



OLENTANGY

STUDENT HANDBOOK

2026-2027



OLENTANGY SCHOOLSSM

Approved by the Board of Education on May 7, 2026.

OLENTANGY SCHOOLS

Administrative Offices

7840 Graphics Way

Lewis Center, OH 43035

740-657-4050

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

BOARD OF EDUCATION

Mr. Brandon Lester	Board President
Dr. Elizabeth Wallick	Board Vice President
Mr. Brad Rellinger	Board Member
Dr. Kevin Daberkow	Board Member
Ms. Lizett Schreiber	Board Member

HIGH SCHOOLS

Olentangy Berlin High School

3140 Berlin Station Road
Delaware, OH 43015
740-657-5900

Olentangy Liberty High School

3584 Home Road
Powell, OH 43065
740-657-4200

Olentangy High School

675 Lewis Center Road
Lewis Center, OH 43035
740-657-4100

Olentangy Orange High School

2840 East Orange Road
Lewis Center, OH 43035
740-657-5100

PROGRAMS

OASIS

814 Shanahan Road
Lewis Center, OH 43035
740-657-4331

Olentangy Academy

7774 Graphics Way
Lewis Center, OH 43035
740-657-5800

Academy for Community Transition (ACT)

STEM Academy (science, technology, engineering, and math)

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

ELEMENTARY SCHOOLS

Alum Creek

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

Arrowhead

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

Cheshire

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

Freedom Trail

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

Glen Oak

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

Heritage

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

Indian Springs

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

Johnnycake Corners

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

Liberty Tree

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

Oak Creek

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

Olentangy Meadows

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

Peachblow Crossing

4222 Piatt Road
Lewis Center, OH 43035
740-657-5450

Scioto Ridge

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

Shale Meadows

4458 North Road
Lewis Center, OH 43035
740-657-5830

Tyler Run

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

Walnut Creek

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

Wyandot Run

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

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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. The majority of information in our handbook 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 guidelines 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 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](#), [X](#), [Instagram](#), [LinkedIn](#), [YouTube](#) and [Nextdoor](#).

Mobile App – The district’s free mobile app makes it easy to receive customizable school news, school building and district calendars, cafeteria menus, as well as the district Stay Safe, Speak Up! Helpline, and more – all assessable on 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 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, sexual orientation, gender 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, sexual orientation, gender 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 delegating investigation of reports of harassment are:

Anna Damceski, Assistant Director, Human Resources, email: anna_damceski@olsd.us, 740-657-4050

Josh McDaniels, Assistant Director, Human Resources, email: josh_mcdaniels@olsd.us, 740-657-4050

James Kim, Assistant Director of Compliance, email: james_kim@olsd.us, 740-657-4050

Peter Stern, Assistant Director of Student and Staff Experience, email: 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 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 Schools also comply 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 of students in grades 3-12 can access student courses, class materials, online assignments, and course calendar information via their Schoology account. Parents of students in

grades K-2 can access the same information through Seesaw. To access Schoology, Seesaw and PowerSchool use 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, local radio stations, 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

Regular school attendance is not only essential for academic achievement but is also required by law. Frequent absences interfere with progress in mastering knowledge and skill.

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 200 minutes will be considered a half-day (1/2 day) absent.

Full-Day Absence – Students who are in school for less than 90 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 unpenalized 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.

Special note regarding students 18 years of age and older: If, during the school year, the student accumulates 21 or more unexcused absences, the school may proceed with a recommendation to withdraw the student from school for non-attendance.

CHRONIC ABSENTEEISM

Ohio law defines chronically absenteeism as missing at least 10 (ten) percent of the minimum hours required in the school year. Time missed from school for any reason, including excused and unexcused absences, count towards chronic absenteeism. Ohio law requires that schools must communicate about attendance concerns when the student has missed 5 (five) percent of the minimum number of hours for any reason.

PARENT NOTIFICATION OF EXCESSIVE ABSENCES

When a student of compulsory school age is absent from school in excess of 23 hours or more for kindergarten students and 45 hours or more for students in grades 1-12, the school shall notify the child's parent or guardian of the child's absences, in writing. Written notice will be sent within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention strategy listed in Board policy may be taken. If the students continue to miss time away from school, the building administrative staff will contact the family to engage in conversation to improve the student's attendance. Any appropriate intervention strategy may be used to assist the student in improving their attendance.

