

Administrator Handbook

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* Required policy

ADMINISTRATIVE ORGANIZATIONAL PLAN

The organization of the district is designed to meet the objectives set by the Board, ensure lines of authority and responsibility and define each position with clarity.

The superintendent is the chief executive officer of the district. The superintendent defines and establishes those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board approves the broad purpose and function of the position in harmony with State law and regulations.

Responsibility flows clearly from the superintendent through the administrative staff to the operational personnel. It is the responsibility of the superintendent to determine the need for and define the operational requirements to ensure the smooth functioning of the district. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system. It is the Board's intent to maintain an operational and technical staff with a high level of competence.

Absence of the Superintendent

In the absence of the superintendent, an administrator shall be named to act in his/her behalf in the event an emergency situation arises requiring administrative action.

If the superintendent does not so designate someone, the following order shall be followed:

1. assistant superintendent
2. personnel director
3. director of operations
4. curriculum director

Absence of the Principal

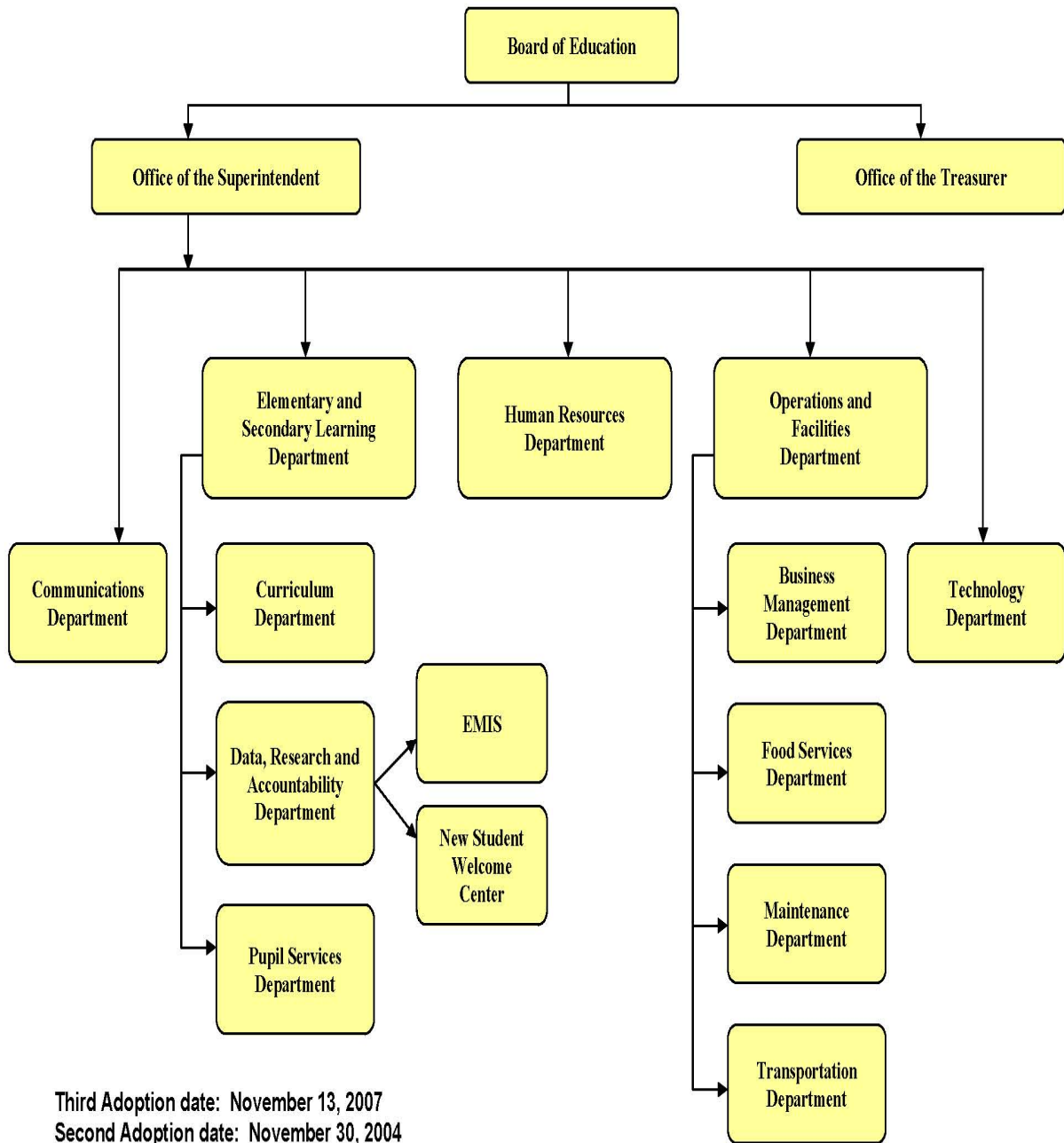
Emergency situations shall be handled by the principal whose office is in closest proximity and who is available to respond.

Each principal shall designate at the beginning of each school year, a person to handle non-emergency decisions in the absence of the principal. The person so named shall be clearly indicated to the building staff and to the other district administrators.

[Adoption date: August 24, 2004]

OLENTANGY LOCAL SCHOOLS
Administrative Structure and Functions
Olentangy Administrative Offices Organizational Chart

File: 2001



Third Adoption date: November 13, 2007
 Second Adoption date: November 30, 2004
 Adoption date: August 24, 2004

ADMINISTRATIVE REDUCTION IN FORCE POLICY

In accordance with Ohio Revised Code Section 3319.171, the Board of Education may suspend any contract of employment entered into by the Board under Ohio Revised Code Section 3319.02 in accordance with the following procedures:

1. The Board, in its sole discretion, may determine to suspend any contract of employment entered into under O.R.C. §3319.02 for any of the following reasons: financial conditions of the school district; decreased enrollment of pupils in the district, in a school building(s) or a program(s); territorial changes affecting the district; return to duty of regular employee contracted under R.C. §3319.02 after a leave of absence; closing or suspension of schools; lack of work; or abolishment of position(s).
2. When implementing an administrative RIF, the Superintendent will notify the administrative staff of the necessity for RIF and seek volunteers who may apply for retirement or any form of unpaid leave. If there are no volunteers within ten (10) workdays, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of the School District. In making such recommendations the Superintendent shall first identify the administrative positions in which reductions need to occur. Within these areas, reductions shall be made according to the needs of the District as determined by the Superintendent. Demonstrated success in previous administrative work and qualification for the remaining assignments shall be the primary considerations in such determination. Years of service in the District may be considered, but shall not be the primary or overriding factor. The Superintendent may recommend the reassignment of any administrator suspended under the foregoing procedure to another position for which he/she is properly licensed or certified, if the Superintendent determines that such reassignment will be in the best interests of the district. If such reassignment is recommended by the Superintendent and approved by the Board, the administrator currently holding the position shall be displaced, and his/her contract suspended. The specific positions in which the Superintendent recommends suspension of an administrative contract shall be deemed to be individual employment service areas affected by the reduction.
3. Administrators whose contracts have been suspended under this policy shall have a right to be recalled to an administrative position to which they are properly licensed or certificated if such openings occur within twenty-seven (27) months of their last day of active employment in the District as an administrator. When more than one suspended administrator is properly licensed or certificated for a given opening, priority in the recall shall be given to those individuals having demonstrated success in previous administrative positions and having the appropriate qualifications. The Superintendent will make a recommendation based on the best interests of the district. It shall be the responsibility of the suspended administrator to provide the Board with written notice of a current address and telephone number for purposes of notification. The failure of a suspended administrator to respond within ten (10) workdays of recall notification shall be deemed a rejection of the offer of recall.
4. Administrators who hold continuing contracts as teachers shall enter the teachers' bargaining unit following the suspension (RIF) of their administrative contract. Their rights upon entry into the teachers' bargaining unit shall be determined in accordance with the applicable provisions of law and the collective bargaining agreement, as it exists at that time.

5. The term “suspension” as used in this policy in relation to administrative contracts shall not be taken to indicate either a continuing employment relationship following the suspension or the resumption of a previous contract upon recall. The suspension (RIF) of an administrative contract under this policy shall entirely sever the employment relationship between the parties. Upon recall, an entirely new contract shall be entered.

6. When reasons for invoking RIF for the following school year are known prior to March 31, administrators identified for contract suspension (RIF) will be notified on or before March 31. When reasons for RIF become known after March 31, administrators selected for RIF will be notified at least 30 (30) calendar days prior to the date of the Board of Education Meeting at which the Superintendent presents the name(s) of the administrators to be RIF'd.

[Second Adoption date: August 24, 2004]

[Adoption date: February 10, 2004]

LEGAL REF: ORC3319.171

SCHOOL DISTRICT REPORT CARD

The Olentangy Board of Education shall issue a district annual report and an annual report for each building within the district as required by state regulations. The content of the report will conform to state guidelines.

Prior to October 31st of each year, the superintendent shall prepare and publicly disseminate a report on the performance and operations of the district to all schools and parents in an understandable and uniform format.

The report shall contain the information called for on the form issued by the State Department of Education in accordance with state and federal law. In any year that the school district receives Title I funds, the annual report must include, if appropriate:

- A. the number and percentage of schools identified for school improvement and how long they have been in that category.
- B. information regarding student achievement on statewide academic assessments, comparing the district and the state as a whole.
- C. for each individual school:
 - 1. whether it has been identified for school improvement;
 - 2. information that shows how student achievement on statewide academic assessment compared to other students in the school district and to the state as a whole.

This information must be made publicly available through such means as posting on the Internet and distribution to local media and public agencies. The report will be made available to all school district residents.

The data from the local report card is to be used by each of the schools and the district as a whole in revising and upgrading school and district improvement plans.

[Adoption date: August 24, 2004]

20 U.S.C. 6311
ORC 3301.11
3319.04; 3319.32; 3319.33

DEVELOPMENT OF PHILOSOPHY OF EDUCATION

In the Olentangy School District, the philosophy of education is the district's Mission and Vision Statement.

The mission of the Board of Education is to assure that the Olentangy School District facilitates maximum learning for every student.

The vision states the following:

Our students will perform at a level that surpasses or is equal to their predicted level of achievement based on measured ability. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

1. A respectful, caring, and safe environment
2. Research-based, student-focused instruction
3. Information-driven decision making
4. A focused and challenging curriculum
5. Collaboration focused on improving student learning
6. An active partnership with parents and the community

[Adoption date: August 24, 2004]

OAC 3301-35-02; 3301-35-03

ACADEMIC FREEDOM

A major goal of education in a free society is to develop persons who can think critically, understand their culture, live compassionately with others, make sound decisions and live with the consequences of their judgment. Public education in a pluralistic society must strive to present as objectively as possible varied events, activities and perceptions reflected in history, literature and every other source of mankind's thought and expression. Because points of view differ and biases exist, students must have access to materials that express this diversity of perspective.

It is the responsibility of the teacher to make certain that such access to materials presenting all sides of a situation is available and discussed. However, teachers must take into account the relative maturity of their students and the need for guidance and help in studying issues and arriving at balanced views. All instruction will conform to Board-adopted courses of study.

The principle of academic freedom presupposes intellectual honesty on the part of the person who exercises it that they can and will discriminate between facts bearing on an issue and personal opinion. In expressing a personal opinion, a teacher will make it known to students that the view is his/her own and will not attempt to bring students to a commitment to that personal viewpoint.

[Adoption date: August 24, 2004]

CURRICULUM DEVELOPMENT

Continuing curriculum study and development are necessary if the district is to meet the needs of the students in its schools. The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis.

For purposes of this policy and consistent communication throughout the district, curriculum shall be defined as all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group necessary to accomplish the educational goals of the district.

The Board directs that the curriculum of this district:

- A. provides instruction in courses required by statute and State Department of Education regulations;
- B. be consistent with the district's philosophy and goals and ensure the possibility of their achievement
- C. helps provide for the development of individual talents and interests as well as recognize that learning styles of students may differ;
- D. be defined and directed by courses of study;
- E. provides for continuous and cumulative learning through effective articulation at all levels;
- F. utilizes a variety of learning resources to accomplish the educational goals;
- G. include stakeholder input and review

[Adoption date: August 24, 2004]

ORC 3301.07, 3301.132, 3313.60, 3313.602, 3313.843, 3315.07, 3317.023
3317.11, 3319.02

OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-06

HUMAN RELATIONS EDUCATION

This district will foster good human relations dealing with race, sex, age and economics through its instructional programs, its student activities, and the classroom climate.

The Olentangy Board of Education will encourage and support the following approaches to human relations education:

1. The curriculum for all students in grades kindergarten - 12 should present, in context, the accomplishments and contributions of all races and cultures, including the intercultural nature of our cities, our country and our world.
2. Methods and techniques of classroom teaching should emphasize the similarities of people of various backgrounds and cultures.
3. The schools should work for a total integration of ideas, people and material resources to provide the best education to meet the demands of present and future urban society.
4. The schools should strive to develop a positive self-image in each student's thinking. They should:
 - a. recognize the dignity and worth of the individual;
 - b. provide students with the opportunity to acquire as broad an education as the student's capacity permits; and
 - c. stimulate the development of respect for the laws of this country.

[Adoption date: August 24, 2004]

OAC 3301-35-02(B)(1)(6); 3301-35-03(H)

TEACHING ABOUT CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic:

- a. on which opposing points of view have been promulgated by responsible opinion;
- b. likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of a controversial issue provided that its use in the instructional program:

- a. is related to the instructional goals of the course of study and level of maturity of the students;
- b. is done in an objective and impartial manner that does not tend to indoctrinate or persuade students to a particular point of view;
- c. includes study materials and other learning aids available from which a reasonable extent of data pertaining to all aspects of the issue can be obtained; and,
- d. the issue receives only as much time as is needed to consider it adequately.

In the study of controversial issues students have four rights, which must be recognized:

1. the right to study any controversial issue that has political, economic or social significance and concern;
2. the right to have free access to all relevant information, including materials which circulate freely in the community;
3. the right to study under competent instruction in an atmosphere free from bias and prejudice and
4. the right to form and express his/her own opinions on controversial issues without jeopardizing relations with teachers or the school.

A teacher who is in doubt about the advisability of discussing certain issues in the classroom should confer with the principal as to the appropriateness of doing so. If discussion of an issue is not approved by the building principal, the teacher may refer the issue to the superintendent.

Any issue that requires teacher consultation with the principal or superintendent will result in parent notification of the topic prior to class presentation. Should parents desire that their child be excused from the consideration of such material, arrangements will be made to respect that decision.

[Second Adoption date: April 5, 2005]

[Adoption date: August 24, 2004]

RELIGION IN THE CURRICULUM

Based on the First Amendment protection against the establishment of religion in the schools, no devotional exercises or displays of a religious character will be permitted in the schools of this district in the conduct of any program or activity under the jurisdiction of the Board. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum shall be developed to include as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the district's schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use in the district. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the district's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

However, if after careful, personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons. The student will be provided with alternate learning activities during the times of such parent requested absence.

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

The Board acknowledges that it may not adopt any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression shall be limited to lunch periods or other noninstructional time periods when students are free to associate.

[Adoption date: August 24, 2004]

U.S. Const. Amend. 1
ORC 3313.601

DRUGS, ALCOHOL AND TOBACCO EDUCATION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

The Board and the professional staff will provide for a comprehensive, age-appropriate, drug and alcohol education and prevention program which will emphasize the prevention of drug use; continue to seek ways to educate students and school staff of the district about the dangers of the misuse and abuse of drugs, alcohol and tobacco; and support the majority of students and staff who are resisting such use.

In keeping with its primary responsibility of educating youth, the Board charges the professional staff of the district to continue to investigate the causes of student and school staff involvement with drugs and alcohol and to develop suitable, preventive measures, however and whenever feasible.

[Adoption date: August 24, 2004]

ORC 2925.01; 2925.37

3313.60; 3313.95

OAC 3301-35-04; 3301-35-06

FAMILY LIFE/SEX EDUCATION

The Olentangy Board of Education believes that the purpose of family life and sex education is to help students acquire factual knowledge, attitudes and values that will result in behavior that contributes to the well-being of the individual, the family and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parent's efforts in these areas by offering students factual information and opportunities to discuss concerns, issues and attitudes.

In addition to the customary policies and regulations concerning the approval of new curriculum content, units and materials, the requirements listed below will apply to any course(s) dealing with family life and sex education offered by the district:

1. Instructional materials to be used in family life/sex education will be available for review by the parent or guardian during school hours.
2. If, after review of materials used and a conference with the instructor and principal, a parent requests that his/her child not participate in a given aspect of the course, an alternate educational assignment will be arranged for the student with the approval of the principal.
3. Teachers who provide instruction in family life/sex education will have professional preparation in the subject area, either through pre-service or in-service education.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.60
OAC 3301-35-02

PROGRAMS FOR DISABLED STUDENTS

The Olentangy Board of Education is committed to providing education for all youth of compulsory age who are legal residents of the district. All disabled students in the district will be identified, evaluated, and placed in appropriate educational programs. Due process requirements, procedural safeguards and confidential treatment of information will be adhered to as provided for in Ohio Department of Education Standards.

