



# MIDDLE SCHOOL STUDENT HANDBOOK

2024-2025



**OLETANGY 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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## MIDDLE SCHOOLS

### **Berkshire**

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

### **Berlin**

2500 Piatt Road  
Delaware, OH 43015  
740-657-5850

### **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

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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** – The district’s website offers a wealth of information about Olentangy, including building information, district policies, school closings and delays, kindergarten registration, top news, the district strategic plan, and curriculum maps. [Regularly visit the website.](#)

**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:

Anna Damceski, Assistant Director, Human Resources, email: [anna\\_damceski@olsd.us](mailto:anna_damceski@olsd.us), 740-657-4050

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

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 Students dropdown menu on the district website.

Parents can access student lunch accounts 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 from the Parents dropdown menu on the district website.

The district website can be found at <https://www.olentangy.k12.oh.us>.

### 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.

## ATTENDANCE

### MIDDLE SCHOOL HOURS

**7:40 a.m. – 2:45 p.m.** - Berkshire Middle School (OBKMS), Hyatts Middle School (OHMS), and Shanahan Middle School (OSMS)

**8:05 a.m. – 3:10 p.m.** - Liberty Middle School (OLMS)

**8:10 a.m. – 3:15 p.m.** - Berlin Middle School (OBLMS) and Orange Middle School (OOMS)

### 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, within 120 minutes after the beginning of each school day, 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:

- 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 AND TARDIES**

The following definitions determine how student absences from school are 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 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 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.

### **EXCESSIVE ABSENCES**

Per Ohio law, the school will notify, in writing, a student's parent/guardian whenever a student is absent from school with combined nonmedical excused absences and unexcused absences in excess of

- thirty-eight (38) or more hours in one (1) school month or
- 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

- for thirty (30) or more consecutive hours, or
- for forty-two (42) or more hours in one (1) school month, or
- 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 students' 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).

### **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 the school principal);
- 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 principal.

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.

The student should report to the attendance office the day they return 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:

On the first offense a student may be issued a detention.

On the second and subsequent offenses a student may be issued a Wednesday or Saturday School.

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 email 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, they must ask their 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 (or the half-day equivalent), 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.

## 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: approve the request, give conditional approval to the request, or 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 (including but not limited to Third Grade Guarantee, district assessments, grade level promotion, and access to academic and/or behavior supports). 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 Alternate Learning Experience or vacation request, the student will meet the following criteria:**

- Submit an Alternate Learning Experience/Student Vacation Application one week prior to the proposed absence;
- Document a valid learning content to the alternate experience, if applicable;
- Demonstrate satisfactory attendance history; and
- The ALE or vacation 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, or 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 Notice, and the following must be met:

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

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 Behavioral Interventions and Supports (PBIS) to promote school safety and good behavior. 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 assume responsibility for their 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)

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.) Misconduct by a student that occurs off school district but is connected to activities or incidents that have occurred on school district property; and 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property 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).

Violation of the Code of Conduct may result in: verbal or written warning or reprimand, parental contact or conference, after-school, morning or lunch detention, referral to school counselor, in-school detention, out-of-school suspension, emergency removal, 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 relation to the offence, or loss of other privileges.

## 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** – 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 the possession of the school/district.

### CODE OF CONDUCT 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 they have 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: **fighting/violence, serious bodily injury, threats or intentions of fighting, violence, or serious bodily injury (see #3 – Threats), 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 they are 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 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 Feral 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 obtain work products by fraudulent or deceptive means, present work as their own when it is not a product of their own mind, 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 are provided for student use for teacher assigned work in courses or programs at the elementary 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.
22. **General Misconduct** – Students shall refrain from throwing objects, 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 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.

### 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.

#### **Definitions**

“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.

“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.

“Tobacco” includes any product containing tobacco or nicotine that is smoked, chewed, inhaled, or placed against the gums.

“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, 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 a comprehensive list.

"Counterfeit controlled substance" or look-alike drug is (Ohio Revised Code §2925.01(O)) means any of the following:

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.

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.

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.

### **Jurisdiction**

This policy extends to use of the above:

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.

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

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

### **STUDENT RESPONSIBILITY**

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

### **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.

### **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 designee and may be required to submit a written report at a later time.

### **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:

The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.

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.

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.

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.

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.

### **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 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. 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.

### **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.

**SEARCHES** – See School’s Right to Search

### 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:

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.

Parents will be notified as soon as practicable, and the student may be removed from classes or the school event.

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.

Parents will consult with the principal or designee.