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 (which may include a County School Attendance Officer), 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

- 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);
- Up to three (3) religious expression days for each school year to take holidays for reasons of faith or religious or spiritual belief system or to participate in organized activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. Students who are absent under this provision shall be provided with alternative accommodations with regard to examinations and other academic requirements missed if, no later than fourteen (14) days from the start of the school year, or the date of enrollment for transfer students, their parent or guardian provides the school principal with written notice of up to three (3) specific dates for which alternative accommodations are requested;
- Good cause approved by the superintendent.

Students returning to school after an absence may bring a written note from their parents or guardian within two weeks of the date of the absence 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 detention.

On the second offense a student may be issued a Wednesday or Saturday School.

On the third offense a student may be issued In-School Detention.

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 under Ohio law to report

certain 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. Students should not contact parents directly from a personal device.

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. An Elementary student must have an authorized adult come to the office to sign the student out. The adult may be required to show identification to verify the release of the student. 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, religious expression days, concurrent enrollment, medical/dental appointments, and special family situations may be excused by an administrator.

ATTENDANCE AT A DRIVER'S EDUCATION COURSE

The school will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year (limited to a total of eight (8) hours), provided that the absence does not occur during a core curriculum subject course. The Board deems all graded courses to be core curriculum, including, but not limited to, courses that have State-approved learning standards. Days missed do not need to be consecutive. Students who miss school to attend a driver's education course are required to complete any missed classroom assignments.

COLLEGE VISITATION PROCEDURES

Submit a College Visitation Request form to the attendance office in advance. College visitation days are limited to three days total per year and are only for 11th and 12th grade students.

SPECIAL ABSENCES

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

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. More information on student vacations can be found in Administrative Guideline 5200. 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 or vacation 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;
- Is in good academic standing;
- 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.
- Demonstrate satisfactory attendance history – has not missed 5% of the minimum number of hours for any reason.

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 Schools, a parent or guardian must 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. Except for withholding reasons under Ohio law, your child's records will be sent within 5 school days after receiving a request for records from the new school.

The superintendent is required to report those students who drop out of school to the Bureau of Motor Vehicles. The Bureau of Motor Vehicles may revoke the driver's license of the student.

CODE OF CONDUCT

Olentangy 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 policies prohibiting violent, disruptive, or inappropriate behavior by its students, which may subject the student to discipline. (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 staff member or administrator. 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 applies while students are on school property or involved in any school activity, regardless of location. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, field trips and other school trips, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct applies to 1) Misconduct by a student that occurs off school district property but is connected to school; 2) Misconduct by a student that, regardless of where it occurs, is directed at a school district official, employee, or student and constitutes serious or severe harassment; or 3) Misconduct that is reasonably likely to or has the effect of materially disrupting classwork or the order of the school or invades the rights of others.

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. Depending on the nature of the violation, students may participate in restorative practices and/or other supportive interventions.

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 may become part of a student's education record. These recordings are protected by the Family Educational Rights and Privacy Act (FERPA).

CODE OF CONDUCT VIOLATIONS

1. **Substantial 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 is not limited to 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. (See 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. Conduct that poses imminent and severe endangerment to the health and safety of themselves, peers, or school employees, such as bomb threats, hit lists, or other threats of serious violence, 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, sexual orientation, gender 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 the personal property of others. Students shall not touch or handle another person's property without their authorization. Students must pay for any damage 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, pushing, shoving, slapping, or any other unwanted touching.**
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 minimum of 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 an offensive or defensive purposes, 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 may include but not be 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 Ohio law, 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 from others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Academic Dishonesty and Plagiarism** – 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. As per Policy 5500, unauthorized use of Artificial Intelligence tools is considered a form of plagiarism. 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 inappropriate 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 is any act or coercion of another to do any act of initiation that causes harm or creates a substantial risk of causing harm to any person, including physical and/or mental harm, and regardless of whether permission or consent is given by the individual subject to hazing/initiation.
20. **Technology and Personal Communication Devices (PCDs) Misuse/Abuse** – Computers and/or technology are provided for student use for teacher assigned work in courses or programs. Use of PCDs, as outlined in Policy 5136, shall be prohibited during the instructional day. Students are permitted to possess a PCD on their person as long as they remain stored out of sight.
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 engaging in any inappropriate or unlawful behaviors, such as, but not limited to, throwing objects, being abusive, or otherwise causing a material disruption at school due to their behavior. Be a good citizen and respect the rights 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 Schools to ensure 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 this handbook.

STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy 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, unauthorized 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 kept in the original container that states the student’s name and directions for proper use, and stored, consumed, and/or otherwise administered according to Policy 5330-Use of Medications.

“Counterfeit controlled substance” or look-alike drug (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 RESPONSIBILITIES

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 student's 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 by the law enforcement official who, at their discretion, may conduct an investigation.