The superintendent is expected to supervise all special education programs and to assign a member of the staff to coordinate district efforts. The person designated will be responsible to work with the Intervention Assistance Team to identify disabled students, the diagnosis of the disabilities, the design of individual plans for these students, and for placement and evaluation procedures. All procedures shall be in accordance with federal and state requirements.

The individual plan determined for each student will be developed in accordance with the student's individual needs. The plan will provide for frequent re-evaluation of the student's needs, progress, and of the effectiveness of the program being offered.

Each disabled student will be considered individually as to his/her participation in the district's competency based educational program, proficiency testing program, and achievement/ability testing program.

[Adoption date: August 24, 2004]

Education for All Handicapped Children Act; 20 USC 1401 et seq.
Rehabilitation Act; 29 USC 706(8), 794, 794a
504 Regulations 34 C.F.R. Part 104
Americans with Disabilities Act, 42 USC 12112 et seq.
State Department of Education, Special Education Policies and Procedures,
Free Appropriate Public Education-101
ORC 3313.50
3323.01 et seq.; 3325.01 et seq.
OAC 3301-51
3301-55-01

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

In keeping with the belief that all children are entitled to an education that meets their particular needs, gifted and talented students in the district must be provided opportunity to progress as their abilities permit. The Olenyok Board of Education believes that these students require programs and/or services beyond those offered in regular school programs in order to realize their potential contribution to self and society. The Board encourages efforts to make special programs and activities for the gifted and talented an integral part of the total kindergarten through grade 12 school program.

In accordance with State law and Department of Education regulations, the Board shall ensure that procedures are established to identify students on an annual basis considered to be gifted, using criteria developed by the State Department of Education.

The superintendent shall develop administrative guidelines to ensure reliable identification, effective curriculum development and implementation, and valid assessment of the learning outcomes.

[Adoption date: August 24, 2004]

ORC 3324.01-07
OAC 3301-51-15

TITLE I PROGRAM

The Board of Education elects to augment the educational program of at risk students by the use of federal funds in accordance with the Title I guidelines.

Title I funds will be used only to augment, not to replace state and local funds. The Superintendent shall use state and local funds to provide educational services in schools receiving Title I assistance that are at least comparable to services being provided in schools that are not receiving Title I assistance.

Staff development activities designed by and implemented by the professional staff will be provided in accordance with federal guidelines.

Parent involvement is a vital part of the Title I program. Parent involvement shall include, but not be limited to, parent contribution to the design and implementation of programs, participation by parents in school activities and programs, and training and materials which build parents' capacity to improve their children's learning in both the home and the school. The following goals will help to build a partnership between home and school:

1. to inform the parents of the program, the reasons for their children's participation, and the specific instructional objectives;
2. to train parents to work with their children to attain instructional objectives;
3. to train teachers and other staff involved in programs under Title I to work effectively with the parents of participating students;
4. to develop partnerships by consulting with parents regularly;
5. to provide opportunities for parents to be involved in the design, operation, and evaluation of the program; and
6. to provide opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The superintendent shall develop administrative guidelines to ensure reliable identification, effective curriculum development and implementation, and valid assessment of the learning outcomes.

The district requires all students with disabilities and limited English proficiency to be tested. Alternate assessments are required to be developed for these groups. These two groups must make yearly gains as defined by the adequate yearly progress indicator adopted by the State Board of Education and be at a proficient level in 12 years. The Board directs the administration to develop a plan to comply with school choice and supplemental service sanctions.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
OAC 3301-35-04; 3301-35-05; 3301-35-06; 3301-35-07

PARENTAL INVOLVEMENT IN EDUCATION

The Board believes that parent/guardian/custodian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians/custodians in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians/custodians of students enrolled in the district are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian/custodian involvement is encouraged. The regulations will:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between the parents/guardians/ custodians and school officials;
3. offer parents/guardians/custodians ways to assist and encourage their children to do their best;
4. offer ways parents/guardians/custodians can support classroom learning activities; and
5. provide opportunities for parents/guardians/custodians to be involved in the parental involvement program.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.472; 3313.48
OAC 3301-35-02; 3301-35-04; 3301-35-06

ACADEMIC INTERVENTION SERVICES

The educational program is designed and operated to be developmentally appropriate and avoid the necessity for academic intervention. In those cases in which students have clearly not performed commensurate with their capabilities, efforts are made to remedy the condition and attain the learning results sought.

The Board directs the classroom teachers of students in the first, second and third grades to assess and identify at the end of each school year the reading skills of each student who is reading below grade level. The parent or guardian is notified of each student whose reading skills are below grade level and classroom-based intervention services are provided to the student.

Students who are reading below grade level at the end of the third grade are offered intense intervention services during the summer following third grade.

The district involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services will be offered in accordance with state statutes to students who fail to attain a proficient score on appropriate tests.

[Adoption date: August 24, 2004]

ORC 3301.07
3313.608; 3313.609
OAC 3301-35-04; 3301-35-06

HOME-BOUND INSTRUCTION

The board provides, pursuant to rules of the State Board of Education, home-bound instruction to children of legal school age who are not able to attend classes because of physical or emotional disability or illness.

Requests for home-bound instruction can be made by the parent or school personnel with the endorsement of a physician, licensed to practice in this State, who certifies the nature of the need and states the probable duration of the confinement. Home-bound instruction must be approved by the superintendent/designee.

The program of home-bound instruction given each student is in accordance with rules of the State Board of Education and I.D.E.A., with such exceptions as may be recommended by the attending physician or placement team. Teachers must hold an Ohio teaching certificate appropriate for the level of instruction for which the assignment is made.

The Board reserves the right to withhold home-bound instruction when:

1. the instructor's presence in the place of a student's confinement presents a hazard to the health or safety of the teacher;
2. a parent or other adult in authority is not at home with the student during the hours of instruction and
3. the condition of the student is such as to preclude any benefit from such instruction.

[Adoption date: August 24, 2004]

Americans With Disabilities Act; 42 USC 1201 et seq.

ORC 3313.64
3321.04
3323.05; 3323.12
3331.08
OAC 3301-51-06

**ENGLISH AS A SECOND LANGUAGE
(Limited English Proficiency)**

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to ameliorate the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who have limited English proficiency are identified, assessed and provided appropriate services.

The Board directs the administration to develop and implement language instruction programs that:

1. appropriately identify language minority students;
2. determine the appropriate instructional environment for students with an English language deficiency; and
3. annually assess the English proficiency of students and monitor the progress of students receiving English or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

The district provides parents with notice of and information regarding the instructional program as required by law. Parental involvement is encouraged and parents are regularly apprised of their child's progress.

[Adoption date: August 24, 2004]

42USC 2000d

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

OAC 3301-35-02; 3301-35-04; 3301-35-06; 3301-35-07

EXPERIMENTAL PROGRAMS

The Olentangy Board of Education believes that education is a human enterprise and is not static but developmental in nature. As such, there are times that approaches other than the traditional and proven should be attempted. Such programs are viewed as experimental and tentative.

To be initiated in the district, an experimental program must meet these requirements:

1. The program or course will be developed by a committee consisting of administrators, grade level and subject area specialists, and consultants as needed.
2. The Board will make formal application to the State Department of Education for permission to implement the program on an experimental basis.
3. The program or course must be approved by the Board and the State Department of Education prior to implementation.
4. All instructional material used in connection with this program shall be available for inspection by the parents or guardians of participating students.
5. Participating students must be recommended for participation. The parent(s) or guardian(s) must provide approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit a written request to participate. This request will be kept on file.
6. The program will be evaluated in terms of learning outcomes, student achievement and accomplishment of stated objectives.
7. At the end of an established period of time, the superintendent will either recommend cessation of the experiment or inclusion of the program in the district's educational program.
8. Fees will be estimated for experimental programs as needed. Participating students will be expected to pay fees at the beginning of the program.

[Adoption date: August 24, 2004]

ORC 3329.08

OAC 3301-35-04; 3301-35-06

EDUCATIONAL OPTIONS

The Olentangy Board of Education realizes that an effective educational program is one that provides opportunities for student learning both within the classroom and for specific reasons beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Independent study, tutoring, travel, mentoring, correspondence courses and college courses are representative of what the Board views as educational options supplementing the regular school program.

Prior approval of the educational option by the building principal shall be required before a student participates in one of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age eighteen participates in one of the available educational options.

Participation in an educational option shall be in accordance with an instructional plan, which will be developed based on the individual student's needs. The instructional plan will include:

- a. instructional objectives that align with district's curriculum requirements;
- b. a description of the criteria and method for assessing student performance;
- c. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher, who will review the instructional plan, provide or supervise instruction, and evaluate student performance. Student performance shall be evaluated as either pass or fail, or by awarding letter grades relative to the instructional objectives set forth in the instructional plan.

Credit shall be granted to the student upon successful completion of the program. The credit shall be placed on the student transcript. Credits earned from educational options may be counted toward graduation requirements in accordance with applicable State law and administrative code.

Fees will be established for educational options as needed. Participating students will be expected to pay fees upon beginning the option.

The superintendent will develop regulations for educational options when the options are initiated.

[Adoption date: August 24, 2004]

OAC 3301-35-01(B)(6); 3301-35-06

POSTSECONDARY ENROLLMENT OPTIONS

The Board of Education recognizes the value to students and to the district for students to participate in programs offered by accredited colleges and universities in Ohio, according to state statutes.

The Board will approve participation by students who meet the State Board of Education's criteria, to enroll in approved postsecondary programs during the ninth, tenth, eleventh, or twelfth grade year while in attendance in the district. Students will be eligible to receive secondary credit for completing any of these programs.

No student may participate without the written consent of the superintendent and for those students under the age of eighteen (18) the written consent of the parents or without attending the counseling services offered in relation to this educational option.

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

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

The superintendent shall establish the necessary administrative guidelines to ensure that such programs are in accord with state regulations and are properly communicated to both the students and their parents. The superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

[Adoption date: August 24, 2004]

ORC 3313.613, 3365.01 through 3365.09

OAC 3301-44-02 through 3301-44-09

CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation.

LEGAL REFS.: Carnegie Design Team Report to the State Board of Education, *New Emphasis on Learning Ohio’s plan for credit flexibility shifts the focus from “seat time” to performance* (March 2009)

ORC 3313.60; 3313.603; 3313.609; 3313.6013; 3313.611; 3313.613 3313.614; 3313.90; 3321.04; Chapter 3324; Chapter 3365

OAC Chapter 3301-34; 3301-35-06; Chapter 3301-46; Chapter 3301-5; Chapter 3301-61

[Adoption date: January 27, 2010]

STUDENT PUBLICATIONS

The Olentangy Board of Education encourages school-sponsored publications, both as a classroom-related learning process in such courses as English, journalism, etc. and as an extracurricular activity. For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines will be established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for those students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines should be followed:

1. Faculty advisors shall advise on matters of style, grammar, format and suitability of materials.
2. The publication shall reflect the policy and judgment of the student editors. Materials of a controversial nature should not be prohibited unless the material:
 - a. imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use, irresponsible sex, etc.);
 - b. threatens any person or a group within the school or advocates racial or religious discrimination;
 - c. advocates violation of the law or official school regulations;
 - d. is considered false, libelous or slanderous in the light of available facts and
 - e. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material shall rest with the principal after consultation with the student editor and faculty advisor. Parties shall have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute non-school sponsored handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of the publication. Students may be restricted as to the time and place of distribution or may be prohibited from distributing.

[Adoption date: August 24, 2004]

STUDENT FUND-RAISING ACTIVITIES

The Olentangy Board of Education recognizes there is a need for students to raise funds to conduct necessary school activities. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of the principals;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on teacher and principal time or work;
7. evaluated annually by teachers, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community; and
9. in no direct competition with fund-raising efforts sponsored by recognized groups and organizations within the community.

Any money remaining in the Senior Class Fund at the end of the school year shall be left to the benefit of the school. In no event shall any balance be divided among members of the class or given as a gift to a school employee.

The application of the above criteria for student sales and activities will be supervised by the building principal with the approval of the superintendent. Each principal will submit to the Superintendent a list of the proposed sales or fund drives in the schools, which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The superintendent or designee will then indicate his/her approval or disapproval.

Funds derived from approved student fund-raising activities will be handled by the treasurer's office in accordance with the State Auditor's requirements.

[Adoption date: August 24, 2004]

ORC 3313.20; 3313.51; 3313.53; 3313.811
3315.062
5705.41; 5705.412

INTERSCHOLASTIC ATHLETICS

Participation in athletic competition will be in accordance with Olentangy Board of Education policies and regulations. The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics. The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The athletic director will schedule frequent conferences with all coaches to develop a constructive approach to athletics throughout the school district and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal will consult with the athletic directors and coaches on various aspects of the interscholastic athletic program. Furthermore, it is the responsibility of the principal and his/her staff to ensure the proper management of public attendance at all athletic programs and the safety of students and the public.

Coaches will be required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation to serve as a coach.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the Ohio High School Athletic Association (OHSAA) must be followed. It will be the responsibility of the district's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA regulations. When a conflict arises between the rules of OHSAA and Olentangy Board of Education policies, Olentangy policies shall prevail.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They will include the requirements that a student have the written permission of his/her parent or guardian and shall have been determined as physically fit for the sport by a licensed physician.

Additionally, all students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver to the effect that such coverage is not necessary.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and a worthy representative of his/her school.

Any student may be denied participation from an athletic team practice and competitions for a period of time, designated by the principal, for infraction of school rules and regulations or any other unacceptable conduct in or out of school.

[Second Adoption date: July 9, 2009]

[Adoption date: August 24, 2004]

ORC 2305.23; 2305.231
3313.66; 3313.661; 3313.664
3315.062
OAC 3301-27; 3301-35-03(I)

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

The Olentangy School District strives to provide opportunities for students to achieve a well-balanced and rewarding education while enrolled in its schools. The district recognizes the values that can be gained by participation in interscholastic extracurricular activities and the incentives these activities provide to students to achieve success in the classroom.

The Olentangy School District has adopted regulations for students enrolled in the Olentangy schools to be eligible to participate in interscholastic extracurricular activities. These regulations include the requirements and consequences of rule infractions.

"Interscholastic extracurricular activities" are defined as student activity programs that a school or school district sponsors or which involves participants from more than one school or school district. Interscholastic extracurricular activities do not include any activity that is part of the school district's graded course of study.

[Adoption date: August 24, 2004]

ORC 2305.23; 2305.231
3313.535; 3313.66; 3313.661
3315.062
OAC 3301-27
3301-35-03(I)

**EXTRACURRICULAR ELIGIBILITY REQUIREMENTS
FOR HOME-EDUCATED STUDENTS**

Students who are being home-schooled and who desire to participate in athletics and extracurricular activities must fulfill the following requirements:

- 1) Must reside within the Olentangy School District
- 2) Must enroll at least as a part-time student of the Olentangy School District at the beginning of a grading period. For students interested in participating in athletics, refer to Olentangy Board Policy File: 3063 for enrollment and eligibility guidelines
- 3) Must take not less than one subject as an enrolled student at an Olentangy high school or middle school.
- 4) Must enter school from home school at the beginning of the school year, after having been home schooled for at least one calendar year. Failure to meet the one-year provision will require you to be enrolled for a minimum of one grading period before OHSAA eligibility can be granted.
- 5) Must meet the district's rules for academic eligibility
- 6) Must pay the "pay to play" fee in effect
- 7) Must follow district rules for student attendance
- 8) Must meet all district athletic eligibility requirements. Athletic eligibility will be determined by the OHSAA Guidelines, district policy, Athletic Handbooks and Student Code of Conduct.

[Second Adoption date: August 4, 2009]

[Adoption date: August 24, 2004]

OHSAA Athletic Eligibility Rules

**RANDOM URINE DRUG TESTING OF OLENTANGY SCHOOL DISTRICT
STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS**

The Olentangy Board of Education recognizes that observed and suspected use of alcohol and illicit drugs by Olentangy School District student athletes is increasing. Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students.

The Board has developed a program of deterrence that will be instituted as a proactive approach to a truly drug free school. The purpose of this program is threefold:

1. to provide for the health and safety of all student athletes;
2. to undermine the effects of peer pressure, by providing a legitimate reason for student athletes to refuse to use illegal drugs; and
3. to encourage student athletes who use drugs to participate in drug treatment programs.

The program is non-punitive. It is designed to create a safe, drug-free environment for student athletes and to assist them in getting help when needed.

Regulations have been developed that address the collection processes to be used, the confidentiality of results, vendor requirements and the steps to be followed in the case of positive results.

Student athletes and their parent(s) or guardian will be notified of these regulations at the beginning of each sport's season.

[Adoption date: August 24, 2004]

ORC 3313.20
Vernonia School District 47J (Oregon) v. Wayne and Judy Acton.

GUIDANCE PROGRAM

The Olentangy Board of Education views guidance as helping students understand themselves in the light of their abilities, aptitudes, interest, attitudes, strengths, and limitations. This process is meant to assist students in the development of their potential, their decisions relating to personal, educational and vocational matters and also in becoming capable of mature self-guidance.