The following are levels of prohibited offenses and the consequences that will result from the student’s decision not to abide by the school policy.

Tobacco/Vaping: Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices

- First Offense – three days out of school suspension
- Second Offence – three days out of school suspension
- Third and Subsequent Offences – five days out of school suspension

Level I Drug & Alcohol Offense: Possession, use or application of any mood-altering chemical, as defined above

- First Offence – ten days out of school
- Second and Subsequent Offences– ten days out of school suspension with an expulsion recommendation

Level II Drug & Alcohol Offense: Actual or attempted transmitting, selling, supplying, or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia.

- First Offence and Subsequent Offences – ten days out of school suspension with an expulsion recommendation

### **Suspension/Discipline Reduction Options**

Three (3) 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 a required education program and an assessment with a certified chemical dependency counselor or district approved resource.

Ten (10) days 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 a required education program and an assessment with a certified chemical dependency counselor or district approved resource.

### **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 their 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/or district approved resource 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). The student must waive their rights of confidentiality so that verification of the assessment can be made and/or provide proof of a completed assessment to the principal or 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 designee. Parents must sign a release of information to the principal or designee so that the student's progress in the program can be followed and written verification of completion given to the principal or 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 their 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 required education and assessment, 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, 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, racist, 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, see Board Policy 2260.

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. 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:
- Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
- Tops must have shoulder straps.
- Shorts and skirts must reach the mid-thigh.
- Appropriate footwear 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 a principal.

- Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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 school Dress Code:

**First Offense:** The student will be sent to the main office. Student will change clothes or will be sent home to change their 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.

**Second Offense:** Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.

**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. 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 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.

### **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:

Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.

Students are to sign in upon arrival.

Students are to bring schoolwork.

Talking is not permitted.

Appropriate breaks will be determined by the monitor.

Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.

No sleeping will be permitted.

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

Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.

Students are to bring schoolwork.

Parents will be notified of In-School Detention.

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.

Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.

Besides work (e.g., picking up litter in the parks) students will have a short break, lunch, and a study session.

Upon completing the program, students will have earned the right to make up work missed while serving SAP.

The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at DACC and take the Olentangy bus back to their

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

The program supervisor will transport the students to the work area.

Students will receive credit for participation based on their work performance and overall behavior.

Students may be required to repeat any segment of the program if they only earn partial credit.

The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.

Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.

Students must follow all school and juvenile court policies.

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

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

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.

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.

Parents will be notified of the student's rights to appeal.

Students may not attend any school functions, home or away, while serving Out-of-School Suspension.

Students serving Out-of-School Suspension 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, unless an exception is made by the school administrator.

### **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 their 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 their 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 their 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:

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;

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

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:

Rape, gross sexual imposition or felonious sexual penetration;

Murder, manslaughter, felonious or aggravated assault;

Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

### **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 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.

### **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:

The student will be informed in writing of the potential suspension and the reasons for the proposed action.

The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain their actions.

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.

### DANCES

Only students from the sponsoring middle school will be admitted to dances. No guests will be allowed. Also, the sponsoring organization is expected to assist with cleanup after the dance.

Expectations for middle school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave, they are not permitted to return, and chaperones are required at all school dances.

### HALL PASSES

No student may be out of his assigned classroom without an approved pass.

### QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

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 by law enforcement or child welfare agencies 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 the parent (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 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.

## TRANSPORTATION

### BUS RULES

Notice to students: Buses are equipped with video and audio surveillance equipment that may be used in the investigate Code of Conduct violations. 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. 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 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.
- 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 not use profane or abusive language.
- Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons.
- Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device. (Ohio Administrative Code 3301.83.08 and Ohio Revised Code §2151.87).
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
- 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.

Using cellular phones, wearable technology, or electronic devices on an Olentangy school bus will be determined at the driver's discretion. 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:

Drivers will confer with the student.

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.

Examples of 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 and/or any other infraction of the building's student behavior code.

#### **Recommended Consequences for Level I infractions**

First Written Report – principal action

Second Written Report – 3 days off the bus

Third Written Report – 5 days off the bus

Fourth Written Report – 10 days off the bus

**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.

Examples of Level II infractions 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, and/or any action resulting in injury or threat of injury.

#### **Recommended Consequences for Level II infractions**

First Written Report – principal action

Second Written Report – 5 days off the bus

Third Written Report – 10 days off the bus

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 transportation specialist of the disciplinary action taken. It is then the transportation supervisor or transportation specialist's responsibility to inform the driver of that action.

#### **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 STREET 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 STREET 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.

**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, they 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 or designee.