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 actions. 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:

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

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.

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.

Detailed below are the levels of prohibited offenses and the consequences that will result from the student’s decision not to abide by the school policy. Violations are cumulative within grades 7-12.

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 Offense – three days out of school suspension
- Third and Subsequent Offenses – five days out of school suspension

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

- First Offense – ten days out of school

- Second and Subsequent Offenses– 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 Offenses – 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 regarding 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 resources 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/parent must execute a consent release of information 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 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 school activities, 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 a 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 or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. Permission, consent, or assumption of risk by an individual subjected to hazing is not an exception or excuse.

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); or, violence within a dating relationship.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature including, but not 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 harassment may involve the behavior of a person of any sex or gender against a person of any sex or gender. Sexual harassment creates a hostile environment when it is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity. 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 2266.

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 school plan for protecting the alleged victim and supportive measures to the parties.

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, the administrator will report the alleged misconduct to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 or 2266.

A victim of student misconduct has the legal right to file criminal, civil, and/or other administrative complaints, such as with the U.S. Department of Education's Office for Civil Rights, simultaneous to the district's investigation. In bringing a complaint to the district, students or parents may in most instances 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 incident(s). However, this may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

Retaliation against any person who reports, participates, or is believed to have reported or participated in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and/or dating 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 5517.01. The Board 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 the above policies and may be subject to Code of Conduct violation.

DRESS CODE

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

The following are guidelines for students:

- Appropriate footwear must be worn at all times and should be safe for the school environment or class in which the student is participating.
- 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 is harassing or may reasonably create a substantial disruption to the school environment, or promotes illegal substances (including alcohol, drugs, tobacco), or that is vulgar, profane, or lewd is prohibited.

- Sunglasses will not be permitted in school unless worn for medical purposes or approved by the 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. The following procedures apply to violations of the 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 and beverages.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

At the discretion of the cafeteria duty teacher, high school seniors (only) may eat on the patio or designated area during their lunch periods. Students are not permitted in unauthorized areas. Failure to obey this rule may result in school discipline.

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

PLAYGROUND RULES

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

- Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar, profane, or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information.
- Running is not permitted when entering or leaving the building.
- All items brought from home must be checked with classroom teachers before they are allowed on the playground. Personal communication devices, wearable technology, and electronic games or devices are not allowed to be used on the playground.
- The throwing or kicking of stones, snowballs, dirt, etc. is never permitted.
- There is to be no fighting or rough games that include tackling, pushing, or shoving.
- Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
- Students are not to retrieve balls or other items that go outside the playground without staff permission.
- Students are not to run through or otherwise disrupt someone else's game.
- Whether verbal, physical, or written, any hazing, intimidation, bullying, or sexual harassment is strictly prohibited.

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. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

SATURDAY OR WEDNESDAY SCHOOL

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

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 in accordance with Board policy and Ohio law. 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 have 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 the above offenses, 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 180 school days for certain violations, 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 appeal the suspension or expulsion to the Board's 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

For high school, dances are open to district students only with the exception of prom and homecoming(s). All high school dances are open to students in grades 9-12 only. All other guests must be pre-approved by the administration. Some dances may be designated as advance ticket sales only. For middle school, only students from the sponsoring organization will be admitted to the dance.

The sponsoring organization is expected to assist with cleanup after the dance. Expectations for both middle and high school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave, they are not permitted to return, and chaperones are required at all school dances.

High school students and their guests attending dances will acknowledge the following:

Dance admission fees are non-refundable.

The Student Code of Conduct applies to all students and their guests, including the prohibition against the use or possession of tobacco, drugs, alcohol, and any mind-altering substances.

The parking lot is off-limits unless students are entering or leaving the dance. Loitering will not be permitted.

There are no re-entries. Once the student leaves the dance, they may not return.

Students will be required to demonstrate good character, maintain high community standards, follow all dance rules, and be courteous to all students and chaperones.

Sexually explicit or dangerous dancing will not be permitted at any time. Sexually explicit dancing includes freaking, grinding, inappropriate or vulgar backside dancing or any other type of dancing which could be construed as provocative or vulgar. Dangerous dancing includes violent or “mosh pit” style dancing.

Any deviation from these rules may lead to removal from the dance and/or appropriate school consequences. The purpose of this code of conduct is to promote healthy, safe, and enjoyable dances for all students. The above behavior expectations are designed to ensure a positive dance environment.