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools. Such a program must be found in the District Comprehensive Guidance Plan and may:

1. assist students in achieving their potential growth;
2. enable students to obtain maximum benefit from the offerings of the instructional program of the schools;
3. aid students in identifying options and making choices in vocational and academic planning;
4. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
5. help students learn to make their own decisions and solve problems independently.

The district's guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff; programs that will assist students in good study habits and personal guidance that is in keeping with the principles of human dignity and equality.

A comprehensive guidance plan will provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol and tobacco. This plan will provide for appraisal of student's academic abilities; a variety of counseling opportunities and approaches; educational and career planning; and, when necessary, appropriate referral.

The guidance department will be responsible for assisting with implementation of the testing dimension of the continuous improvement plan. The guidance staff will further assist the instructional staff and administration in developing and implementing intervention programs to assist students to academic improvement.

Counseling services will be provided by a certificated school counselor.

[Adoption date: August 24, 2004]

ORC 3317.023

OAC 3301-35-04; 3301-35-05; 3301-35-06

GRADING SYSTEMS

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the district's curriculum maps/courses of study.

The administration and professional staff will devise grading systems for evaluating and recording student progress. The records and reports of individual students will be kept in a form that is understandable to parents as well as teachers.

The Board will approve the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes that any grading system, however effective, is subjective in nature; therefore, the professional staff should develop clear, consistent criteria and standards.

1. The achievement mark in any subject should represent the most accurate level of the student's achievement on the district's curriculum map/courses of study. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.
2. Each individual must be given every consideration.
3. Overall grades shall be used to motivate students. Poor or failing grades shall trigger a variety of instructional and intervention activities to assist the student to achieve better grades.

[Adoption date: August 24, 2004]

OAC 3301-35-04; 3301-35-06

STUDENT PROGRESS REPORTS TO PARENTS

The Olentangy Board of Education feels that it is essential for parents to be kept fully informed of their children's progress in school. The type of progress reports sent to parents will be devised by the professional staff, in cooperation with parents.

Written reports will be provided to parents of children in grades kindergarten through 12 four times per year. Progress reports will be sent to parents at the completion of each grading period. Supplementary reports will also be required for students in danger of failing.

Conferences with parents will be used as an integral part of the reporting system. The district will schedule parent-teacher conferences at such time, and in such places, as will ensure the greatest degree of participation by parents.

The superintendent will ensure a continual review and improvement of methods of reporting student progress to parents.

[Adoption date: August 24, 2004]

OAC 3301-35-06

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student in a grade is made on the basis of the following factors. The teacher takes into consideration: reading level, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary and anecdotal evidence should be available to justify retention.
8. A student with failing grades during any academic term may be provided with intervention services.

In addition, students will meet current state statutes.

Certain specified students who are offered intervention services either after hours or in summer classes are truant if they don't attend the intervention programs.

Intervention services will be offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

*"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

[Adoption date: August 24, 2004]

ORC 3301.0710; 3301.0711
3313.608; 3313.609

OAC 3301-35-04; 3301-35-06

TESTING PROGRAMS

The Board believes that a program of group testing can provide a meaningful source of information about the adopted curriculum and overall student achievement. Therefore, the Board authorizes a program of group testing in order to:

1. evaluate strengths and weaknesses of current curriculum and instruction and to identify areas needing change;
2. compare achievement of district students with achievement of a sample population as one means of evaluating student growth;
3. provide a degree of diagnostic instructional information to teachers about the group(s) of students with whom they work;
4. provide general information about a student's probable aptitude for school-related tasks; and
5. provide one basis for a longitudinal study of student achievement and proficiency.

Information gained through the use of group tests is used to design educational opportunities for students to better meet their individual and collective needs. The Board views such information gathering as a primary function of the public schools. Individual permission of parents is not required for the administration of these group tests.

The Board recognizes that all tests provide only a limited source of information about an individual student. Information drawn from group tests is therefore used only in conjunction with all other information available about a student in advising the student or assisting the student in improving his/her work.

Each student with a disability is considered individually as to his/her participation in the testing programs.

Records of the results of group tests shall be maintained in accordance with the Board's policy on student records.

The administration shall provide guidelines for the secure utilization and storing of testing instruments.

[Adoption date: August 24, 2004]

ORC 3301.0710-0713
3319.32; 3319.321

OAC 3301-35-02; 3301-35-03; 3301-35-04

INSTRUCTIONAL MATERIALS

As the governing body of the school district, the Olentangy Board of Education is legally responsible for the selection of instructional materials. The Board delegates to the professional personnel of the district authority for the selection of instructional and library materials.

Materials and equipment for school classrooms and school libraries will be selected by the appropriate professional personnel in consultation with the superintendent, faculty and other sources as needed. Final decision on purchase will rest with the superintendent, subject to official adoption by the Board in the case of textbooks.

The courses of study/curriculum maps will serve as a guide in the selection of all instructional and library materials, including textbooks, supplementary books, library books, filmstrips, films, equipment, recordings and other media. Whenever possible, materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.

[Adoption date: August 24, 2004]

ORC 3329.06; 3329.07; 3329.08
3313.642

OAC 3301-35-04; 3301-35-06

TEXTBOOK SELECTION AND ADOPTION

In selecting textbooks for use in the school district, the Olentangy Board of Education will carefully consider the rights, freedoms, and responsibilities of students, parents, and teachers. Efforts will be made to:

1. preserve each student's right to learn in an atmosphere of academic freedom;
2. support each teacher's responsibility to exercise professional judgments in his/her work and at the same time supply teachers with an awareness of his/her responsibility to meet the district's educational goals and objectives; and
3. recognize the right of parents to influence the education of their children. The Board will not, however, allow the wishes of an individual parent to infringe upon the rights of other students in any class.

The superintendent will establish a textbook selection process, which will include representation of teachers who use the texts, administrators, and other staff members. Students and parents will also be asked to serve on these committees.

The final decision on the selection of textbooks will rest with the Superintendent, subject to official adoption by the Board in all cases.

[Adoption date: August 24, 2004]

ORC 3315.17; 3315.171
3329.01; 3329.05; 3329.06; 3329.07; 3329-08
3313.642
OAC 3301-35-04; 3301-35-06

LIBRARY MATERIALS SELECTION AND ADOPTION

The Olentangy Board of Education believes that the responsibility of the school library is to:

1. provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities and maturity levels of the students served;
2. provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. provide a background of information that will enable students to make intelligent judgments in daily lives;
4. provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking;
5. provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage; and
6. place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from personnel. Students may also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Authority for distribution of funds will rest with the building principal, subject to the approval of the superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection as well as the Board's policy on accepting gifts. Complaints about library books will be handled in line with Board policy on complaints about the curriculum or instructional materials.

[Adoption date: August 24, 2004]

ORC 3329.05; 3329.07

OAC 3301-35-04; 3301-35-06

COMMUNITY INSTRUCTIONAL RESOURCES/SERVICE LEARNING

An important objective of this district's educational program is to encourage each student to become a citizen who will contribute to the welfare of the community. Toward these ends, the Olenyok Board of Education will encourage administrative and instructional personnel to rely on the community as one of the educational resources. The administration will direct a community instructional resources program designed to involve the citizens, the institutions and the environment of our community in the education of its children.

The Board of Education believes that participating actively in community service will enhance students' interpersonal skills and self esteem, enable them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Superintendent will have supervisory control over the community resources program, which will include school volunteer services. Members of the staff and of the community will be encouraged to offer their ideas and services through the channels the administration develops.

[Adoption date: August 24, 2004]

ORC 3315.07
OAC 3301-35-06

EVALUATION OF INSTRUCTIONAL PROGRAMS

The superintendent will, on a regular basis, evaluate the effectiveness of the instructional program in achieving the district's educational goals and objectives as stated in the Continuous Improvement Plan. S/he will submit a written and comprehensive report of the evaluative findings to the Olentangy Board of Education for its consideration and action.

[Adoption date: August 24, 2004]

ORC 3301.13
3313.60
3323.02

OAC 3301-35-02(B); 3301-35-03; 3301-35-07

LITERATURE SELECTION POLICY

In selecting literature for use in the school district, educators will carefully consider the rights, freedoms, and responsibilities of students, parents and the educators themselves. The rights of all stakeholders will be respected in an informed decision-making process, and all stakeholders will honor and uphold the approved literature (fiction/nonfiction) selection policy.

In accordance with the above stance, the following policy will prevail:

1. Educators will honor parental rights to information on specific titles, content and appropriateness, which will be made available in a reasonable period of time before the student is expected to read the text.
2. Educators will determine literature (fiction/nonfiction) choices for the entire student body or grade level. Parents may request an alternate selection of equal rigor and quality that covers the same academic standards for their own child(ren).
3. Literature choices will be determined based on their educational and literary purposes and merit, their correlation to the district's curriculum maps, and age appropriateness according to the child(ren)'s individual academic needs.
4. Professionalism and academic freedom will be protected, encouraged and nurtured in the literature selection process.
5. Students will be exposed to and be able to self-select diverse materials, which are appropriate for their age, academic and maturity levels.
6. Educators will have the right to select whole class or alternative texts and will not be required to use specific grade-level book lists.

[Adoption date: March 20, 2007]

SCHOOL CEREMONIES AND OBSERVANCES/PATRIOTIC EXERCISES

The Board believes that special recognition should be given to national holidays. The building principal should encourage an appropriate observance of these holidays, which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly, while in other instances may be a part of the classroom work.

Religious Holidays and Observances

The following guidelines will govern the observance of and teaching about religious holidays in the schools:

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

"Religious celebration" is defined as:

- a. a formal observance, including worship or religious services of any kind, whether or not conducted by a clergyman. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - b. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or the presentation of religious music, except to the extent that such music is presented for its musical content rather than its religious content.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
 3. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

The Board believes one's appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States flag is a symbol of our democratic heritage, ideals and freedom. The Board believes that saluting the flag and reciting daily the Pledge of Allegiance, helps students to learn and to reinforce these principles.

Therefore, the Board believes all students in grades kindergarten through 12 should have the opportunity to recite the Pledge of Allegiance during the school day at a time and manner specified by the building principal.

The Board recognizes that beliefs of some persons prohibit participation in the Pledge, the salute to the flag or other opening exercises. Such persons are excused from participation and should be protected from intimidation by other students or staff for the purposes of coercing participation.

[Adoption date: August 24, 2004]

U.S. Const. Amend I, Establishment Clause
The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3313.601; 3313.602; 3313.76-77

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the Olentangy School District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, physical handicaps, criminal record, political activity, religion, creed, or opinion, in all decisions affecting admissions, membership in school-sponsored organizations, clubs or activities, access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

The superintendent shall attempt annually to identify children with disabilities, ages 3-22, who reside in the district but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in district programs.

[Adoption date: August 24, 2004]

Civil Rights Act, Title VI; USC 2000d et seq.

Civil Rights Act, Title VII; USC 2000e et seq.

Executive Order 11246, 1965, Amended by Executive Order 11375

Education Amendments of 1972, Title IX, Pub. L. No. 92-318

Americans with Disabilities Act; 42 USC 12112 et seq.

Individuals with Disabilities Education Act

Vocational Rehabilitation Act Of 1973, Sec. 504

ORC 3313.64

ORC 3301-35-02(a)(2)

SCHOOL ATTENDANCE AREAS/ASSIGNMENT OF STUDENTS TO SCHOOLS

The superintendent, utilizing the guidance resolution passed by the Board, will approve attendance areas and assign students to the various schools of the district. As much as possible, the area established should permit each student to attend the school nearest his/her place of residence.

Students will attend the school that serves the attendance zone in which their parents or legal guardian reside or, upon acceptance, the student may attend a magnet school, which serves a larger area or the entire district. Individual exceptions may be made, as fall within the Board policy or may be made in the best interests of the student and/or the school.

[Adoption date: August 24, 2004]

ORC 3313.49; 3313.64; 3313.65; 3313.97
3319.01

COMPULSORY ATTENDANCE - EXCLUSIONS AND EXEMPTIONS

Under law, children between the ages of six and 18 are of compulsory school age. Every person of compulsory school age must attend a school, which conforms to the minimum standards prescribed by the State Board of Education until one of the following occurs:

1. the person receives a diploma granted by the Olentangy Board of Education or other governing authority indicating such student has successfully completed the high school curriculum;
2. the person receives an age and schooling certificate or
3. the person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent, guardian or any other individual having charge of any person that is of compulsory school age must send such person to school unless he/she is exempt as listed above.

A child of compulsory school age residing in the Olentangy School District may be legally excused from public school attendance by:

1. receiving approved home schooling;
2. attending a private or parochial school;
3. having graduated from an approved high school; or
4. holding appropriate documentation to be regularly employed

The Olentangy School District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the district, if the student has been suspended or expelled from any public, private or parochial school of another district in Ohio or out-of-state and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the superintendent/designee to determine the admittance

[Adoption date: August 24, 2004]

ORC 3321.02; 3321.03; 3321.04; 3321.07

OAC 3301-35-02

ENTRANCE REQUIREMENTS

The Board of Education shall establish entrance age requirements for students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five on or before September 30th of the year in which s/he applies for entrance or on or before the first day of a semester other than that beginning in September. A child under age six who is enrolled in kindergarten will be considered of compulsory school age.

The superintendent may admit to kindergarten such children as may be ineligible by reason of age, but demonstrate the ability and need to undertake a program of education. The child shall have attained the age of five by January 1st of the school year in which s/he applies for admission.

The Board will designate the necessary standards and testing programs required for such early admission. There will be a four-week trial period at the beginning of the school year during which early entrance students will be carefully observed by the teacher.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six on or before September 30th of the year in which s/he applies for entrance or on or before the first day of a semester other than that beginning in September. S/he must have completed the kindergarten program of this district or an equivalent program elsewhere and been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made and approved by the district's Pupil Personnel Services Committee.

The superintendent shall require that each child who registers for entrance to school provide:

- a. his/her birth certificate or similar documentation authorized by law as proof of age and birth date;
- b. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child may not be admitted, and appropriate law enforcement authorities are to be notified.

The superintendent shall also ensure that each child entering the district's kindergarten or first grade program for the first time has been properly screened for any medical or health problems, including those related to hearing, vision, and speech and communications.

Any parent may provide the district with a written statement indicating that s/he does not wish to have his/her child screened.

[Adoption date: August 24, 2004]

ORC 3313.64, 3313.641, 3313.672, 3313.673
3321.01 et seq., 3321.05, 3323.01
OAC 3301-35-03(F)(1)

ADMISSION OF NONRESIDENT OR HOMELESS STUDENTS

In order to be eligible for a free public education in the Olentangy School District, a student must be the child of a resident of the district. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the Olentangy School District or a government agency within the district, the student is entitled to attend Olentangy Schools, and tuition is paid in compliance with Ohio law.

In compliance with Ohio law, students are exempt from paying tuition when:

1. an adult resident of the Olentangy School District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the district, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the district and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the district; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the superintendent stating: (1) that the parent is serving outside the State in the U.S. Armed Services; that the parent intends to reside in the Olentangy School District upon returning to the state; and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the Olentangy School District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the superintendent with a sworn statement revealing the location of the house and the parent(s) intention to reside there. The parent(s) must also provide a statement from a home builder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. the student is not otherwise entitled to attend school in the district, but his/her parent is a full-time employee of the district, provided the Board establishes such an admission policy.

8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student is not a resident of the district, does not require special education and resides with his/her grandparent(s) provided that the Board and the board of education of the district in which the student's parent(s) reside enters into a written agreement showing good cause for the student to be admitted to the district; (The grandparent(s) are required to sign all consent forms required by the district, even if the student would remain in the legal custody of the parent(s).)
10. the student is under the age of 22 and his/her parent(s) moved from the district following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester, provided the Board has approved such a procedure;
11. the student is under the age of 22 and because of the death of a parent resides in a new school district; (The student is entitled to finish the current school year in the district upon approval of the Board.)
12. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the superintendent of this district (the district into which the student wishes to enroll) consenting to the attendance of the student in this district or the superintendent of this district specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendent.
13. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.
14. the student is considered by federal law to be an illegal alien and/or a homeless student, who is required to be admitted by federal law and in accordance with state guidelines.

Although the Board does not normally allow the attendance of nonresident students, applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the state, based on a per-student cost determined in compliance with Ohio law.

The Board does not waive the payment of tuition, except:

1. when agreements have been established with other boards of education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the district temporarily or
3. for adult residents or support staff employees of the district who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The district may temporarily deny admittance to any student, who is otherwise entitled to be admitted to the district, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the superintendent/designee to determine the admittance or non-admittance of the student.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
42 USC Sections 11431 et seq.

ORC 9.60-9.62

3311.211

3313.64; 3313.644; 3313.65

3317.08

3327.04; 3327.06

OAC 3301-35-02; 3301-35-03; 3301-35-04; 3301-35-06

3301-42-01

**ADMISSION OF STUDENTS FROM NONCHARTERED SCHOOLS,
COMMUNITY SCHOOLS OR HOME SCHOOLING**

Ohio law permits nonchartered schools (NCS) and home schooling (HS) (home education). For a student to utilize the option of home schooling, the superintendent or designee must be notified in writing following the procedure outlined by Ohio law. This notification must be done on a yearly basis.

