart, then proceed to residence.

**STANDARDS, CURRICULUM, SCREENING, AND ASSESSMENT****PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS****INTRODUCTION**

Preschool staff design and implement lessons based on Ohio's Early Learning and Development Standards and uses a variety of curriculum supports. 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, more information can be found at the Ohio Department of Education's website under Early Childhood.

**SCREENING**

Peer Role Models must participate in a screening within 60 days of entrance to the preschool program. Olentangy uses a screening that requires parent input. Parents of peers will be asked to complete a screening tool 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. Standardized tests, such as a criterion-referenced scale, that measure an individual's performance against a set of predetermined criteria or performance standards may be used by staff throughout the school year to guide instruction and curricular decisions.

### **State-Required Assessments for Students with Special Needs**

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 Olentangy are making progress:

Early Childhood Outcome Summary Form (COSF)

Early Learning Assessment (ELA)

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. IEP Progress reports will be made available electronically to parents/guardians through the PowerSchool parent portal. All students will receive two progress reports that will be provided electronically or in paper form, one at the end of each semester. The parents of all students are offered the opportunity for Parent Teacher Conferences two times annually in the Fall and Spring.

### **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. At the preschool level, the diversity liaison's work focuses on education for staff and families.

Starting in school-age, the diversity liaison 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 the preschool diversity liaison or contact Peter Stern, Assistant Director of Equity and Inclusion at [peter\\_stern@olsd.us](mailto:peter_stern@olsd.us).

## **HEALTH AND SAFETY**

### **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. Parents are required by state law to fill out an Emergency Medical Authorization Form, the preschool has additional requirements to the school-age Emergency Medication Authorization Form that are indicated for the parent/guardian. 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.

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 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, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

### **ANIMALS IN SCHOOLS AND 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.

### **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 the student to be checked in at the clinic to verify that they have no live lice before they 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's 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's Safety Plan, our staff routinely trains on many of these procedures. To ensure that the district has accurate contact information, please review the [Back-to-School Forms and PowerSchool Update Instructions](#) and update your account as needed.

### 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 completing and submitting the Vision and Hearing Waiver form each school year.

### 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. 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 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.

## 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 may be 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. When the heat index is between 90- and 95-degrees Fahrenheit, the school will reduce the time outdoors to 15-minute increments. When the heat index is over 95 degrees Fahrenheit, recess will be indoors.

## 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, under Quicklinks on the home page of the district's website, and in the Student Resources section on the district website.

## GENERAL INFORMATION

### COPYRIGHT INFRINGEMENT

Email claims of copyright infringement to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) mail claims to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035.

### PHOTOS AND PUBLICATION

Preschool Specific – In the Back-to-School Forms preschool parents/guardians are asked to complete an online photo and publication release form. Parents are asked to consider giving permission regarding three areas.

### **CLASSROOM USE**

We request permission for your child to have their picture taken or to be videotaped by school staff for use in the preschool classroom. If permission is granted, your child's picture and first name only may be used in teacher created newsletters, books, art projects, videos, or gifts.

### **BUILDING or LOCAL NEWS ORGANIZATIONS**

We request permission for your child to have their picture taken or to be videotaped by school staff or local news organizations. If permission is granted, your child's picture, first name only, work product,

school, grade, or program may be used in newspaper articles, television stories, brochures, website, and other promotional publication and video products.

Any online release will follow the district's Web Guidelines

Student's first name only;

Student photographs, accompanied by not more than the first name of the student; and

Student work (such as, but not limited to artwork, writing sample, videos, etc.).

### **FAMILY ROSTER RELEASE**

We request permission for your child to have their name, address, telephone number and parent(s) name on the class roster for distribution to other classroom parents. Olentangy Schools often 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, videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media.

### **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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

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 written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

### VALUABLE PERSONAL PROPERTY

The school will not accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. 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.