DRIVING REGULATIONS

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students who granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. Olentangy Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

- Any student wishing to drive to school must abide by all applicable state laws and the following rules.
- Students with a probationary license must obey all applicable restrictions.
- Students must observe a proper speed while on the school grounds.
- Students must park only in the designated parking spots within the proper student parking lot.
- Students may not park in faculty or visitor parking lots.

- Students are not to drive on the grass.
- School buses have the right-of-way at all times.
- Driving privileges may be denied for violation of Attendance Policies (including absences, tardies and/or leaving school without permission).
- To be issued a parking permit, students are to complete a Pupil Driving Permit Registration and Agreement form. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school.
- Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or designee.

Loss of Driving Privileges: The superintendent of the school district may revoke driving privileges if a student of compulsory school age has:

Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;

Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;

Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,

Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A), (B), (D), or (E) (1), knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity, or on a school bus.

The superintendent may be required to notify the registrar of motor vehicles and the juvenile judge of the county for certain offenses, and the registrar of motor vehicles may be required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law. The student will have an opportunity to present evidence that they have not been habitually absent without legitimate excuse.

HALL PASSES

No student may be out of the 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, in instances where a parent is not the alleged perpetrator, the building administrator will attempt to contact a parent prior to questioning. The building administrator or designee (such as a school counselor) shall 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. See Board Policy 5540.

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 or other substances.

Search of a student and/or 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 a law or school rule. 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

EXPECTATIONS FOR STUDENT CONDUCT ON OLENTANGY SCHOOL BUSES

Buses are equipped with video and audio surveillance equipment that may be used in the investigation of 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. Each family reviews an electronic 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 important to be known, and adhered to by all bus riders.

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 actions to be determined by the principal and/or transportation director.

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

Student Expectations: Boarding the Bus

- 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 10 feet away from the bus stop and clear of traffic), the bus is not required to wait.

- 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 make 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 so the bus may safely resume motion.
- Students must remain seated, keeping aisles and exits clear.

General Expectations for Student Conduct

- 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 making unnecessary noises or horseplay and/or fighting that can divert the driver's attention, creating unsafe conditions that may result in a serious accident.
- Students must not use profane or abusive language.
- Students must refrain from chewing gum, eating, or 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 onto the bus.
- Students may carry on the bus only objects that can be held in their laps without impacting seating and comply with the Ohio Administrative Code 3301-83-20. 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.

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,

bully, intimidation, or 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 from transportation privileges.

Follow-up Communication

Following the disciplinary action taken with a student, it is the building 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.

Expectations for Usage of Technology

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.

SPECIAL MESSAGE TO PARENTS OF KINDERGARTEN AND FIRST GRADE STUDENTS

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

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

DESIGNATED PLACE OF SAFETY

All students who ride a school bus are assigned a designated place of safety on the 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 students 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 at the building and confirmation received from the Transportation Office that the request can be accommodated. If approved, 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 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 provides all necessary instructional materials. However, there may be a fee associated with some courses as identified in the course guide and 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 for paying for any instructional materials that are lost, destroyed, stolen, or damaged.

ALTERNATE EDUCATION PROGRAMS

Olentangy Academy: Supporting Individualized Success (OASIS)

The Olentangy 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 spend half of their day at Olentangy Academy and will be transported 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 students' 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.

For middle school students, 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.

Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 1st except for the following reasons: mechanical error changes, changes necessitated by failures, class balancing (guidance and administrative), subject-level changes (teacher recommendations), addition of class in lieu of study hall during the same period, and/or administrative (teacher/guidance) recommendation.

If a student wishes to appeal the schedule change, the following steps will be adhered to:

- Appeal Form must be obtained from the student services office.
- Teachers, parents, and students must properly sign the Appeal Form.
- The form must be returned to the student services office for consideration by the Appeal Committee.
- The school counselor will then notify the student of the committee's decision.
- Schedule change appeals must be submitted by the end of the 25th day of the school year.

If a high school student is permitted to withdraw from a course after the beginning of the school year, the student may receive a Withdraw Pass "WP" or withdraw fail "WF" on their transcript.

Dropping classes – While we hope students have scheduled courses that make sense for academic and personal growth goals, we recognize the factors outside of a student's control in completing the course may occur after the class begins; therefore, the drop policy outlined in the items below will encourage students to talk to their teachers, reach out for help, if needed, and/or consult their families and/or school counselors for a source of guidance, when considering a drop of a class from their schedule.

Drop Policy – full year classes- For classes scheduled for the full year, students will be allowed to drop a class in the first quarter without any penalty; a drop of a class in the second quarter would generate a grade on the transcript of Withdraw (W)*; and, during the third or fourth quarters, a drop of a class would generate a grade on a transcript of withdraw fail (WF).