In order to provide time to determine an appropriate placement, intent to enter the public school must be communicated to the superintendent or designee no less than four and a half (4 1/2) weeks prior to the expected entry date. In the event such notice is not provided, the Superintendent or designee may make a temporary placement decision while the placement review is conducted.

Upon entry to public school, the NCS/HS student has the right to enrollment without prejudice. The superintendent or designee does, however, have the right and obligation to assess the NCS/HS student to ensure proper placement. Proper placement is of particular concern to NCS/HS students who are entering Olentangy's high schools and attempting to receive credit for home or nonchartered schooling. Information regarding standardized test scores, topics taught, resources used, samples of student work and accomplishments, and official grade transcripts will be required to determine the appropriate placement.

Students in grades 9-12 are required to take final exams for credit only. Students in grades 6-8 are required to take final exams for grade level placement.

NCS/HS students may challenge the placement decision of the superintendent or designee in writing within five (5) school days. The superintendent will then make a final placement decision within thirty (30) school days of receipt of the challenge letter.

Upon initial enrollment in grades nine through twelve, NCS/HS students will have no established grade point average (GPA) or class rank at the high school. NCS/HS students submitting letter grades issued from a nonchartered school or home schooling program will be assigned a pass/fail grade for the courses. GPA will be established by semester grades received at the high school and class rank based on this GPA will be established after four (4) consecutive semesters as a student at the high school. NCS/HS students will not be considered for awards and scholarships until they have been in attendance for four (4) consecutive semesters at the high school.

In order to maintain the integrity of Olentangy's high schools as credit granting institutions, the following guidelines will be followed when an NCS/HS student enters an Olentangy high school:

Requirements for Graduation: To graduate from high school, the following credits must be accumulated:

	<u>Class of 2004</u>
English	4 credits
Social studies	3 credits
Science	3 credits
Mathematics	3 credits
Fine/Performing/Applied Art	1 credit
Health	1/2 credit
Physical Education	1/2 credit
Speech	1/2 credit
Career Exploration	1/2 credit
Electives	<u>6 credits</u>
Total credits required for graduation	22 credits

To receive credit for home schooling or nonchartered high school work in these required units, the description of the home schooling or nonchartered high school work must be comparable to courses in the high school curriculum.

Courses taken in home school/nonchartered high school that do not match Olentangy's high school courses may be used as elective units. In addition to the credit requirements for graduation from high school, all students must pass the Proficiency Test(s) as mandated by the State of Ohio and any local competency evaluation approved by the Olentangy Board of Education. It is the responsibility of the student's family to determine the scheduled dates of these tests.

Any Olentangy high school student wishing to enter the Delaware Area Career Center must meet the admission requirements of that institution.

Until the completion of said four (4) consecutive semesters, transcripts for NCS/HS students will denote credits, grades and GPA received from nonchartered high schools or home schooling, programs. This same denotation will be made on other applications, forms and requests.

Home schooling participants will receive a copy of this policy upon approval of each yearly home school request.

[Adoption date: August 24, 2004]

OAC 3301-34-06

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Board does not wish to participate in an open enrollment program for students.

[Adoption date: August 24, 2004]

ORC 3313.65; 3313.98
Chapter 3327

ADMISSION OF INTRADISTRICT SCHOOL ENROLLMENT

The Board will permit any student (grades K-12) to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with state law and shall include:

- 1) Application procedures, including deadlines for application and for notification of acceptance or rejection of students
- 2) Establishing district capacity limits by grade level, school building, staffing levels and educational program
- 3) Student safety in one building as opposed to another can be a basis for transfer.
- 4) The process must ensure that proper racial balance is maintained.
- 5) Notification that parents must provide transportation for their students.
- 6) Students entering Grades 9-12 will forfeit athletic eligibility for one year.

Additional High School Parameters (Grades 9-12)

Because of the tremendous complexity of an intradistrict transfer for a high school student, it is critical that parameters be established for such transfers. Below are the parameters to be followed and understood by all parties concerned regarding the intradistrict transfer of a high school student.

- 1) Should an intradistrict transfer be approved, the school district will consider the transfer to be valid for the remainder of the student's high school career, the student's extracurricular athletic eligibility will be denied for one year.
- 2) Should a high school student, for whom an intradistrict transfer has been approved, decide for any reason to switch back to the high school in which attendance zone that student resides, that student will be ineligible for athletic participation for one year as well.

Refer to Board Policy File: 3063 and the Student and Athletic Handbooks for other eligibility requirements.

[Second Adoption date: August 4, 2009]

[Adoption date: August 24, 2004]

SCHOOL CHOICE OPTIONS/ASSIGNMENT OF OPEN ENROLLMENT

At such time as a school in the Olentangy District fails to make adequate yearly progress (AYP) in increasing student academic achievement, the Board will develop a policy for school choice options. The policy will include the process by which students may transfer to a school in the district that has met AYP.

The Elementary and Secondary Education Act; 20 USC 1 221 et seq.

[Adoption date: August 24, 2004]

CORPORAL PUNISHMENT

The use of corporal punishment (paddling) as a means of discipline is prohibited in the Olentangy School District. This policy shall not prohibit the use of force or restraint in accordance with division (B) of Section 3319.41 of the Ohio Revised Code.

"Persons employed or engaged as teachers, principals or administrators in a school, whether public or private, and noncertified school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense or for the protections of persons or property."

Olentangy administrators will regularly advise all faculty members that, in addition to the Board policy prohibiting corporal punishment (paddling), any disciplinary measure taken by a teacher or administrator, which inflicts pain through physical contact should be avoided as well; e.g., pulling hair, slapping, hitting.

[Adoption date: August 24, 2004]

ORC 2903.11
3313.20
3319.41

**STUDENT ATTENDANCE ACCOUNTING
(Missing And Absent Children)**

The Olentangy Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her maintained by the school that s/he most recently attended. If the student does not present copies of the required documents, the principal shall call the school the student transferred from and request the information. If that district has no record on file of the student or if that district does not send the records in 14 days, then the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student may be a missing child.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his/her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The superintendent shall develop informational programs for students, parents and community members relative to missing children issues and matters.

[Adoption date: August 24, 2004]

ORC 109.65
2901.30
3313.205; 3313.672; 3313.96
3319.321; 3319.322
3321.12
3705.05

INTERROGATIONS AND SEARCHES

The district has an interest in maintaining an environment of order and discipline in which learning can take place as well as an interest in protecting the health, safety and welfare of students, staff and other visitors. This responsibility for control and management exists during the school day and at school-sponsored or approved extracurricular activities. While discharging its responsibility, the school administration is to make an effort to protect each student's rights with respect to unreasonable searches and with respect to interrogations by law enforcement officials. The administration has developed district regulations to be followed in the case of searches and interrogations.

Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds when there is reasonable cause to believe that a student may be in possession of evidence that a law or school rule has been violated. In discharge of the district's responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of any search will be governed by the seriousness of the alleged infraction, and the age or sex of the student. The authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Reasonable cause for a search on school property or at school-related events will be based upon the school official's specific reasonable conclusions or inferences which s/he is entitled to draw from the facts available in light of the school official's experience. Specific reasonable facts or inferences may be drawn from instances including, but not limited to, a tip from a reliable individual, suspicious behavior which suggests that a law or rule is being violated, a smell indicating the presence of prohibited items or activity or a bulge in clothing or other articles in the possession of a student. Reasonable cause should not be based on mere hunch.

Student desks, lockers, and district-provided storage places are the property of the Board and shall remain the property of the Board. It is the policy of the Board to permit an administrator to search any locker, desk or storage place and its contents, as the administrator believes necessary, including, in accordance with law, a random search at any time. Written notice of this policy will be posted in a conspicuous place in each school building.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in spaces upon school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Interrogation of students by law enforcement agencies and other outside authorities within the district's building and grounds is disruptive to a student's educational process. Additionally, such interrogation may impact student and/or parental rights. Law enforcement agencies and other authorities have ample opportunity to talk to a student away from the school and before or after school hours. They should be strongly encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is to be conducted at the request of the school. This determination shall be made by the principal or superintendent and will be made on a case-by-case basis.

The building administrator shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The building administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. This information is subject to statutory requirements provided in the Ohio Revised Code.

[Adoption date: August 24, 2004]

U.S. Const. Amend. IV
ORC 3313.20

PERMANENT EXCLUSION OF NONDISABLED STUDENTS

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- a. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- b. 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
- c. rape, gross sexual imposition or felonious sexual penetration
- d. murder, manslaughter, felonious or aggravated assault
- e. complicity to commit offenses described above, regardless of where the complicity occurs

If the superintendent has adequate evidence that a student, sixteen years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the district's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen days after receipt of the superintendent's recommendation.

If the Board adopts the resolution, the superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the district superintendent shall re-admit the student in accordance with statute and district guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the district shall be in accord with the procedures described in statute.

[Adoption date: August 24, 2004]

ORC 3313.66, 3313.661, 3313.662

APPEAL OF STUDENT SUSPENSION

- A. The superintendent or the principal, assistant principal or other administrator may suspend a student from school for misconduct specified in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- B. The superintendent (or designee) may require a student to perform community service in conjunction with or in place of a suspension if, in the superintendent's (or designee's) discretion, the situation warrants. The superintendent (or designee) may impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.
- C. Prior to suspending a student, the superintendent or principal shall:
 - 1. Give the student written notice of the intention to suspend the student and the reasons for the contemplated suspension.
 - 2. Provide the student an opportunity to appear at an informal hearing to challenge the reasons for the contemplated suspension or otherwise to explain the student's actions.
 - 3. Make an attempt to notify the parent(s) by telephone if a suspension is issued.
- D. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the procedures listed in Emergency Removal of a Student Policy will be followed.
- E. Within one (1) school day after the time of a student's suspension, the superintendent or principal shall notify in writing the parent, guardian or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include notification of:
 - 1. The reasons for the suspension;
 - 2. The right of the student or the student's parent, guardian, or custodian to appeal the suspension to the Board of Education's designee;
 - 3. The right to be represented in all appeal proceedings;
 - 4. The right to a hearing before the Board of Education's designee in order to be heard against the suspension;
 - 5. The right to request that the hearing be held in private session; and,
 - 6. Permanent exclusion – If the offense is one for which the district may seek permanent exclusion, the notice will contain that information.

F. Appeal Procedure

Suspension may be appealed to the Board of Education's designee.

The appeal of a suspension will not delay the implementation of the suspension. The Board of Education's designee shall make a verbatim record of an appeal hearing. The superintendent (or the superintendent's designee) is designated as the board's designee to hear suspension appeals. If, through the appeal process, the suspension is overturned, a tutor will be provided, at Board of Education expense, if requested by the parent, guardian or custodian. Such tutoring services will be equal to the number of days of suspension, which will be one hour of tutoring for each day of suspension.

The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the Treasurer within fourteen (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.

Decisions of the Board of Education's designee may be appealed under Chapter 2506 of the Ohio Revised Code to the Delaware County Court of Common Pleas.

- G. The provisions of this Student Suspension Policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for a period of less than one (1) school day and is not subject to suspension.

[Second Adoption date: October 1, 2007]

[Adoption date: October 26, 2004]

EMERGENCY REMOVAL OF A STUDENT

If a student's presence poses a continuous 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 premises. If school personnel makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The person who ordered or requested the removal will be present at the hearing. Within one (1) school day of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student and treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to re-instate the student.

In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by re-instatement, suspension or expulsion.

[Adoption date: October 26, 2004]

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The superintendent may require a student to perform community service in conjunction with or in place of an expulsion if in the superintendent's discretion the situation warrants. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Prior to expelling a student, the superintendent shall:

1. Give the student and the student's parent, guardian or custodian written notice of the intention to expel the student.
2. Give the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent or the superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions.

The notice set forth above shall include the reasons for the intended expulsion, notification of the opportunity to appear before the superintendent or the superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. If the offense is one for which the district may seek permanent exclusion, the notice shall contain that information. The time to appear shall not be earlier than three (3) nor later than five (5) school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian or representative of the new time and place to appear.

The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process taking place either within a classroom or elsewhere on the school premises, the procedures listed in Emergency Removal of a Student Policy will be followed.

Within one (1) school day after the time of a student's expulsion, the superintendent shall notify the parent, guardian or custodian of the student and the treasurer of the Board of Education of the expulsion. A written notice will follow and shall include notification of:

1. The reasons for the expulsion;
2. The right of the student or the student's parent, guardian, or custodian to appeal the expulsion to the Board of Education or its designee;
3. The right to be represented in all appeal proceedings;

4. The right to a hearing before the Board of Education or its designee in order to be heard against the expulsion;
5. The right to request that the hearing be held in executive session; and,
6. That the expulsion may be subject to an extension by court order under certain circumstances if the student is sixteen (16) years of age or older. If the expulsion will be for more than twenty (20) school days or for any period of time extending into the following semester or school year, the required notice shall provide the student and the student's parent/guardian, or custodian with information about services or programs offered by the public and private agencies which work toward improving those aspects of the student's attitudes and behavior that contributed to the incident which gave rise to the expulsion. That information shall include the names, addresses and phone numbers of the appropriate public and private agencies.

Appeal Procedure

Expulsion may be appealed to the Board of Education or its designee.

Notice of appeal must be filed with treasurer within three (3) school days of the superintendent's decision.

The appeal of an expulsion will not delay the implementation of the expulsion. The Board of Education or its designee shall make a verbatim record of an appellate hearing. Should a student, parent, guardian or custodian prefer to have their appeal heard by the Board of Education or its designee, they should submit their request, in writing, to the treasurer of the school district and the said appeal will be heard by the Board of Education or its designee. A verbatim record will be kept of the hearing that may be held in executive session at the request of the student, parent, guardian or custodian. If, through the appeal process, the expulsion is overturned, a tutor will be provided, at Board of Education expense, if requested by the parent, guardian or custodian. Such tutoring services will be equal to the number of days of the expulsion, which will be one hour of tutoring for each day of expulsion.

Decisions of the Board of Education or its designee may be appealed under the Ohio Revised Code to the Delaware County Court of Common Pleas.

The provisions of this Student Expulsion policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for a period of less than one (1) school day and is not subject to expulsion or suspension.

[Adoption date: October 26, 2004]

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which 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 any destructive device (as defined in 18 U.S.C.A. Section 921) which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with the law.

Matters that might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. A knife is defined as a cutting instrument having a sharp blade. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

[Adoption date: February 8, 2005]

LEGAL REFS. ORC 3313.66, 3313.661
 20 USC 2701 et seq. - Title IX 9001-9005
 18 USC 921

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

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

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bully activities immediately. All hazing and/or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

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.

[Second Adoption date: November 27, 2007]

[Adoption date: August 24, 2004]

LEGAL REFS.: ORC 117.53
 2307.44
 2903.31
 3301.22
 3313.666; 3313.667
 3314.03
 3319.073

PREGNANT STUDENTS

Educational opportunities are part of the value system of a free society, and education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life. Therefore, the Board affirms the right of a pregnant student to continue her participation in the public school program.

No student, whether married or unmarried, who is otherwise eligible to attend school in the district shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

With assistance from a staff member, the student shall consider any of the following educational plans or suggest alternatives:

1. remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby. The Board reserves the right to require as a prerequisite for attendance in the regular classes and the cocurricular and extracurricular programs of the schools that each pregnant student present to the superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
2. participate in homebound instruction, at school expense, once it has been determined by the student's physician that the student is unable to attend school
3. return to school when her physician states that she is physically able.

Efforts will be made to see that the educational program of the student is disrupted as little as possible; that she receives health and counseling services, as well as instruction; that she is encouraged to return to high school after delivery; and that she is given every opportunity to complete high school.

[Adoption date: August 24, 2004]

ORC 3321.01; 3321.04

**UNSAFE SCHOOLS
(Persistently Dangerous Schools)**

The Board complies with state and federal law in adopting a policy on persistently dangerous schools.

A student attending a "persistently dangerous" school in this district or who becomes a victim of a "violent criminal offense, as determined by state law", anywhere on district "grounds" or during school-sponsored activities is allowed to attend another school in the district that is not persistently dangerous that offers instruction at the student's grade level. However, there is no transfer option if there is no other school in this district that offers instruction at the student's grade level.

A "persistently dangerous" school is defined by state law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1350 or more students enrolled, 27 or more violent criminal offenses must occur in each of two consecutive school years.

"Violent criminal offense" refers to any violent criminal offense set forth and defined in state law as violent in nature.

"As determined by state law" means that the student has been identified as the victim and the perpetrator has pled guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

"Grounds" includes school bus transportation to and from school and school-sponsored activities and designated bus stops.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1 221 et seq.
OAC 3301-35-02; 3301-35-04

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician. The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive worker's compensation benefits.

[Adoption date: June 10, 2008]

[Adoption date: August 24, 2004]

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
ORC 3313.643; 3313.71; 3313.711
3327.10
4113.23
4123.01 et seq.
4123.35
4123.54

DRUG-FREE WORKPLACE

No employee of the district engaged in work or in the workplace shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in federal and state law.

"Workplace" is the site for the performance of work done in connection with the district. The workplace includes any school building, school property, school-owned vehicles or school - approved vehicle used to transport students to and from school or school activities at sites off school property or any school-sponsored or school-related activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of the district.