## CURRICULUM, INSTRUCTION, AND ASSESSMENT

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 and assesses fees when appropriate for consumable supplies as identified in the fee schedule. Each student is responsible for all instructional materials loaned to them 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 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.

#### **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, and 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 them 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), visit our website and refer to the Olentangy Local Schools High School Course Planning Guide. Click on the following link to read additional College Credit Plus information: [Department of Higher Education College Credit Plus](#).

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 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 Peter Stern, Assistant Director of Equity and Inclusion at [peter\\_stern@olsd.us](mailto:peter_stern@olsd.us).

### **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 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. Students will only be released during the course of the trip to parents or guardians. 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.

### **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.

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.

### **LIBRARY/MEDIA CENTER**

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. 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.

## TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers, network, internet connection, and their assigned student account(s) 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 electronic devices, personal or school owned, that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Student accounts are defined as accounts provided for student use by the district or a teacher to access resources or materials to complete educational work either within a school building or while at an offsite location.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. 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 or student accounts, including any violation of these rules, may result in cancellation of privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents or guardians and students are advised that the Board makes every effort but may not be able to technologically limit access to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Use of student accounts or equipment which takes place on an internet connection other than the Board's will not inherently contain equivalent protections. It is impossible to guarantee students will not gain access to information and communications that they and/or their parents or guardians may find inappropriate, offensive, objectionable, or controversial regardless of internet connection used. No privacy in communication over the internet and the network is to be expected.

Student use of the district's computers, network, accounts, resources, and internet services (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.

The use of Artificial Intelligence (AI) or Natural Language Processing (NLP) sites or services by students is governed by Board Policy 7540.03 Student Acceptable Use and Safety. Students should be aware of the guidelines for the appropriate use of these services and the expectations for academic integrity.

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any (not all encompassing): directories, files, documents, messages, and/or network activity.

If these items are residing on, sent through, or created using the network or a student account. 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:

Students shall only access district resources by using their assigned account. Use of another person's account or password is prohibited. Students may not allow others to utilize their password. Students will log out of their accounts when they are finished using a device. If a previous session is found logged

in under another student's account, it is expected that the previous account is logged off and the next student will properly log in under their own account.

Students shall not intentionally seek out, obtain copies of, or modify data, or passwords belonging to other users. Students may not portray or imitate other user's accounts.

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 ran, as required, for that course of study's requirements with teacher supervision.

Students shall 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, extensions, or apps on the school's computers without express permission.

Students shall not use the internet or network to engage in hacking or other unlawful activities. These activities may include but are not limited to privilege escalation, exploitation of system vulnerabilities, data harvesting, or user impersonation.

Students are not permitted to perform security or penetration testing on the district network for any reason without explicit permission from the technology department. This can include network mapping, scans, vulnerability scanning or other forms of reconnaissance.

Students who discover flaws or vulnerabilities in the district network or systems will utilize responsible reporting practices and notify the district technology department. Use of discovered vulnerabilities for malicious or unauthorized activities is prohibited.

Students shall 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.

Students should only use computer programs or websites approved by the classroom teacher.

The district staff may review computer files, messages, or other communications that are created by the student. Material may be reviewed for grading, appropriate content, or misuse. It may also be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.

Students may utilize district technology to participate in online learning or related group discussion as directed by teachers. This may include the use of district-approved technology, such as Microsoft Teams, to chat or communicate with staff and other students. Students will utilize applications as directed and should practice proper digital citizenship including not disrupting other students, participating in cyberbullying, using profanity, or making transient threats of harm.

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.

Students may not have food or drink when working on school computers.

All copyright laws are to be enforced. Illegally downloading, displaying, or sharing copyrighted works such as movies, songs, books, or games is prohibited.

Students are not to unplug or change any computer device or network connections.

Students are not to change any display screen settings.

Students are not to change any program's toolbars or settings.

Students are not to add or delete any program icons on the desktop or Start Menu.

Students are not to modify or remove any identifying labels on computer equipment.

Students are not to modify or remove any printer settings.

Students are not to remove, disassemble, modify, damage, or destroy any components of a computer, networking device, or other piece of technology.

Students will not remove technology resources from their assigned building without recorded permission from building leadership or the technology department. Any equipment approved to be used offsite will adhere to all aspects of this technology usage policy and the device should only be used for classwork or designated needs. Systems should not be considered a replacement device through which to conduct personal activities.

Malicious use of computers or the school's network to develop programs that harass other users or infiltrate any other computer system and/or damage the software components of a computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt the network's use by others.

Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

Students are to advise school staff when a school's computer malfunctions in any way (example: a program is not opening or closing properly) the teacher will notify the technical support staff so that the computer can be repaired.

The possession of; or the taking, disseminating, transferring, or sharing content including but not limited to 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.

Students should practice proper digital citizenship and digital civility while interacting with others on the network. Communication on the network that threatens, harasses, or bullies others should be reported to the building administrator or another trusted adult.

Students should not make transient threats of harm using district technology, applications, or accounts. Any threat of harm may be reviewed, and disciplinary actions taken.

The use of electronic devices for recording purposes must have prior approval.

Students may not send unsolicited or unwanted documents, messages, images, or data to other students or staff. Receiving unsolicited or unwanted content should be reported to staff or building leadership. Content found to violate the Student Code of Conduct may result in disciplinary actions being taken.

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, wearable technology, or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones, wearable technology, 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, wearable technology, or electronic devices may only be returned to their parent or guardian.

Wearable devices such as smartwatches, fitness trackers, or devices with similar functionality should only be used in designated areas or during designated times as determined by building administration. Staff may ask students to remove or disable wearable technology depending on classroom or building activities or if the device serves as a distraction/disruption to learning activities. If parents or guardians feel they need to contact or communicate with the student while class is in session, contact should go through the building's main office as opposed to messaging or calling directly to a wearable device.

Olentangy will provide access to filtered wireless internet and the myOLSD(Schoology, PowerSchool, Google Drive, district email, etc.) for personally owned computing devices for educational purposes. The Technology Usage Policy fully applies to personal computing devices. Configuration changes, installed software, or tools which violate the Code of Conduct or negatively impact the network may result in the loss of privilege to utilize a personal device. This privilege may be restored when the device is determined to no longer violate this policy or negatively impact the network.

District computers should not be used for playing games unless sanctioned through a classroom or club activity and only during times directed by a club advisor or teacher. If gaming activities are disruptive or negatively impact the learning environment, they may be blocked.

Students are not allowed to circumvent the internet filter or click-through warnings. This includes through the use of Virtual Private Network (VPN) providers or internet proxies. Personal computing devices are not to be attached to the Olentangy network other than the wireless network provided for student use. Computing devices that have been determined to be a threat to network integrity will be immediately removed from the network and will not be allowed to connect until the technology department is assured that the cause for removal has been resolved.

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by agreeing to the handbook awareness statement specifically understand 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.

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.

Student speech online is a protected right; however, this right is not unlimited. Student speech which occurs on school grounds or through the use of district technology should adhere to the Student Code of Conduct. Statements of cyberbullying, threats, harassment, or other speech that impacts the schooling environment or violates the Code of Conduct can be addressed by the district.

Student speech that takes place outside of school grounds and utilizes personal accounts or technology are the responsibility of the parent or guardian to monitor or address. Student speech which occurs off school grounds but creates a severe disruption to the school environment can also be addressed by school administration or applicable law enforcement.

Parents and guardians should discuss proper and appropriate use of social media or other services with their students and be aware of their student's actions online. Student speech that occurs on public social media or other sites or services falls under that platform's terms of service. The district does not have direct control over the public speech of its students and cannot directly remove content from public services. If the district becomes aware of inappropriate accounts or content, the content may be reported to the social network or site, but this does not guarantee the removal of the content in a timely fashion or at all.

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 properly cited as a source or reference material. The Board will not be responsible for financial obligations arising through the unauthorized use of the network. Students, parents, or guardians 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 may be limited to those students whose parents or guardians have acknowledged the Student Handbook and this Technology Usage Policy.

The use of technology outside of the district network (for example a home internet connection or cellular network or hotspot) may not provide the same levels of filtering, monitoring, or protections as outlined in this handbook. Parents and guardians should be aware of these limitations and ensure adequate expectations are established for the responsible use of technology outside of the district network.

Please note Olentangy will not be able to provide technical support for personal computing devices. The district will not be responsible for lost, stolen, or damaged property whether it be by accidental or malicious means including but not limited to other users, viruses, malware, spyware, or bot traffic.

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 their grade will be determined, they should ask the teacher.

## STUDENT AVERAGE

The student average is computed by using the grading scale below. The point value for each letter grade earned as a quarter grade is averaged to determine the student quarter average. Only the current quarter grades are used in determining this average.