Drop Policy – semester-length classes – For classes scheduled in one semester, a drop without penalty will be allowable through the first 25% of the course or the interim period; a drop that takes place during the second 25% of the course would lead to a Withdraw (W)* on the transcript, and a drop that takes place in the second half or second 50% of the semester would lead to a withdraw fail (WF) on the transcript.

SCHOOL COUNSELOR SERVICES

High school and middle school counselor services may include assistance in planning future education, interpretation of test scores, occupational information, career information, college information, help in improving study skills, scheduling assistance, and help with home, school or social concerns.

Should a student desire to talk with a school counselor, they should make an appointment in advance. Students will be given appointments during study halls only. No student should miss a scheduled class unless they do not have any study halls, or an emergency exists. Counseling Services will also designate office hours for walk-in students during lunch.

Elementary school counselors help students achieve success through academic, personal/social, and career development. A school counselor is on staff in every elementary building in the Olentangy School District. School counselors are professional educators who assist students in the development of their self-concept, decision making skills, communication skills and character.

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. Students must submit the CCP Intent to Participate form by April 1, 2026, if they plan to enroll in Summer (2026), Fall (2026), or Spring (2027) semesters of the upcoming academic year. If a student intends to participate only in the Spring semester (2027), the Intent form is due by November 1, 2026, of the preceding year. 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 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.

CREDIT FLEXIBILITY

The district's Credit Flexibility Plan offers options to students to earn high school credit by testing out or showing mastery of course content; pursuing an educational option and/or an individually approved option; and/or any combination of the above.

If a student is using Credit Flexibility to receive equivalent graduation credit, they must apply for and receive approval from the school district in advance. Approved credit awarded through this policy will be posted on the student's transcript and count toward a student's grade point average (GPA), class rank and as graduation credit in the related subject areas or as an elective. The school district will include details of the Credit Flexibility policy and program on the district website.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning are integral to the curriculum and 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 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 advisor 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 Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners. For additional information, visit Olentangy's [Gifted Services](#) webpage.

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.

PE WAIVER

In accordance with Section 3313.603 of the Ohio Revised Code, students in grades 9-11 may be excused from all physical education course requirements by participating in district-sponsored interscholastic athletics, marching band, cheerleading, show choir, or JROTC for at least two seasons (or two full years for JROTC). Students in grade 12 who have not completed the waiver requirements or taken a physical education course will be automatically enrolled in physical education their senior year. The Olentangy Board of Education shall not require the student to participate in a physical education course as a condition to graduate. However, the student shall be required to complete one half-unit, consisting of at least 60 hours of instruction, in another course of study.

WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may obtain information and an Application for Minor Work Permit from the school office. The Application for Minor Work Permit is to be filled out by the student and signed by a parent or guardian. The employer will complete the Pledge of Employer portion of the permit application. The Physician's Certificate for Minor Work Permit must be completed and signed by a physician. If the student has a sports physical on file for the current school year, a copy will be accepted in lieu of a physician's signature. Once the form has been completed by the student, employer, and physician, the student will return the form to the school office where they will process the application and provide the student with a valid work permit signed by a school official. Students working without permits place their employers in jeopardy of legal action by state authorities.

TECHNOLOGY USE

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 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 Board Policies and Administrative Guidelines 7540 (Technology), 7540.02 (Web Content, Apps, and Services), 7540.03 (Student 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.

Olentangy School District directly, or through a technology provider, is electing to generally monitor all school-issued devices (as this term is defined by R.C. 3319.325). Monitoring will include these features: location, tracking and student interactions with school-issued devices (e.g., keystrokes and web browsing activity).

The District generally monitors these features for the noncommercial education purpose of instruction, technical support, and/or exam proctoring. Additionally, these features are generally monitored as a necessary precaution for preventing and/or responding to threats to life or safety. This notification serves as the District's annual notice regarding the general monitoring of school-issued devices, consistent with Ohio Revised Code Sections 3319.325-.327.

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 operated, 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 shall not introduce any other scripts, code, or software to the district network, including using personal devices, portable storage, cloud storage providers, or other technical means.

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.

Student projects which pertain to cyber security, hacking, security testing or other technical component (i.e. testing software, hacking tools, cryptocurrency software, or similar) must gain permission from their classroom teacher and the technology department prior to running or introducing any software or scripts to the district network.

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 utilized, 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., cyberbullying), 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 the 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.

State law requires all districts to prohibit student use of cell phones and other two-way communication devices during the instructional day.