As a condition of employment, each employee who is engaged in work in connection with a federal grant shall notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, Ohio and federal laws and/or the negotiated agreement, up to and including termination. Any employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or employment may be suspended or terminated at the discretion of the Board.

Sanctions against employees, including nonrenewal, suspension and termination, shall be in accordance with prescribed school district administrative regulations and procedures.

[Adoption date: August 24, 2004]

Drug-Free Workplace Act of 1988; 41 U.S.C. 701 et seq.;
20 U.S.C. 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)

**EMPLOYEE POLICY AND STANDARD OF CONDUCT
DEALING WITH THE MISUSE OF ALCOHOL AND OTHER DRUGS**

The Olentangy Board of Education recognizes that an employee's misuse of alcohol and other drugs can have harmful effects on his/her job performance, put stress on interpersonal relationships and create a negative influence on students. Because school employees serve as positive role models for students, they are entrusted with the responsibility of presenting healthy life styles and attitudes. The misuse and abuse of alcohol and other drugs represents a violation of this trust. With these concerns in mind, the board establishes the following policy statements and standards of conduct:

1. Employees are prohibited to use, distribute, and/or have unlawful possession of alcohol and illicit drugs on school grounds or during school approved activities. Compliance with this standard is mandatory.
2. Violations to the above statement (1) can lead to disciplinary sanctions up to and including termination of employment. Disciplinary sanctions can include the completion of an appropriate rehabilitation program.
3. When alcohol and other drug related laws are broken by an employee on school grounds or during school approved activities, the right to confidentiality is lost and school officials will cooperate fully with law enforcement officials.
4. Individuals who are experiencing problems with alcohol and other drugs could be chemically dependent. The Board recognizes that chemical dependency is a primary, progressive, chronic, potentially fatal, but treatable disease. The board encourages any employee who shows signs of chemical dependency to seek professional assistance.
5. The board recognizes that chemical dependency in other family members can create problems for the employee, which could affect the employee's job performance. Employees who feel stress from family related chemical dependency are encouraged to seek professional assistance.
6. Sometimes the signs of harmful involvement in alcohol and other drugs, whether personal or family related, are more apparent to other employees than to the employee involved. The Board encourages concerned employees to work with the substance abuse prevention counselor or other trained professional in developing a plan of assistance.
7. Information about the harmful effects surrounding the misuse of alcohol and other drugs and related prevention, counseling, and rehabilitation programs will be available to all employees through the substance abuse prevention counselor.
8. The Board recognizes the right of the school's administration to bring to the attention of an employee his/her deteriorating job performance that might be related to problems with alcohol and other drugs. This can occur on a one-to-one basis or with the assistance of an intervention team of concerned and trained participants.

9. The confidential nature of the records and information provided by self- and employee- referred cases will be preserved by the substance abuse prevention counselor and other consulted professionals.
10. This statement of policy and code of conduct will be distributed to all new employees and will be made available to all employees at any time during their employment period.

A Board-approved policy that leads to and allows a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on school premises or as a part of its activities is required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-2226. The above policy allows and encourages for this type of a preventive program and satisfies the requirements of the law.

[Adoption date: August 24, 2004]

Drug-Free Workplace Act of 1988, Pub. L. No. 100-690, 41 U.S.C.
701 et seq.; 20 U.S.C. 3474, 1221e-3(a)(1) (1988);
Drug-Free Workplace Act, 34 C.F.R. § 85 (1988)

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Employees of the Olentangy School District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

An employee who intends to campaign for an elective public office will notify the superintendent in writing of the office he/she intends to seek.

The superintendent will meet with and discuss the situation with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office will be determined in compliance with law.

In connection with campaigning, no employee will use school district time, moneys, facilities, equipment or supplies nor will the employee discuss the campaign with school personnel or students during the working day.

[Adoption date: August 24, 2004]

Intergovernmental Personnel Act; 42 USC 4701 et seq.

ORC 124.57
3315.07

USE OF TOBACCO
To Be Enacted April 1, 2008

The Board of Education recognizes that use of tobacco presents a health hazard which can have serious consequences for both the user and non user.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including a lighted cigar, cigarette or pipe, or any other matter or substance that contains tobacco.

No staff member, student or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

- In any building, facility or vehicle owned, leased, rented or chartered by the Olentangy Local School District
- On school grounds, athletic grounds or parking lots
- At any school sponsored event off campus
- No student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia

[Fourth Adoption date: November 27, 2007] (Replaces Policies #5014 and #8041-Smoking on District Property)

[Third Adoption date: February 27, 2007]

[Second Adoption date: November 30, 2004]

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Goals 2000: Educate America Act; 20 US 6081-6084

ORC 3313.20

Chapter 3794

OAC 3301-35-02; 3301-35-05

STAFF SOLICITATIONS

The superintendent will approve all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the superintendent.

Employees may not be engaged in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes; nor will staff members collect any money or distribute any fund-raising literature without the express approval of the superintendent.

No notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the schools will be distributed or displayed in any school building or on school property without permission of the superintendent. All notices, including those by school personnel, will be approved by the building principal and, in case of doubt, by the superintendent.

[Adoption date: August 24, 2004]

CRIMINAL RECORD CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII) criminal record checks of candidates under final consideration for employment in the District, if the candidates are responsible for the care, custody or control of students.

The Board of Education may employ persons responsible for the care, custody or control of children on the condition the candidate submit to and pass a BCII criminal record check in accordance with the Ohio Revised Code. Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment.

An applicant for employment may provide a certified copy of a BCII criminal background check to the District in compliance with the Ohio Revised Code. The District may accept this background check in place of its own background check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

Any and all information obtained by a Board or persons under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

In addition, the continued employment of bus drivers and all bus drivers employed must not only receive an employee background check, but must have that check renewed every two years.

[Adoption date: August 24, 2004]

Fair Credit Reporting Act; 15 U.S.C. Sections 1681 et seq.
ORC 109.57; 109.572
2953.32
3319.39
OAC 3301-83-06

PROFESSIONAL STAFF RECRUITING

Because the quality of the staff hired by the Olentangy Board of Education is the major component of an effective, productive educational program, the Board and the administration of the district will make efforts to attract and retain the most qualified personnel.

The Board expects the superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and the individual schools and to locate the best qualified candidates to recommend for employment.

The search for teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. The search will take into consideration the characteristics of the community and the school system as well as the need for a staff from various backgrounds and with differing levels of experience.

Recruitment procedures will include posting all openings so that the talents and potential of individuals already employed by the school system will not be overlooked. Any current employee may apply for any position for which he/she has certification and meets other stated requirements. All candidates shall be considered on the basis of their merits, qualifications and the needs of the district.

The appropriate building administrator will be expected to be involved in recruiting and interviewing. The superintendent's recommendation will reflect, although not necessarily agree with, their estimation of the candidate being recommended.

[Adoption date: August 24, 2004]

OAC 3301-35-03

SEVERANCE PAY

Upon retirement, support staff personnel of the Olentangy School District shall be entitled to one-fourth of their unused sick leave accumulation up to a maximum of 65 paid days. The severance benefit must be based on the individual's daily rate of pay at retirement.

"Retirement" shall be defined to mean actual retirement from employment and eligibility for retirement benefits under the State Employees Retirement System.

Daily value shall be determined by dividing basic salary earnings (exclusive of supplemental contracts or overtime) by the basic school year days specified for the position schedule retired from.

[Adoption date: August 24, 2004]

TUTORING FOR PAY

No teacher will tutor for pay a student who is a member of his/her class. Tutorial assistance to students will be considered a normal responsibility of the teacher, except in extenuating circumstances.

A teacher may tutor other students on school premises for pay only in accordance with the following conditions:

1. tutoring will be done after the regular school day, unless special exceptions are approved by the Superintendent;
2. tutoring in the school must have the approval of the principal and must be in accordance with district requirements and guidelines for community use of school facilities and
3. when tutoring on school premises is approved, it will be performed for no more than the hourly rate of pay received by home instructors employed by the Olenyok Board of Education.

[Adoption date: August 24, 2004]

SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING

The educational effort of a district is dependent on every member of the staff for its overall effectiveness and value. The Olenangy Board of Education intends to have the best qualified people to serve as support staff personnel.

The recruitment and selection of suitable candidates for positions will be the responsibility of the Superintendent who will confer with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments of support staff will be made by the superintendent subject to confirmation by the Board of Education. In making these appointments, the superintendent will carefully observe all pertinent laws as well as any regulations that may be approved from time to time by the Board.

Conditions of employment for nonteaching staff members as well as wages, hours and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 124
3319.04; 3319.08l et seq.; 3319.39
3327.10
4141.29

OAC 3301-35-05; 3301-35-06

PROCEDURE FOR BOARD APPROVED VOLUNTEER STAFF

The Board of Education makes every effort to support all programs with appropriate personnel. However, many programs can be cost effectively supplemented with volunteers. It is encouraged that volunteers be used where the addition will benefit the students of the district. To be recognized as a board approved volunteer the following procedures will apply:

1. The volunteer must be interviewed by the appropriate administrator.
2. The candidate must undergo a criminal record check.
3. The candidate needs to be recommended for approval to the Board of Education and receive such approval.
4. The volunteer will be under the direction and/or supervision of a full-time teacher, coach or administrator. The district has the right to do a criminal record check on current and/or prospective volunteers who have or will have unlimited access to students without supervision.
5. No one can be a volunteer coach unless they follow these procedures.
6. Volunteer coaches are encouraged to successfully complete a six-hour/three-hour sports medicine seminar and C.P.R. requirements. A volunteer is not permitted to run a practice and/or supervise a game independent of the head coach.

All Board-approved volunteers shall be included in liability insurance coverage supplied by the Board of Education.

[Adoption date: August 24, 2004]

SUSPENSION WITHOUT PAY/TERMINATION POLICY FOR NON-UNION CLASSIFIED EMPLOYEES

This policy is adopted pursuant to and in order to implement Section 3319.081(C) of the Ohio Revised Code. That section authorizes the Board of Education to suspend a non-union classified employee without pay or terminate a non-union classified employee for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, neglect of duty, discourteous treatment of the public, misfeasance, malfeasance or nonfeasance.

- A. If the administration recommends the suspension without pay or termination of a non-union classified employee pursuant to Section 3319.081(C) of the Ohio Revised Code, the Superintendent or designee shall first send or give notice to the employee in writing of his or her intent to recommend the suspension or termination to the Board of Education, with a summary of the reasons for the recommendation.
- B. The Superintendent or designee will tentatively schedule a hearing on the recommendation for suspension or termination, with at least four (4) calendar days' notice sent to the employee. If the employee requests a hearing, the employee must give the Superintendent or designee at least forty-eight (48) hours' written notice of the request and whether the employee will be represented by legal counsel. The hearing shall be recorded by tape recorder or court reporter, the results of which are to be retained by the Treasurer. The hearing officer will be designated by the Superintendent. The administration shall present arguments, testimony and documentary evidence in support of the allegations. The employee shall have the opportunity to cross-examine the administration's witnesses and to present arguments, testimony, and/or documentary evidence against the charges, refuting, rebutting or explaining the charges. The hearing officer or court reporter will swear witnesses to tell the truth.
- C. The hearing officer shall issue a written report summarizing his or her findings of fact and conclusions concerning the charges and administration recommendation, and forward a copy of the report to the employee and to the Superintendent. The Superintendent then may present the report and the Superintendent's recommendation to the Board of Education for action. There shall be no opportunity for a hearing before the Board of Education (other than the hearing previously held by the hearing officer).
- D. The Treasurer shall provide the employee with written notice of the Board of Education's action on the Superintendent's recommendation to suspend or terminate the employee in writing by certified mail, return receipt requested.
- E. This policy does not limit, restrict or otherwise affect the Board of Education's authority to non-renew employment of non-union employees pursuant to Section 3319.083 of the Ohio Revised Code or the Board of Education's authority to lay off or suspend non-union classified employees pursuant to Section 3319.0810 of the Ohio Revised Code.
- F. This policy does not limit, restrict or otherwise affect the Superintendent's authority, through the superintendent or his or her designee, to transfer or reassign an employee or to place the employee on administrative leave.

[Adoption date: July 15, 2008]

STAFF ACCEPTABLE USE OF TECHNOLOGY POLICY

In the Olentangy Local School District, the district will provide suitable levels of technology to staff members to help them facilitate maximum learning for every student. However with this provision, the board also expects that staff members will use all such tools in an appropriate and acceptable manner. The administration will enforce and maintain these expectations through the Network Acceptable Use Practices document as part of their day-to-day management responsibilities of the district. If a staff member is found to be violating these practices, among other things, their access to and use of such technology may be limited or removed or they may be disciplined in accordance with state law, board policy and/or the discipline procedures as provided in any applicable negotiated agreement, which may include termination.

[Adoption date: April 28, 2009

STUDENT HEALTH SERVICES AND REQUIREMENTS

The purpose of the health services program is to promote, protect, maintain and improve the health status of students through the cooperative efforts of the student, the family, the physician, the dentist, school personnel and the community. Members of the school health team may include the principal, teacher, school nurse, secretary, nurse's aide, counselor and psychologist. The primary responsibility for the student's health rests with the parents. The school environment should be regulated with due regard and concern for the mental and physical health of students, and every precaution should be taken to protect students and personnel from accident or injury.

Student health and safety shall be safeguarded by an organized program of school health services designed to identify student health problems and to coordinate school and community health resources for students, as evidenced by, but not limited, to:

1. Compliance with immunization requirements of Section 3313.67 of the Ohio Revised Code;
2. Compliance with emergency medical authorization requirements of Section 3313.712 of the Ohio Revised Code;
3. Screening procedures to identify students with vision and hearing problems and a program of health counseling, referral and follow up;
4. Procedures of emergency situations including fire drills, rapid dismissals and tornado drills in accordance with Section 3737.73 of the Ohio Revised Code.
5. Records of monthly fire drills, rapid dismissals, lock downs, and tornado drills;
6. Emergency procedures posted in classrooms and available to parents, students, and school personnel;
7. Emergency telephone numbers posted by each telephone;
8. Supervision of school grounds, play areas and other facilities when scheduled for student use;
9. First aid facilities and materials.

[Second Adoption date: June 10, 2008]

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Health Insurance Portability and Accountability Act, 29 USC 1181 et seq.
42 USC Sec. 12101 et seq. (1997)
20 USC 1232 g Sec. 1400 6301 et seq. (1997)
29 USC Sec. 794(a) (1988)
ORC 3313.50; 3313.67-3313.73
OAC 3301-35-04; 3301-35-06

PHYSICAL EXAMINATIONS OF STUDENTS

The Board of Education may require students of the district to submit to periodic health examinations to:

1. protect the school community from the spread of communicable disease;
2. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
3. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

1. general physical examinations for athletics;
2. dental examinations;
3. tests for communicable disease;
4. vision and/or audiometric screening;
5. scoliosis tests.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

[Adoption date: August 24, 2004]

R.C. 2305.231, 3313.50, 3313.68 et seq.
A.C. 3301-35-03 (D)
20 U.S.C. 1232(h)

INOCULATIONS OF STUDENTS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella (German measles), pertussis, mumps and tetanus in accordance with State statutes, unless specifically exempt for medical or other reasons.

A student may be exempted from immunization upon the presentation of the written objection of his/her parent or guardian or the written certification of a physician that such immunization is medically contraindicated.

Parental statement as to a student's prior history of disease is not acceptable reason for that student to be excluded from immunization or vaccination.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice. No student may remain in school more than 14 days if he/she has not received, or is not in the process of receiving, the immunizations required by statute.

The Board believes that immunization is the primary responsibility of the parent(s).

[Adoption date: August 24, 2004]

ORC 3313.67; 3313.671; 3313.71; 3313.711
3701.13

ACQUIRED IMMUNE DEFICIENCY SYNDROME

HIV infection is not transmitted casually; therefore, it is not, in itself, a reason to remove a student or staff member from school. The superintendent who has been notified that a student or staff member is infected with HIV shall follow a standard procedure to ensure the safety of persons in the school setting and to plan to support the person with the illness.

In the case of HIV, the superintendent shall determine whether the person who is infected with HIV has a secondary infection, such as tuberculosis, that constitutes a recognized risk of transmission in the school setting. This is a medical question, and the superintendent shall answer it by consulting with the infected person's physician, a qualified public health official who is responsible for such determinations, and the infected person and a student's parent or guardian. This group shall also discuss ways that the school may help anticipate and meet the needs of the student or staff member infected with HIV.

If there is no secondary infection that constitutes a medically recognized risk of transmission in the school setting, the superintendent shall not alter the education program or job assignment of the infected person; however, the superintendent or designee shall periodically review the case with the infected person (and student's parent or guardian) and the medical advisors described above.

If there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the superintendent shall consult with the physician, public health official and the infected person (and student's parent or guardian). If necessary, they will develop an individually tailored plan for the student or staff member. Additional persons may be consulted, if this is essential for gaining additional information, but the infected staff member, or the parents or guardian of a student, must approve of the notification of any additional persons who would know the identity of the infected person. The superintendent should consult with the school attorney to make sure that any official action is consistent with federal and state law. When the superintendent makes a decision about the case, there shall be a fair and confidential process for appealing the decision.