## GRADING SCALE

**Letter Grade = A;** Percentage = 93-100%; Point value = 4.0

**Letter Grade = A minus;** Percentage = 90-92%; Point value = 3.67

**Letter Grade = B+;** Percentage = 87-89%; Point value = 3.33

**Letter Grade = B;** Percentage = 83-86%; Point value = 3.00

**Letter Grade = B minus;** Percentage = 80-82%; Point value = 2.67

**Letter Grade = C+;** Percentage = 77-79%; Point value = 2.33

**Letter Grade = C;** Percentage = 73-76%; Point value = 2.00

**Letter Grade = C minus;** Percentage = 70-72%; Point value = 1.67

**Letter Grade = D+;** Percentage = 67-69%; Point value = 1.33

**Letter Grade = D;** Percentage = 63-66%; Point value = 1.00

**Letter Grade = D minus;** Percentage = 60-62%; Point value = 0.67

**Letter Grade = F;** Percentage = 0-59%; Point value = 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.

### 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. Specific information regarding graduation requirements can be found in the High School Course Planning Guide.

### 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, 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 themselves, 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](#).

## 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.

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 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.

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 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.

### **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, 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.

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.

## 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.

## SUICIDE PREVENTION AND MENTAL HEALTH 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).

The resources below are available to you if you feel you or someone in your household may harm themselves or someone else.

### **Olentangy Stay Safe. Speak Up! hotline**

Website link: <https://staysafespeakup.app/Welcome/district/OLSD>

Call Hotline: 1-866-547-8362

### **988 Suicide & Crisis Lifeline**

Website link: <https://988lifeline.org/>

Call Lifeline: Dial 988

### **Toll-free number 1-800-273-TALK (1-800-273-8255)**

### **988 Suicide & Crisis Lifeline Chat and Text**

You will be connected to a skilled, trained counselor in your area.

Website link: <https://988lifeline.org/chat/>

### **National Domestic Violence Hotline**

Website link: <https://www.thehotline.org/>

Call Hotline: 1-800-799-7233 and TTY 1-800-787-3224

The resources below are available if you are feeling overwhelmed with emotions like sadness, depression, or anxiety.

### **Disaster Distress Helpline**

Website link: <https://www.samhsa.gov/find-help/disaster-distress-helpline>

Call Helpline: 1-800-985-5990 or text TalkWithUs to 66746

Find Treatment or Mental Health Providers in Your Area

### **Helpline**

Website link: <https://helplinedelmor.org/>

Call: 800-684-2324 or 740-369-3316

### **Substance Abuse and Mental Health Services Administration (SAMHSA) Find Treatment**

Website link: <https://www.samhsa.gov/find-help>

### **Mental Health Resources**

American Psychological Association – Website link: [www.apa.org](http://www.apa.org)

National Alliance on Mental Illness – Website link: <https://www.nami.org/Home>

Mental Health America of Ohio – Website link: <https://mhaohio.org/>

NAMI Ohio – Website link: <https://namiohio.org/>

## **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.

### **FEES**

According to Policy 6152-Students Fees, Fines, and Charges, and as authorized by Ohio Revised Code §3313.642, 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.

### **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 CheckRedi 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 CheckRedi to collect a \$35.00 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 CheckRedi at 800-239-1222.

### **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, and the free and reduced-price program 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 account in advance to pay for meals. Deposits may be made online through the 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:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740-657-4050 or by visiting the Olentangy Local Schools website <https://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 their 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 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 must approve all posters/announcements.

### 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 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 2 – Fact and Possible Resolution**

If the complainant or the teacher is not satisfied with the outcome of Step 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 1. This step is to be informal and verbal. No further action will be taken beyond Step 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 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 they so determine. 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 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 STUDENT PHOTOS AND WORK ONLINE**

Olentangy Schools 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. 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 photographs, accompanied by not more than the first name of the student; and

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

If you do not want your student's information used in a web-based environment, please submit a written request to the Communications Department. 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**

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 such as 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 listed above. 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.

### **RELEASE OF STUDENT RECORDS**

Students and parents are hereby notified that administration will forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks, or intends to enroll, or is instructed to enroll, on a full-time or part-time basis.

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.

The following is designated as directory information, which may be disclosed without prior written consent: a student's name, mailing 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 written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

### RIGHTS REGARDING SURVEYS

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

political affiliations or beliefs of the student or their parents;

mental or psychological problems of the student or their family;

sex behavior or attitudes;

illegal, anti-social, self-incriminating or demeaning behavior;

critical appraisals of other individuals with whom respondents have close family relationships;

legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

religious practices, affiliations, or beliefs of the student or their parents; or

income (other than that required by law to determine eligibility for participation in a program or receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the

survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

### **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.

### **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. 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.

## 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, they 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 CheckRedi at 800-239-1222.

### 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.