Personal communication devices include any device capable of two-way communication such as cell phones, smartphones, smartwatches, wearable technology (including Meta glasses), Bluetooth-enabled headphones/earbuds, and other web-enabled devices used to send or receive messages, calls, or notifications.

Policy guidance and district expectations include the following:

- Students are permitted to have personal communication devices, but they must remain silent and stored out of sight in backpacks. Staff will address violations and implement appropriate consequences such as device confiscation and/or use of a device management plan.
- No personal communication devices can be used in classrooms or academic spaces (e.g., library, collaboration areas, study halls) unless permitted for instructional purposes and only if authorized by a teacher or principal.
- Personal communication device use **is not permitted** in hallways during class transitions.
- Chromebooks and personal laptops are allowed during study halls. If necessary, personal communication device use in study halls may be permitted on a school-by-school basis for instructional purposes if computers are not available and authorized by a teacher or principal.
- Cell phones and other personal communication devices **may not be** used in the cafeteria/school commons.

Failure to adhere to state law will be addressed through progressive discipline outlined in Board Policy 5136. Discipline may include verbal warnings, device confiscation, detention, and/or suspensions.

The best way for parents and/or guardians to get in touch with their child during the school day is to call the school office. Every school has staff that answer school phones and access messages during school hours.

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.

Students should not play games unless sanctioned through a classroom or club activity and only during the 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, suspension and/or expulsion. 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 is the responsibility of the parent or guardian to monitor or address. Student speech which occurs off school grounds but creates or is reasonably predicted to create a substantial disruption to the school environment or constitutes severe harassment or bullying of a student or staff, 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 students' 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 will 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 protection 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.

GRADUATION

Typically, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education and Workforce (DEW) for graduation or the State-approved alternative pathway, meet the school requirements for basic course work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

Olentangy Schools will award credit for all high school courses taken prior to the ninth grade. In most instances, a grade of "P" (passing) benefits a student's cumulative grade point average. Therefore, students will receive a grade of "P" on their high school transcript for each high school course taken. If, prior to the end of the first semester of the student's senior year, the student and parent wish to change the "P" grade into an academic letter grade, the student and parent must request this change in writing. Upon written request, the "P" grade will be replaced with the final grade issued on the student's 8th grade report card.

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course. Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

NATIONAL HONOR SOCIETY

Qualifications:

Students must have attained 11th or 12th grade standing.

Students should secure an application from the National Honor Society (NHS) adviser.

Students applying to NHS must have attended an Olentangy high school at least two semesters prior to application.

Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.

Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

REPORT CARDS

All student report cards will be made available electronically to parents and students for quarterly grade reporting. A paper copy will not be mailed home unless specifically requested. Grade progress is available through PowerSchool.

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs (IEPs) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having their name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

EARLY GRADUATION

Students desiring to accelerate their four-year high school academic program should contact the principal for approval. An Academic Acceleration Form obtained from Student Services should be completed prior to the parent/counselor/administrative conference. For more information refer to Board policy 5408.

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 is available in the Course Planning Guide, which is posted on each high school's website.

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

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged, and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and

instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy 5408 provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, 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. Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building and on the district website.

TRANSCRIPTS

Students desiring a copy of their transcript should complete a Transcript Request Form available from Student Services. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

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.

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 medication to a student.

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 prescription and over the counter 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 prescription and over the counter drug prescribed for the student.

A PK-12 Prescription Medication 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; Epi-pens). 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 State law and any County regulations/ordinances.

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 including 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 County 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 threatens 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 conduct vision and hearing health screenings for grades K, 1, 3, 5, 7, 9, and 11, as well as preschool and new students to the district, annually to detect abnormalities. If parents would like to opt their student out of vision and hearing screenings, they can complete the [Vision and Hearing Screening Waiver](#) form each year they would like to be opted out and send to their school nurse. Health screenings may also be conducted when a concern arises. Parents will be notified and given an option to withhold consent or decline a service. If other options for services exist, the school will provide this information.

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. The Food Service must have an updated statement from your physician documenting the specific food allergies and acceptable substitutes in order to make accommodation 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 Schools is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping are 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.

PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE

Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed. All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.).

Children should be properly clothed for daily outside play. Children may be sent outside for recess when the temperature is 20° Fahrenheit or above, the wind chill is 15° Fahrenheit or above, and playground conditions permit safe play. We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in. If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason. When the heat index is between 90- and 95-degrees Fahrenheit, the school will reduce the time outdoors to 15-minute increments. When the heat index is over 95 degrees Fahrenheit, recess will be indoors.

STAY SAFE. SPEAK UP!