If an individually tailored plan is necessary, it shall have minimal impact on either education or employment. It must be medically, legally, educationally and ethically sound. The superintendent will establish guidelines for periodic review of the case and will oversee implementation of the plan in compliance with local, state and federal laws, including due process and appeal.

Utmost confidentiality shall be observed throughout this process.

The people who shall know the identity of a student or school staff member who is infected with HIV are those who will, with the infected person and a student's parent or guardian, determine whether the person who is infected with HIV has a secondary infection that constitutes medically recognized risk of transmission in the school setting. They are as follows:

1. The superintendent or a person designated by the superintendent to be responsible for the decision
2. The personal physician of the infected person
3. A public health official

Note: Public health officials do not always need to know the infected person's name. This practice will vary according to state laws and the particular case. In some instances, the official will study facts of the case without needing to know the identity of the student or staff member to make a decision.

Notification of Additional Persons

The decision makers listed above and the person infected with HIV (and a student's parent or guardian) will determine whether additional persons need to know that an infected person attends or works at a specific school. The additional persons will not know the name of the infected person without the consent of the infected person and a student's parent or guardian. Depending on the circumstances of the case, the following persons may know about the person who is infected with HIV, but do not know his or her identity:

1. The school nurse
2. The school principal or designee
3. A public health official

Note: Public health officials do not always need to know the infected person's name. This practice will vary according to state laws and the particular case. In some instances, the official will study facts of the case without needing to know the identity of the student or staff member to make a decision.

Confidentiality

All persons shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member or the infected student's parent or guardian. To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person, not even for the purposes of word processing or reproduction.

Any school staff member who violates confidentiality may be subject to disciplinary action. Staff should be advised of the seriousness of confidentiality requirements and that a breach could make them liable to a lawsuit.

Mandatory screening for communicable diseases that are not spread by casual, everyday contact, such as HIV infection, shall not be a condition for school entry or attendance, or for employment or continued employment.

The district shall follow (district or state guidelines) to prevent the spread of diseases at school. The district shall also follow the most current Centers for Disease Control (CDC) "Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus and Other Bloodborne Pathogens in Health-Care Settings."

As prescribed by CDC guidelines, training about techniques for preventing the spread of infectious diseases shall be comprehensive and shall be provided for all staff. The training shall include a demonstration of procedures and an opportunity for hands on experience to demonstrate proficiency.

The superintendent shall be responsible for the effective implementation of these programs and procedures, which shall be developed in collaboration with local or state health agencies.

[Adoption date: August 24, 2004]

ORC 3313.67; 3313.68; 3313.71
3319.321
3701.13; 3701.14
3707.04; 3707.06; 3707.08; 3707.20; 3707.21; 3707.26
3709.20; 3709.21

BLOODBORNE PATHOGENS

Staff/students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the district shall adhere to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/of other bloodborne pathogens.*

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the superintendent shall develop and implement an exposure control plan.

The plan shall include annual in-service training for staff; first aid kits in each schoolroom and each school vehicle; correct procedures for cleaning up body fluid spills and for personal clean up.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

[Second Adoption date: June 10, 2008]

[Adoption date: August 24, 2004]

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

20 USC 8901

29 CFR (Code of Federal Regulations) 1910.1030

ORC 117.102; 3313.473; 3707.26; 3748.20

STUDENT SAFETY

The objectives of safety instruction in the District include:

1. learning how to practice safety and prevent accidents;
2. learning how to safely use and properly care for tools and equipment so as to reduce the potential for accidents;
3. developing habits of good housekeeping, proper storage and handling of materials, and sanitation;
4. becoming familiar with personal protection devices and the proper clothing to be worn for safety purposes and
5. learning how to cooperate with others in the promotion and operation of a safety program in the schools and in school vehicles.

Instruction in courses in industrial technology, science, family consumer science, art, physical education, health and safety includes and emphasizes safety and accident prevention.

Safety instruction precedes the use of materials and equipment by students in the courses listed above, and instructors teach and enforce all safety rules established for the particular courses. These include the wearing of personal protective devices in appropriate situations.

Staff members instruct students not to accept gifts or automobile rides from strangers. Students are also instructed to tell staff members, parents, law enforcement officials or school safety patrols of any suspicious strangers in or around school property.

The Board provides instruction in personal safety and assault prevention in grades kindergarten through six. Upon the written request of a parent, a student shall be excused from such instruction.

In an attempt to further ensure student safety, staff members:

1. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
2. shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
3. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
4. shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

Buildings are inspected annually to detect and remedy health and safety hazards. Staff members shall immediately report to the building administrator any accident or safety hazard he/she detects.

The Superintendent is authorized and directed to develop appropriate means for the implementation of this policy.

[Second Adoption date: June 10, 2008]

[Adoption date: August 24, 2004]

LEGAL REFS.: ORC 3313.60; 3313.643; 3313.96
 3705.05
 3737.73
 OAC 3301-35-06

ORC 3313.60; 3313.643; 3313.96
 3705.05
 3737.73
OAC 3301-35-03

REPORTING CHILD ABUSE

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, psychologists and administrators. This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention, violence and substance abuse and the promotion of positive youth development within two years of commencing employment with the District, and every five years thereafter.

Conversely, public children's services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

[Second Adoption date: July 15, 2008]

[Adoption date: August 24, 2004]

LEGAL REFS.: ORC 2151.011; 2151.421
3313.662
3319.073

SEX OFFENDER NOTIFICATION

Ohio's "Sex Offender Registration and Community Notification" law requires all "habitual sex offenders" and adjudicated "sexual predators" (hereinafter "offenders") to register with the sheriff of the county in which they reside. The sheriff must then notify certain community members including the superintendent of the school district in which such an offender resides. If the offender is a juvenile, the sheriff will notify the building principal of the school that the delinquent child attends, and if the delinquent child attends a school outside the school district where s/he resides, the sheriff will notify the superintendent of the board of education of a school district that governs the school that the delinquent child attends and the principal of the school the child attends. If a building principal receives such a notice from the sheriff, s/he shall immediately notify the Superintendent who will proceed to notify school employees as set forth below.

Notice to School Employees:

When the superintendent is notified that a habitual sex offender or sexual predator has registered with the county sheriff as a resident of the District, the Superintendent shall notify all employees whose duties include the supervision of and/or responsibility for students. Employees who may be notified include all administrators, principals, teachers, tutors, educational aides, coaches, guidance counselors, school psychologists, librarians, building-level secretaries, transportation coordinators, bus drivers (particularly drivers responsible for the bus routes and stops within the area where the offender resides), and custodial personnel and others who monitor the presence of non-school personnel on school property. Other employees who may have duties which include the supervision of and/or responsibility for students also may be notified at the discretion of the Superintendent.

Information provided by the notice shall include the offender's name, address, and the offense of which s/he was convicted or to which s/he pleaded guilty. The notice shall also include a physical description and/or photograph of the offender to the extent that the superintendent has been supplied with such information. If such information has not been provided to the superintendent, s/he will attempt to secure such information from the sheriff to facilitate identification of the sexual offender/predator. If the offender is a juvenile who is attending a school in the district, the notice will also identify the school s/he attends and his/her grade level.

Notification shall take place in the following manner:

- a. Notices will be disseminated by the building principals in a manner determined appropriate to ensure that information remains confidential and restricted to only those person identified above.
- b. Employees provided such information are required to maintain said information as confidential and to store all materials disseminated under this policy in a manner guaranteed that they remain confidential and are not lost, stolen, or released or viewed by unauthorized persons.
- c. If the superintendent receives notice from the sheriff that the offender has relocated outside the school district, all employees will be notified and required to return all materials relating to that offender to the Superintendent for proper disposal within five (5) school days.

Reporting Procedure:

- A. If an offender who does not attend the school is observed on or near school property or a bus stop area by an employee who has been so notified, and the offender's presence appears to be without a legitimate purpose or otherwise creates concern for the safety of students, the employee shall immediately alert the building principal and take such other action as may be deemed necessary by the employee to protect the students (e.g., remove all students from the area).
 - B. The building principal is responsible for notifying the superintendent and should take such other action as may be deemed necessary by the principal to protect the students (e.g., remove all students from the area).
 - C. The superintendent is responsible for notifying the County Sheriff's Department, if in his/her judgment, the presence of the sexual predator or habitual sex offender appears to be without a legitimate purpose or otherwise creates concern for the safety of students.
 - D. The superintendent shall work with the police to make sure appropriate action is taken to address the situation.
 - E. Employees should generally not attempt to communicate directly with the offender, unless the circumstances warrant such communication.
1. "Legitimate purpose" shall be defined as the individual having a specific, legal purpose for being on school property (e.g., attending and/or participating in a meeting, activity, or event which is taking place on school property and which is open to the general public; attending a parent-teacher conference/meeting; attending a student performance or athletic event in which his/her child is participating), and the individual is complying/ comporting his/her conduct with Board policies.

Confidentiality:

All information contained in the notice to employees is confidential and may not be discussed with or released to any persons not identified above in the section entitled "Notice to School Employees". Unauthorized disclosure of this information to other employees, students, or persons outside the school system may result in disciplinary action and/or individual civil liability. Such action shall be considered to be outside the scope of the individual's employment with the district.

All sexual offender records retained by the superintendent and school employees are exempt from disclosure under R.C. 149.43.

Community Notification:

The superintendent shall not release information concerning an offender who is subject to Community Notification laws to any person other than those employees identified above and as required by law. Persons not identified above who wish to receive information concerning the offender shall be directed to the office of the sheriff with whom the offender has registered.

[Adoption date: August 24, 2004]

ORC Chapter 2950, Sec 149.93
OAC Chapter 109:5-2

STUDENT GIFTS AND SOLICITATIONS

There are differences in the economic status of families represented by the students in our school district and the Olentangy Board of Education wishes to avoid any embarrassment to students or hardship on families that lack financial resources. Nor does the Board wish to burden the community with numerous, repeated solicitations by the students; therefore:

1. Teachers will discourage gifts from students. Notes of appreciation are always welcome.
2. Charity or general solicitations from students will be permitted only after written approval has been given by the superintendent. The superintendent will annually approve all solicitations that will be permitted in the schools.
3. There will be no solicitation of money from local industry, businesses, district residents, parents or anyone by any school organization without the approval of the superintendent.
4. When the graduating class wishes to present a gift to the school, it will be encouraged to donate the balance of the class fund to a school service project, the school scholarship fund or to present a gift that will have long-lasting benefit to all students in the district.
5. Permission will never be given for the school to sponsor non-school fundraisers or to provide for student involvement in such.

[Adoption date: August 24, 2004]

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this district. Only records mandated by the state or federal government and/or necessary and relevant to the function of the school district or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, designated school officials, and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students (individuals eighteen (18) and older), parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the district" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records on request to a school or school district in which a student of this District seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by federal regulations and state laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/adult student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Directory Information

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information."

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; scholarships; and/or telephone numbers only for inclusion in school or PTO directories.

Parents and adult students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior parental consent. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such

consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit 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).

The superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violate the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Family Educational Rights and Privacy Act; 20 USC Section 1232 1232g

Individuals with Disabilities Education Act; 20 USC Section 1400 et seq.

ORC 149.4; 149.43, 1347.01 et seq., 3117.031; 3319.32; 3319.321; 3319.33
3321.12; 3321.13; 3331.13

OAC 3301-35-04; 3301-35-07

SAFETY PROGRAM

It will be the policy of the Olentangy Board of Education to take precautions to provide for the safety of all students, employees, visitors and others present on district property or at school -sponsored events.

Principals shall be responsible for the supervision of a safety program for their appropriate schools.

The executive director of operations will have overall responsibility for the safety program of the district. General areas of emphasis will include, but not be limited to: in-service training; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; emergency procedures, and traffic safety problems relevant to students, employees and the community.

The practice of safety will be a part of the instructional plan of the district schools through educational programs. The educational program will include instruction in traffic and pedestrian safety, driver education, fire prevention and emergency procedures appropriately geared to students at different grade levels.

[Second Adoption date: June 10, 2008]

[Adoption date: August 24, 2004]

Public Employment Risk Reduction Act; ORC 4167.01 et seq.

ORC 117.102

ORC 2744

ORC 3313.473

ORC 3313.60

ORC 3313.643

ORC 3314.15

ORC 3701.93 through 3701.936

ORC 3707.26

ORC 3737.73

OAC 3301-35-06

EMERGENCY PLANS

The Board acknowledges that safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District.

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

Comprehensive School Safety Plans and Drills

The Board directs the Superintendent and Executive Director of Operations and Facilities to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff and volunteers. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students.

The administration reviews the plan annually, considering the most current information dealing with the subjects, as well as making relevant information about the plan known to the community. When the comprehensive safety plan is used, assessment of the way the emergency was handled is completed by the Board and the administration. Suggestions for improvement, if necessary, are solicited from all stakeholders.

State law determines the type and number of drills the District must conduct in order to adequately prepare staff and students for emergency and disaster situations. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur.

A copy of each school building's current comprehensive safety plan and blueprint is filed with the law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. A copy of each school building's current comprehensive safety plan and floor plan is filed with the Ohio Attorney General. The floor plan is used solely by law enforcement responding to an emergency in the building and is not a public record.

The District's comprehensive safety plan must be updated every three years and within 90 days whenever a major modification to an individual school building necessitates changes in that building's plan.

Administrative Rules/Protocols

The Board directs each building principal/designee to develop administrative rules/protocols regarding the topics listed below. The rules/protocols are kept in the central office and produced to board of health sanitarians, upon request, during board of health inspections.

1. A list of dangerous or recalled products, as identified by the State Board of Health.
2. Radon rules or protocols including evidence that the school has been built radon resistant or has been tested for radon within the past five years.
3. An asbestos management plan including evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review.
4. A school-wide safety or crisis management plan, which provides a protocol for responding to any emergency events and a protocol providing for immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.
5. Guidance regarding bloodborne pathogen risk reduction.
6. Procedures for administering medications to students.
7. A written comprehensive safety plan addressing:
 - A. safety management accountabilities and strategies;
 - B. safe work practices;
 - C. accident analysis procedures;
 - D. job safety analysis procedures;
 - E. safety committees and employee involvement strategies;
 - F. employee safety and health training;
 - G. treatment of sick or injured workers;
 - H. safety and health hazard audits;
 - I. ergonomics;
 - J. transportation safety;
 - K. identification and control of physical hazards;
 - L. substance abuse;
 - M. school violence prevention and
 - N. personal protective equipment.
8. A written chemical hygiene plan, which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards of chemicals in the school.
9. Material data sheets for every hazardous chemical used in the school building or on the school grounds for cleaning, maintenance or instruction. (These must be kept where the chemicals are stored in addition to the central office of each building).

10. Protocols on staff and student hand washing.
11. No smoking signs.
12. The District's integrated pest management policy.
13. A flushing protocol if lead pipes or lead-lined storage wells are used.
14. Protocols for using automated external defibrillators (AEDs);
15. Protocols for responding to in-school crises, including student crime, suicide, death of student or employee, acts of violence (including bomb threats and school intruders), trauma, accidents and/or terrorism.
16. Protocols for the management of student's with life-threatening allergies.

[Adoption date: June 10, 2008]

LEGAL REFS.: ORC 149.433
 2305.235
 2923.11
 3301.56
 3313.20; 3313.536; 3313.717
 3314.03; 3314.16
 3701.85
 3737.73; 3737.99
 OAC 3301-35-06
 3701-54-09

EMERGENCY CLOSINGS/DELAYS

The Superintendent/designee may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members. It is understood that the Superintendent takes such action only after consultation with Operations and Facilities Department and weather authorities.

In the event that the Superintendent/designee shortens the school day by no more than two hours due to hazardous weather, either at the beginning or the end of the given school day, that day will not be designated a calamity day.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

Prior to September 1 of each year, the Board adopts a resolution specifying a contingency plan under which the students make up days the schools were closed because of calamity days. These make-up days are beyond the five calamity days provided for by law.

The contingency plan cannot in any way conflict with the collective bargaining agreement.

[Adoption date: August 12, 2008]

LEGAL REFS.: ORC 3313.48; 3313.482; 3313.483
 3317.01
 3737.73
 OAC 3301-35-06

REPORTING OF HAZARDS

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from hazards that may result from industrial accidents or from the presence of asbestos materials and products or conditions identified by the State Board of Health as injurious to health and safety.

Toxic Hazards

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens and in the cleaning of rooms and equipment.

The Superintendent/designee appoints an employee to serve as the District's Toxic Hazard Preparedness (THP) officer. The THP officer:

1. identifies potential sources of toxic hazard in cooperation with material suppliers who supply the THP officer with material safety data sheets (MSDS);
2. ensures that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning and the name and address of the manufacturer or responsible party;
3. maintains a current file of MSDS for every hazardous material present on District property;
4. designs and implements a written communication program which:
 - A. lists hazardous materials present on District property;
 - B. details the methods used to inform staff and students of the hazards and
 - C. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
5. conducts a training program for all District employees to include such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment and the District's plan for communication, labeling, etc. and
6. establishes and maintains accurate records for each employee at risk for occupational exposure including name, social security number, hepatitis B vaccine status, results of exams, medical testing and follow-up procedures for exposure incidents and other information provided by and to health care professionals.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and others knowledgeable about potential toxic hazards.