Stay Safe. Speak Up! is a resource available to students to anonymously report bullying and other safety concerns. The link to Stay Safe. Speak Up! is in the student myOLSD portal, under Quicklinks on the home page of the district's website, and in the Student Resources section on the district website.

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 you know 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, Chat and Text

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

Call Lifeline: Dial 988

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

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

Text HELPLINE to 898211

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

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

Mental Health Resources

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 communications@olsd.us and U.S.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 course and workbook fees is available on the district's website. You may log into PowerSchool to view/pay your student's fee accounts and any outstanding fees.

Payment methods include credit and debit cards, and electronic checks. 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 Schools. We appreciate your prompt attention to school fees.

Students with delinquent fees of any kind from a previous school year, or with delinquent fees of any kind during the current school year, are precluded from participation in extracurricular activities. Eligibility will be restored once all fees have been paid, or a payment plan has been established, and the first payment has been received.

All delinquent fee balances must be paid in full in order for a student to receive a parking pass. In addition, transcripts of grades and credit may not be sent to another school system or to any institution of continuing education for a student with unpaid fees; and any such student will not be permitted to attend the graduation ceremony of Olentangy Schools per (Policy 6152). In addition, the student diploma will be withheld until all fees are paid in full.

FEE COLLECTIONS AND FEE WAIVERS

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

The Olentangy 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 and Breakfast Program, providing nutritious, well-balanced meals 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 meal program provides both breakfast and lunch 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.

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.

Payment methods include cash, check, or online payments via PowerSchool parent account. The student meal account is a debit card system, not a credit card system. Prompt payment of negative balances is appreciated. 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 fundraiser 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. The Food Service department is the sole provider of food and beverage items sold in all schools during meal periods.

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;
- 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 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. Students 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 where 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 give advance approval for all posters/announcements.

PROCEDURES TO RESOLVE PARENT-TEACHER DISAGREEMENTS

Except where a specific complaint resolution process is established under Ohio law, when 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.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

Olentangy Schools believe 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 (unless parents/guardians grant additional permission):

Student's first name and first initial of the last name for high and middle school students and student's first name only for elementary students;

Student photographs, listing the student's first name and first initial of the last name for high and middle school students and first name only for elementary students; and

Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples intended for audiences beyond the classroom, 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 School District, Attn: Communications Department, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050 or by email to Communications@olsd.us.

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 School District 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050 or by email to Communications@olsd.us.

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 School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

RIDING BIKES/EBIKES/SCOOTERS/SKATEBOARDS TO SCHOOL

If a student chooses to ride a bike, Ebike, scooter, or skateboard to school, they are required to dismount upon arrival on school property.

E-bikes and electric scooters must be powered OFF and disabled while on school grounds. Students must walk or push their bike or scooter while on school property. Skateboards must be carried and not ridden while on school property. These expectations apply before, during, and after the school day, including arrival and dismissal.

The school highly recommends helmet use for students using bikes, Ebikes, scooters, or skateboards as a mode of transportation.

RIGHTS REGARDING SURVEYS

The Board of Education respects the privacy rights of parents and their children. Consistent with the Protection of Pupil Rights Amendment (PPRA), and Board Policy, 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 AND OUTDOOR RECREATIONAL FACILITIES

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor, 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 or they will be subject to school disciplinary action. Students who 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. 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, high school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition from Extra-Curricular Activities.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are learning experiences that directly support and extend the academic curriculum through structured, credit-bearing activities, including mandatory activities outside of the traditional school day. These activities reinforce classroom learning while providing opportunities for students to apply skills, explore interests and engage in authentic, real world or performance-based learning beyond traditional academic classrooms.

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 and OHSAA website for details about athletic rules and regulations.**

SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to students 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.

PAY TO PARTICIPATE

Olentangy Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or the district's website for the fee structure. There is also a \$25 fee for participation in some 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 Schools. School fees shall be paid in advance for each school term at the time of the initial registration or initial enrollment.

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.

HIGH SCHOOL ADDENDUM

HIGH SCHOOL HOURS

The high school is in session from 7:20 a.m. until 2:35 p.m. Students arriving before 7:10 a.m. are to wait in either the commons or main lobby areas. No student should be in any other area of the building without permission prior to 7:10 a.m. Students who are not involved in extra-curricular activities or not supervised by a school staff member must leave the building by 3:00 p.m.

GRADING

Olentangy High Schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

CLASS RANK

The Board of Education authorizes a system of class ranking by grade point average, for students in grades 9-12. At the end of each semester of freshman, sophomore, junior, and senior years, students will be ranked scholastically. The final grade will be used in specific subjects to calculate average.