Asbestos Hazards

In its efforts to comply with the Asbestos Hazard Emergency Response Act, the Public Employment Risk Reduction Act and the Asbestos Abatement Contractors Licensing Act, the Board recognizes its responsibility to:

1. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
2. take appropriate action based on the inspections;
3. establish a program for dealing with friable asbestos, if found;
4. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos and
5. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent/designee appoints a person to develop and implement the District's Asbestos-Management Program which ensures proper compliance with Federal and State law and the appropriate instruction of staff and students.

The Superintendent/designee also ensures that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.

Occupational Exposure Training

All employees with occupational exposure are required to participate in a training program at the time of their initial assignment to tasks where occupational exposure may occur.

Follow-up training for employees is provided one year after their initial training. Additional training is provided when changes such as modifications of tasks and procedures or institution of new tasks and procedures affect employees' occupational exposure.

A record of attendance at occupational exposure training is completed and maintained by the THP officer following each training session. These records are maintained for three years from the date of the training.

Records Availability

All records required to be maintained are made available upon request for examination and copying by the employee, employee representatives and under the provisions of PERRA. Medical records, however, are not made available to employee representatives or other persons without written consent of the employee.

Other Conditions Injurious to the Safety or Health of Building Occupants

In addition to the reporting of toxic hazards, the Board directs the Superintendent/designee to comply with all board of health inspections, as required by OAC 3701-54, to ensure that conditions injurious to the safety or health of persons on District property are minimized.

During a board of health inspection, each building principal/designee provides:

1. access to the building and grounds at any time during regular school hours;
2. a record of inspections of the school grounds and buildings for dangerous and recalled products that have been identified by the State Board of Health;
3. any records or other information the board of health considers necessary to evaluate the health and safety of the school and
4. a representative who accompanies the sanitarium during the course of the inspection, with advance notice from the board of health and upon request of the sanitarian.

If a report is submitted to the board of health following a school inspection, the Superintendent/designee develops and submits a written plan for abatement of conditions identified by the inspection report. The plan of abatement is submitted within 60 days of receipt of the inspection report.

The Superintendent/designee provides written notification to the board of health when abatement, as outlined in the plan, has been completed.

Each building is surveyed quarterly, by a representative appointed by the Superintendent/designee, for dangerous products and conditions that have identified in notices from the board of health. All dangerous products or conditions found on school grounds or within school buildings are abated or controlled, immediately or within 30 days of receipt of the notice from the board of health. Any action taken is documented on the board of health transmittal form. Completed transmittal forms are retained in a central location for verification by board of health inspectors.

Liability Disclaimer

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

[Adoption date: August 12, 2008]

LEGAL REFS.: 29 CFR 1910.1030
Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.
Comprehensive Environmental Response, Compensation and Liability Act;
42 USC 9601 et seq.
ORC 117.102
3313.473; 3313.643; 3313.71; 3313.711
3314.15
3327.10
3701.93 through 3701.936
3707.26
4113.23
4123.01 et seq.
Public Employment Risk Reduction Act; ORC 4167.01 et seq.

BUILDINGS AND GROUNDS SECURITY

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff, and carefully weighing the rights of privacy of students and staff against, the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems and directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

1. The administration notifies its students and staff that camera surveillance may occur on school property or in school vehicles. Notices are placed in student and staff handbooks.
2. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records. The district has designated student photographs as "directory information." Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.
4. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

[Adoption date: August 12, 2008]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Family Educational Rights and Privacy Act; 20 USC Section 1232g
U.S. Const. Amend. IV
ORC 149.41; 149.43
1347.01 et seq.
3313.20

ENERGY CONSERVATION

Measures should be taken to conserve energy in order to protect natural resources and to minimize the District's expenditures for costs of energy consumption. The Board directs the Superintendent and the staff to continually assess the consumption of energy and make recommendations for improved use of energy resources. The Executive Director of Operations and Facilities, supported by the school staff, develops and implements operating procedures to reduce energy consumption in the schools.

One major component of the District's energy management plan is to provide leadership in developing a realistic energy ethic in the operation of its facilities to improve the learning and teaching. The success of energy conservation is the joint responsibility of the Board Members, Administrators, Teachers, Students and Support Personnel and is based on their cooperation.

The Board may approve the purchase and installation of energy conservation measures via shared savings and/or installment contracts. The Board may dispense with competitive bidding in awarding such contracts in accordance with law.

[Adoption date: August 12, 2008]

LEGAL REFS.: ORC 133.06(G)
3313.372; 3313.373; 3313.46(B)(3)

INTEGRATED PEST MANAGEMENT SAFETY

The Board is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals through adoption of an integrated pest management policy. The goals of the District's integrated pest management program are:

1. to provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. to promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. to ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building and
4. to reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use and prenotification of chemical use.

In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

[Adoption date: August 12, 2008]

LEGAL REFS.: 29 CFR 1910.1030
Comprehensive Environmental Response, Compensation and Liability Act,
42 USC 9601 et seq.
Public Employment Risk Reduction Act; ORC 4167.01 et seq.
OAC 3701-54-09

INTEGRATED PEST MANAGEMENT PROGRAM

The District's Integrated Pest Management (IPM) program includes the following components:

Identification

A knowledgeable person or company competent to carry out pest management duties finds the origin of a pest problem or potential problem.

Prevention and Monitoring

Pest problems are prevented by routine monitoring, identification of potential pest problems and through education of the school community. When necessary, habitat modification is used to discourage pests from an area.

The individual/company responsible for the District's IPM program routinely inspects the building, including entrances, food/water storage sites and restrooms for pest activity. The individual/company responds to complaints reported by students, staff, parents or other school community members.

Education and Training

Everyone in a school community plays a role in pest management. Students, staff and other stakeholders are provided with the information necessary to implement the IPM program successfully. The IPM policy is distributed to students and staff in District handbooks and to any individual/company hired to carry out pest management duties.

Education and training programs address common human habits and other cultural practices which may be pest conducive.

Approved Least Toxic Chemical Use

Nontoxic methods of pest control are preferred. When applicable, the District uses environmental, cultural, mechanical and sanitation controls as the primary sources of pest control.

If nontoxic methods of pest control fail or are impractical, the least toxic chemical pesticide that is effective is used. Application techniques that minimize exposure are approved prior to being used. Only trained and qualified workers handle and apply the pesticides.

A record of all chemical pest control treatments is kept for at least a three years. All records are made available upon request to the general public, the Ohio Department of Agriculture- Section of Pesticide Regulations and the board of health upon request.

Prenotification

Whenever possible, pesticides are administered during noninstructional periods and/or during school breaks.

If it becomes necessary to administer pesticides during times school is in session, the administration provides notice to affected persons, prior to the date and time of the pesticide application. The notice includes the date, time and location of the application, the name of the product being used and the telephone number to contact the school/company for more information.

The following specific regulations are used by District staff and contractors when pesticides or alternative pest-control products are used.

1. An Integrated Pest Management Program (IPMP) is developed and implemented to reduce the use of pesticides. Lawn care standards including mowing height and frequency, aeration, overseeding and fertilization are implemented to improve turfgrass density and reduce weed growth.
2. Structural and lawn chemicals such as insecticides, herbicides and fertilizers are chosen with as low a level of toxicity as practical. The least toxic or organic formulation with the safest method of application is selected when there is a choice of products with comparable cost and effectiveness. Products labeled "caution" are to be preferred over products labeled "warning" or "danger."
3. Long-term storage of chemicals is kept to a minimum. Since many chemicals lose effectiveness with storage, and storage further increases risk, only enough of the product for a given application is purchased. All materials are stored in accordance with label instructions. All products and application equipment are stored in a separate facility away from classrooms and food preparation or storage areas. Storage facilities are kept inaccessible to students and the general public and are clearly marked as pesticide storage areas.
4. All chemicals have complete label instructions and remain in the original containers until used. Material Safety Data Sheets (MSDS) and sample labels for lawn chemicals are kept on file in the District and are readily available to anyone who must handle such materials or who may be exposed to the product. Structural pesticide labels and MSDS are filed in the District as well.
5. All applications of pesticides and fertilizers are made in strict compliance with the label instructions, and under no circumstances do the product concentrations exceed those specified in the application instructions.
6. An annual written plan of seasonal applications is distributed to building administrators and kept on file in the District. The plan contains the following information:
 - A. the season of the application;
 - B. the purpose of the application;
 - C. the product to be used;
 - D. the formulation of the product;
 - E. an estimate of the amount of product to be used;
 - F. the District site and specific area to be treated;
 - G. the type of equipment to be used and
 - H. any requirements necessary to comply with the Ohio Department of Agriculture and the Ohio Environmental Protection Agency regulations, including any warning or notification signs.
7. All chemicals and organic products are applied at times that individuals are not in the immediate area or scheduled to use District facilities within the restricted entry limitations identified on the product label.

8. A sign is posted on each affected site seven days prior to the target application date identified in the seasonal application plan to notify staff and residents of pending applications. The sign includes a phone number to call to request additional information.
9. Treated school grounds are posted with a sign identifying the date and time of the application, product used and re-entry date and time. Signs remain posted for 24 hours after the expiration of the re-entry date and time.
10. Records are kept in the District following each application and contain the following information:
 - A. name of certified applicators supervising the application and name of trained service technicians making application;
 - B. application and re-entry dates;
 - C. District site and specific areas treated;
 - D. pests controlled;
 - E. size of site treated;
 - F. trade name (brand name) and EPA registration number of chemicals used;
 - G. total amount of each chemical used;
 - H. rate of application and concentration of chemical formulation applied;
 - I. type of equipment used;
 - J. time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
 - K. wind direction and velocity, air temperature and other weather conditions when applicable.
11. District employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.
12. No school support groups, i.e., PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on District property.
13. Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.

[Adoption date: August 12, 2008]

INDOOR AIR QUALITY

The Board of Education of the Olentangy Local School District believes that the health, comfort, and learning environment of students and staff are important aspects in accomplishing its mission of working with the local Health Department and the EPA in the development of an indoor air quality (IAQ) management plan. This plan will be developed to monitor and improve the quality of air in our school buildings. The objectives of this IAQ plan are:

Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific practices.

Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.

Respond to IAQ-related concerns and problems in a prompt and thorough manner and effectively communicate the progress of investigating and their resolution to all interested parties.

[Adoption date: October 28, 2008]

DISTRICT VEHICLE ENGINE IDLING RESTRICTIONS

Unnecessary release of diesel emissions pollutes the air which negatively impacts students, staff and drivers. It is important that every employee give full attention to limiting engine idling. Diesel engine idling in excess of five (5) minutes in school loading zones shall not be permitted unless the operation of a wheelchair lift is required in accordance with state regulations. It is further required by district board policy that all school bus operators and other drivers of district vehicles shut down vehicle engines to reduce idling to no more than five (5) minutes in school loading zones.

[Adoption date: December 11, 2007]

OAC 3301-83-20

TRANSPORTATION SERVICES MANAGEMENT

The Olentangy School District shall furnish transportation in accordance with regulations adopted by the State Board of Education and the Ohio Revised Code. All rules and regulations for student transportation shall be in accordance with the "Ohio School Bus Regulations," issued by the Ohio Department of Education and Ohio State Highway Patrol, Department of Highway Safety.

In the interest of the total educational program for this school district, the transportation program shall be operated as economically as possible with prime concern given to safety. Service and quality would also be guiding principles.

Board of Education Responsibilities

1. The Board shall delegate the actual responsibility for direct control to the Superintendent or person designated by the superintendent to be responsible for transportation.
2. The bus driver shall be approved by the Board (Section 4501.01, Ohio Revised Code).
3. Buses used for student transportation shall meet all Ohio state standards for school buses.
4. Maximum one-way travel time should not exceed one hour for students.
5. Maximum speed of buses shall not exceed 55 m.p.h.
6. Transported students will not arrive at school more than 30 minutes before school opens, or wait for a bus after school has been dismissed more than 20 minutes.
7. Physically normal students living more than two miles from the school attended are entitled to transportation. The law does not require transportation for high school students.
8. Special and different walk limits shall be set for normal students as per the Bus Riders policy.
9. Students with physical handicaps that make walking difficult or dangerous, living any distance from school, are entitled to transportation.
10. Bus stops shall be limited, when possible, so that students from several homes, within an area, can meet at a central point safely for group pick up.

Responsibilities of Transportation Director

1. Shall see that all school buses are safe, satisfactory and in good mechanical condition for the school year. The superintendent shall be informed of any deficiencies in equipment by the person in charge of transportation.
2. Recommend the employment of well-qualified drivers for employment.
3. Lay out carefully, the various bus routes, with the assistance of the drivers. A map showing these routes shall be maintained.
4. Inform drivers of their assigned routes, duties and the laws and regulations under which the buses are operated.
5. Familiarize himself/herself with every route used by the school buses.
6. Inspect buses regularly.
7. Schedule safety meetings for bus drivers.
8. Be alert to changes and improvements in the transportation system that will provide greater safety, convenience and economy of operation.
9. A list of students being transported on each bus shall be kept at the office of the administrator.
10. Require a time schedule from all bus drivers within 10 days after the beginning of school, a copy to be in the bus and in the administrator's office at all times.
11. In the absence of the superintendent and the director of transportation, the transportation supervisors shall collaborate and make all necessary decisions.

[Second Adoption date: January 31, 2006]

[Adoption date: August 24, 2004]

ORC 3327.01; 3327.10
4501.01
4511.76

STUDENT TRANSPORTATION SERVICES

The transportation policies of the Olentangy Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school and their assigned bus stop based on their residence. It is the desire of the Board that transportation is scheduled in a way that the best educational interests of the students can be served. The district's transportation program will be under the direction of the transportation director, who is responsible to the executive director of operations and facilities.

The Board of Education will furnish school bus transportation to all elementary and secondary school students to the extent determined by the administration and approved by the Board. This may vary due to safety conditions that prevail in certain areas of the district. All regulations governing student transportation will be in accordance with the "Ohio School Bus Operation Regulations" issued by the Ohio Department of Education and Ohio State Highway Patrol, Department of Highway Safety, and in compliance with state law.

The district will operate its own fleet of school buses; however, if it is impractical to transport certain special education and private school students by regular bus, they may be transported by other conveyance.

Transportation of eligible nonpublic or community school children between their home areas and schools shall be arranged through the use of district-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner. However, if the Board determines that said transportation is impracticable, then the parent(s) shall be provided payment-in-lieu of transportation at the amount established by State law, unless otherwise directed by action of the State Board of Education.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the district and consistent with this policy. If the homeless student's temporary residence is located outside the boundaries of the district, the liaison for homeless children will coordinate with the director of transportation to contact the district in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

[Third Adoption date: December 11, 2007]

[Second Adoption date: January 31, 2006]

[Adoption date: August 24, 2004]

42 U.S.C. 11431 et seq.

ORC 3317.07

3327.01-3327.10

4511.76-4511.78

OAC 3301-83; 3301-87-01

TRANSPORTATION ELIGIBILITY POLICY

The Olentangy Local School District shall deliver transportation in accordance with regulations adopted by the State Board of Education and the Ohio Revised Code (ORC). All rules and regulations for student transportation shall be in accordance with the "Ohio School Bus Regulations," issued by the Ohio Department of Education and Ohio State Highway Patrol, Department of Highway Safety. In the interest of the total educational program for this school district, transportation services shall be as safe, effective and efficient as possible.

The Olentangy Local School District will provide transportation to elementary, middle and high school students who reside in the Olentangy Local School district to the extent determined by the administration and approved by the Board of Education. Transportation services may vary due to safety conditions, hazards and residential proximity to the assigned school.

In general, the law requires that the Olentangy Local School District provide transportation for resident elementary students, kindergarten through grade eight, who live more than two miles from school and for those with physical or mental disabilities that make walking impossible or unsafe. The transportation of high school students is optional.

Eligibility

Resident students who live more than one (1) mile from the assigned school are eligible for transportation services. In cases where the school is in an area that is difficult to access due to the lack of sidewalks, posted speed limits above 25 mph or other hazards identified by the administration and the transportation advisory committee (TAC), transportation will be furnished.

Transportation will also be provided to students who live less than one (1) mile from the assigned school until such time that the Olentangy School District Board of Education (board) determines it is no longer efficient or otherwise does not meet the goals of the district. Should the board determine that transporting students within one (1) mile to and from subdivisions* that are determined to be adequately accessible to the assigned school does not meet district goals, parents will be notified by the Superintendent or a person designated by the superintendent by letter, web site and/or newspaper the school year prior to discontinued transportation services.

In the case of non-public students, if students are eligible for transportation, but transportation is declared impractical by board resolution in accordance with the Ohio Revised Code, students may be eligible for reimbursement at an amount determined by the Ohio Department of Education.

*Subdivisions within (1) mile of the school of attendance are considered adequately accessible when sidewalks, walk paths or other passageways lead to school property and are situated along or between roads with posted speeds of no more than 25 mph. An addendum approved by the administration listing affected subdivisions will be posted at a minimum at affected buildings, on the district website and at the Student Welcome Center. A sample addendum listing subdivisions is attached.