GRADE CLASSIFICATION

Assignments to grade level classifications are made on the basis of credits accumulated as follows:

Freshmen must have completed 8th grade

Sophomores must have five credits

Juniors must have ten credits

Seniors must have fifteen credits

GRADING INFORMATION

A student should receive a grade if enrolled for three or more weeks of the grading period.

Students receiving an “incomplete” must make up the work with a reasonable time or credit may be denied for the course. It is suggested the students be granted the same amount of time to make up the work, as they were absent from school. The time of the grading period may influence this guideline.

Counting each quarter letter grade as $\frac{2}{5}$ and the exam letter grade as $\frac{1}{5}$ of the total grade determines semester grades. (Example: first quarter = $\frac{2}{5}$; second quarter = $\frac{2}{5}$; exam = $\frac{1}{5}$.) The final grade is determined by averaging the first and second semester letter grade.

Transfer credit – Only those grades on transcripts for AP courses and College Credit Plus courses will be converted to the weighted scale and quality points.

GRADING SCALE

High School Regular 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

High School Weighted Grading Scale (AP & CCP Course Only)

Letter Grade = A; Percentage = 93-100%; Point value = 5.0

Letter Grade = A minus; Percentage = 90-92%; Point value = 4.67

Letter Grade = B+; Percentage = 87-89%; Point value = 4.33

Letter Grade = B; Percentage = 83-86%; Point value = 4.00

Letter Grade = B minus; Percentage = 80-82%; Point value = 3.67

Letter Grade = C+; Percentage = 77-79%; Point value = 3.33

Letter Grade = C; Percentage = 73-76%; Point value = 3.00

Letter Grade = C minus; Percentage = 70-72%; Point value = 2.67

Letter Grade = D+; Percentage = 67-69%; Point value = 2.33

Letter Grade = D; Percentage = 63-66%; Point value = 2.00

Letter Grade = D minus; Percentage = 60-62%; Point value = 1.67

Letter Grade = F; Percentage = 0-59%; Point value = 0.00

GRADUATE ACADEMIC RECOGNITION

Because of the competitive nature of Olentangy high schools, students are not ranked for college admission purposes. The high schools will instead honor students based upon the following standards of achievement.

Students will be honored at commencement based on the following cumulative GPA scale:

- Summa Cum Laude 4.000 GPA and above

- Magna Cum Laude 3.800 to 3.999
- Cum Laude 3.670 to 3.799

Beginning with the class of 2020, the high schools will recognize as valedictorian(s) at the end of seven or eight semesters anyone who achieves the highest cumulative GPA in the class. In order to be eligible, a student must have attended an Olentangy high school for their entire fifth through eighth semesters.

This ranking is used for certain senior honors.

Class rank shall be computed by the final grade in specific subjects.

The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.

In recognition of the heavier burden of Advanced Placement classes, grade point averages shall be weighted by awarding up to 1.0 extra unit.

A student's grade point average and rank in class shall be entered only on their record and shall be subject to Board Policy 8330 on release of student records. A student's class rank is used for internal purposes and is not released to colleges and/or other institutions or agencies without prior written consent from the individual or their parents/legal guardians if the student is less than eighteen (18) years of age.

MIDDLE SCHOOL ADDENDUM

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)

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 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 are responsible for contacting teachers for make-up work.

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

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.

ELEMENTARY SCHOOL ADDENDUM

ELEMENTARY SCHOOL HOURS

8:50 a.m. – 3:30 p.m. Alum Creek (ACES), Indian Springs (ISES), Oak Creek (OCES), and Scioto Ridge (SRES), Shale Meadows (SMES)

9:05 a.m. – 3:45 p.m. Arrowhead (AES), Cheshire (CES), Freedom Trail (FTES), Glen Oak (GOES), Heritage (HES), Johnnycake Corners (JCES), Liberty Tree (LTES), Olentangy Meadows (OMES), Peachblow Crossing (PCES), Tyler Run (TRES), Walnut Creek (WCES), and Wyandot Run (WRES)

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

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

GRADING

Olentangy Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to formal evaluation tools, classroom teachers use observations, project work, writing samples, checklists, and periodic paper and pencil tests to assess student's knowledge and skills. The data gathered from ongoing formal and informal assessments provides the evidence for marks on the elementary report card.

PERFORMANCE LEVELS

The information below describes report card Performance Levels.

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

EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH

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

- + indicates consistently demonstrates
- \ indicates sometimes demonstrates
- (minus) indicates needs improvement

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