Eligibility exceptions may be made in the case of a temporarily or permanently disabled student who presents medical documentation.

Safety

Should transportation services be discontinued for a subdivision that is considered adequately accessible, safety patrol/s will be placed at the closest designated crossing area/s on school property to assist students who are not riding buses. Building staff members will be assigned at each crossing where students are on safety patrol. An adult crossing guard may also be placed at a designated crossing if the speed limit exceeds 25 MPH. Further, each building will have one staff person who will be responsible for safety patrol coordination.

No student will be required to walk across a railroad track to access his/her school.

No child will be required to cross a street that has more than two lanes or that exceeds a speed limit of 35 MPH without clear instructions and required hand signals from the driver indicating that it is safe to do so. Students who will be dropped off by parents will be provided with drop off procedures including times and designated areas as developed by each school in conjunction with the transportation department. Procedures should address traffic issues that may arise.

Bus Stops

The director of transportation is assigned the responsibility to increase the number of group stops. Stops will typically be placed at corners approximately 0.3 of a mile but will not exceed 0.5 from the student's place of residence. Students who are eligible for transportation may be required to use a group stop or wait at another designated bus stop. Home stops may be designated for students with special needs such as pre-school or disabled students as determined by the administration. Occasionally, a home address may be designated as a group stop if accessible by several students.

Non-Public School Group Stops/Routes

In special cases for non-public schools, parents may request a shorter bus route by decreasing the number of stops along the route. However, this may result in a bus stop that may be further than desired for all parties involved.

Transportation service for students with special transportation needs who attend a non-public school is the joint responsibility of the non-public school and the parent or guardian in accordance with the Ohio Administrative Code 3301-51-10 and ORC 3327.01.

Construction/ Road Hazards

School buses may not be permitted to travel on streets in new developments until they are reasonably clear of construction vehicles and/or debris. The Superintendent or designee will make the determination as to when a development can be safely traveled by school vehicles.

The Superintendent or designee will have the authority to temporarily discontinue bus service on dead end streets due to severe weather conditions or if in his/her best judgment there are hazardous conditions that jeopardize the safe movement of school buses.

Turnarounds

Buses will not be permitted to turn around in private driveways without express written permission of the owner.

School buses will not be permitted to travel on streets with no outlet unless there is an adequate turnaround available. Students living on a street with no outlet and/or court (cul-de-sac) with or without an adequate turnaround, which measures 0.5 mile or less from the entrance to the end, will be required to use the nearest bus stop. The Superintendent or designee may make exceptions to this rule for reasons of safety or student health.

Special Notes

Transportation must be arranged to the same location each school day to a designated board approved bus stop. Transportation to two different places during the week on a regular basis is not authorized. Should a need arise to ride a different bus or be dropped off at another board approved stop on the scheduled route, bus passes must be utilized. In the case of Friday, mid-day kindergarten, transportation that is currently arranged will continue.

Prior to boarding and after disembarking the school bus, the student remains the responsibility of his/her parents. Whenever possible, it is strongly suggested that parents supervise students who are walking to and from bus stops or schools.

[Second Adoption date: January 31, 2006)

[Adoption date: August 24, 2004]

ORC 3317.07
3327.01; 3327.02, 3327.04; 3327.05; 3327.08

**TRANSPORTATION TO/FROM DAYCARE/CARE PROVIDER FACILITIES
To be implemented for the 2008-09 school year**

Students who reside within the Olentangy Local School District will not be transported to or from daycare or care provider facilities. Transportation will be the responsibility of the care provider.

Under certain circumstances, regulations adopted by the State Board of Education and the Ohio Revised Code (ORC) require transportation be provided. In those limited cases, transportation will be provided.

[Third Adoption date: December 11, 2007]

[Second Adoption date: January 31, 2006]

[Adoption date: August 24, 2004]

**SCHOOL BUS SCHEDULING AND ROUTING
FOR NON-REGULAR TRANSPORTATION**

Transportation is not required to be provided to a non-handicapped student unless the student can be picked up and dropped off at a regular bus stop for the attendance area in which the student is attending school. The district will not reroute any bus or create additional bus stops.

[Second Adoption date: January 31, 2006)
[Adoption date: August 24, 2004]

SCHOOL BUS SAFETY PROGRAM

The primary consideration in all matters pertaining to transportation is the safety and welfare of student riders. Safety precautions shall include the following.

1. The transportation program meets all State requirements regarding the approval of bus drivers, standards for buses and safe speeds.
2. Special limits are set for students if terrain, age of student, traffic, lack of sidewalk or student's health has a bearing on the student's safety.
3. Bus stops are limited, where feasible, so that students from several homes can meet safely at a central point for group pickup.
4. Emergency evacuation drills are conducted during the school term to thoroughly acquaint student riders with procedures in emergency conditions.
5. All vehicles used to transport students are maintained in such condition as to provide safe and efficient transportation service with a minimum of delay and disruption of service due to mechanical or equipment failure.
6. Students in the primary grades are given instruction on school bus safety and behavior within the first two weeks of the school year.
7. The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

[Second Adoption date: January 31, 2006]

[Adoption date: August 24, 2004]

ORC 3327.09; 3327.10
4511.75; 4511.76; 4511.761; 4511.762-4511.78
OAC 3301-83
3301-87-01

SPECIAL USE OF SCHOOL BUSES

Buses owned by the Orléans Board of Education will be used primarily for the purpose of transporting students and school personnel for school-approved activities. They will be available to all classes, groups or organizations within the district's schools in accordance with the following:

1. The use of district-owned buses will be scheduled through the transportation office.
2. Fees for the use of the district-owned buses will be established and made part of the district regulations.
3. The drivers of the district-owned buses must possess a valid license as required by law.
4. The drivers of the district-owned buses will see that the buses are not over loaded, that students conduct themselves in a safe and orderly manner while in the buses and that the school-owned buses are operated in a safe and lawful manner.
5. The drivers of the district-owned buses will be responsible for reporting in writing to the transportation office the condition of buses, particularly any need for repair or servicing.

[Second Adoption date: January 31, 2006)

[Adoption date: August 24, 2004]

ORC 3327.01; 3327.05; 3327.10; 3327.14; 3327.15

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School bus transportation will be provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities will be discouraged. If, however, the need arises, transportation by private vehicles will be permitted only if previously approved by the superintendent.

If it is necessary to use private vehicles, evidence must be presented to the superintendent that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist insurance. The Board of Education will maintain excess insurance through a non-ownership liability endorsement to its bus fleet insurance policy covering all private vehicles used for transportation to and from student activities.

[Second Adoption date: January 31, 2006)

[Adoption date: August 24, 2004]

ORC 3327.01; 3327.02; 3327.09

SCHOOL-OWNED VEHICLES

Any school employee, other than bus drivers, driving a school-owned vehicle must possess a valid Ohio driver's license. A copy of this license must be on file with the Transportation Department with authorization to allow the district to process a driver abstract.

[Second Adoption date: January 31, 2006)

[Adoption date: August 24, 2004]

**DRUG AND ALCOHOL TESTING FOR EMPLOYEES AND APPLICANTS
WHO ARE REQUIRED TO HAVE A COMMERCIAL DRIVER'S LICENSE**

School bus drivers and others required to hold a commercial driver's license are subject to a drug and alcohol testing program that fulfills the requirements of the Federal regulations. The Board directs the superintendent to develop a school bus driver drug testing program in compliance with federal and Ohio laws and regulations.

[Second Adoption date: January 31, 2006)

[Adoption date: August 24, 2004]

49 USC 31136,31301, et seq.

49 CFR 382.115

OAC 3301-83-07

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Olentangy Board of Education will operate a food services program in its schools. Food preparation for elementary, intermediate and secondary schools is individualized.

Food services will include lunches in all schools through participation in the National School Lunch Program.

The food service staff will cooperate with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria will rest with the building principal.

The Board will approve the prices set for school lunches and milk. Ala carte food prices are determined by the food service supervisor and do not require Board approval.

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. A "Type A" lunch will be made available to students in all schools.
2. Free or reduced-price meals will be provided to students who cannot afford to pay the price.
3. The meals made available to students must meet USDA nutritional standards; and
4. The management of food services will comply with all federal, state and local regulations.

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour except as permission has been granted by the principal; however, students will be permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds will be kept in a special account.

At the beginning of each school year or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

Substitutions to regular school meals provided by the district will be made, at no additional cost, for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The district, in compliance with the USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The district shall develop and implement administrative regulations for the management of food-allergic students. Such regulations shall include, but not be limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, strategies for the identification of students with life threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

[Adoption date: August 24, 2004]

National School Lunch Act, 42 USC 1751 et seq.

Child Nutrition Act of 1966, 42 USC 1771 et seq.

Americans with Disabilities Act, 42 USC 12112 et seq.

Rehabilitation Act of 1973, 29 USC 79

ORC 3313.81; 3313.812; 3313.813

FOOD SALE STANDARDS

Through its food service program, the Olentangy Board of Education has a responsibility to encourage the students to form healthy eating habits. Many students tend to eat non-nutritious or "junk" foods, which contribute to tooth decay, obesity, diabetes and heart disease; therefore, standards governing the types of food that may be sold by food services and the time and place each type of food may be sold will be enforced. These standards will be based on the following guidelines:

1. The types of food sold by food services will be determined as to their potential to contribute significantly to the daily nutritional needs of students. The "Type A" menu will be promoted. Ala Carte items offered will include a variety of wholesome, nutritious choices. Foods of minimal nutritional value as defined by the USDA will not be sold by Food Services.
2. The sale of competitive foods by groups other than Food Service in the food service areas during meal periods is prohibited.
3. The time of day and place for the sale of food to students will be consistent with the nutrient in-take needs and eating patterns of students and compatible with class schedules for schools within the district.
4. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events. However, groups offering foods for consumption or sale outside the scope of regular food service are encouraged to include nutritious options.
5. All funds from the sale of foods during meal periods will accrue to the benefit of the nonprofit school food service.
6. The Olentangy Board of Education, administration, and food service staff welcome and encourage input from the Olentangy community regarding food service recommendations.

[Adoption date: August 24, 2004]

ORC 3313.814
OAC 3301-91-09

WELLNESS POLICY

As required by law, the Board of Education establishes the following Wellness Policy for the Olentangy Local School District. The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

With regard to nutrition education, the District shall:

- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between curriculum, school meal programs and community services.

With regard to physical activity, the District shall:

- Have opportunities, support and encouragement for all students in grades K-12 to be physically active on a regular basis.

With regard to other school-based activities, the District shall:

- Engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity guidelines.

Furthermore, with the objectives of enhancing student health and well being and reducing childhood obesity, the following guidelines are established:

- In accordance with Policy 6080, Food Services Management/Free and Reduced Price Food Services, program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as to the fiscal management of the program.
- As set forth in Policy 6081, Food Sale Standards, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- Foods and beverages sold or served as part of the school food service program will be consistent with recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students and will provide appropriate settings and adequate time for students to eat.

To achieve these policy goals:

District Health Council - The Superintendent/designee will create a District Health Council to develop, implement, monitor, review and, as necessary, revise school nutrition and physical activity guidelines necessary to implement this policy. The council will also serve as a resource to school sites for implementing those guidelines. (This council consists of a group of individuals representing the school and community, and should include parents, students, a representative of the school food authority, members of the school board, school administrators, teachers, a school nurse, community agencies and members of the public.)

Policy Implementation:

Policy Implementation - The District Health Council will do a district-wide assessment that will be repeated every three years to assess progress and determine areas in need of improvement. The District Health Council will, as necessary, revise the wellness guidelines, review policy compliance and develop work plans to facilitate their implementation.

The Superintendent/designee shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the board. The Council shall provide the board with any recommended changes to this policy.

[Adoption date: June 22, 2006]

COPYRIGHT PROTECTION

The Board conforms to existing United States copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

It is the intent of the Board of Education to adhere to the provisions of the 1976 federal copyright laws. Though there continues to be controversy regarding interpretation of copyright laws, this policy represents a sincere effort to operate legally and to maintain the highest possible ethical standards in our use of copyrighted materials for administrative and instructional purposes.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district personnel to abide by the district's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for employees of the district to violate copyright requirements in order to perform their duties properly; therefore, the Board will not be responsible for any violations of the Copyright Law by its employees.

Administrators have the responsibility of informing the employees whom they supervise that the Copyright Law (P.L. 94-553), subsequent congressional amendments, and "fair use" determined by case law, should guide employee use of copyright is a felony and that the law allows a court to hold individuals personally responsible for infringing upon the law."

Administrators with responsibility for equipment such as photocopy machines, audio and videotape recorders, computers and any other technology capable of reproducing copyrighted material should take reasonable steps to ensure use within the limits prescribed by law.

The superintendent is responsible for developing and implementing administrative guidelines to enforce the Copyright Law. Employees who question an interpretation of the law should have access to the administrative guidelines regarding copyright. Guidelines will be periodically updated, as information becomes available.

Persons responsible for access to or operation of copy machines should be familiar with permission and restrictions of the law, and should be free to appeal for administrative support in enforcing copyright policy.

The Board of Education does not sanction nor condone illegal duplication in any form, and any employee violating the school district's copyright position does so at his/her own risk and assumes all liability-responsibilities.

[Adoption date: August 24, 2004]

Copyright Act
US Const. Art. 1 § 8
17 USC § 101 et seq.

TELEPHONE SERVICES

A. Land Line Telephones

District telephones are provided for official school use. Personal long distance calls charged to a district telephone number are prohibited. If a call must be placed, the call must be charged to an employee's personal telephone credit card or to a number other than a district telephone number (i.e., the employee's home telephone, etc.).

B. Cellular Telephones

Cellular phones are provided for district business only. District provided cellular phones may not be used for personal calls at any time. Cellular phones are a tool to enhance employee productivity, allow better communication during weather-related events and to increase safety and security.

C. Employees should use cell phones according to the following guidelines:

1. Use cell phones only to enhance productivity, for communication during weather-related events or for safety and security reasons.
2. Do not use a cell phone to make a call if regular phone service is available.
3. Avoid lengthy conversations on cell phones.
4. Minimize use of cell phones outside of home service area.
5. Minimize the number of long-distance calls made on cell phones.

[Second Adoption date: October 26, 2004]

[Adoption date: August 24, 2004]

ORC 3313.20
OAC 3301-35-06

**DATA AND RECORDS RETENTION
(Public Records)**

The Board recognizes the importance of public records as the record of the acts of the district and the repository of information about the District. Members of the public have the right to inspect and copy, with certain exceptions, the public records of the district.

The public records of the district are any record that has been required by law to be kept by the Board or its officials, except records pertaining to physical or psychiatric examinations, adoption, probation and parole proceedings and records the release of which is prohibited by State or Federal law.

The Board makes the public records of the district available to the residents of this state for inspection and copying with the exception of those records exempted from such inspection and copying by law.

Any resident of the state may inspect and copy the public records of the district, except exempted records, during the regular business hours of the office in which such records are maintained, except that the custodian of the record may require advance notice of not more than one working day before the inspection.

A resident may purchase copies of the public records of the district upon the payment of a fee equivalent to the cost of handling and reproduction. No public record may be removed from the office in which it is maintained.

Nothing in this policy is construed as preventing a Board member from inspecting, in the performance of official duties (as delegated by the Board), any record of the district except student records or those exempted from such inspection by law.

The superintendent develops procedures to implement this policy which include:

1. preparation of a retention schedule which requires the permanent safeguarding of Board minutes, personnel files, annual audit reports and permanent student records and the retention of all fiscal records required for audit until said audit has been received and approved;
2. designation of a custodian(s) for all Board records;
3. provisions to guard the confidentiality of records exempted from the availability of public records;
and,
4. procedures by which a citizen denied access to any records of the district may appeal that decision.

A School District Records Commission is established, consisting of the Board President, treasurer and superintendent in accordance with law to judge the advisability of destroying district records. The Commission meets at least once every 12 months. The superintendent is responsible for calling the meeting.

All records are the property of the district and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the district records commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The functions of the commission are to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the district. Records may be disposed of by the district pursuant to the procedure outlined below. The commission may at any time review any schedule it has previously approved and may revise that schedule.

When district records have been approved for disposal, the records commission sends a list of such records to the Auditor of State. If s/he disapproves the action by the commission, in whole or in part, s/he so informs the commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value. 2

[Adoption date: August 24, 2004]

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 9.01

149.35; 149.41; 149.43

3313.29

3319.321

3701.028

3729.46

Auditor of State Form RC-2

1 Records includes any document, device or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the district which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the district. §149.011 ORC.

2 The Historical Society may not review or select for its custody the records set forth in Section 149.41 (A) and (B) ORC.

PUBLIC RECORDS POLICY

The Board of Education, in accordance with the Ohio Revised Code, defines public records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations or other activities of the Board. There are a number of exemptions to the definition of “public records” within state and federal law, including but not limited to the specific exemptions within the Public Records Act itself.

Record requests

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve and review the records. If it is not clear what records are being sought, the records custodian will inform the requester of the manner in which records are maintained and accessed in the ordinary course of business and allow the requester to revise the request.

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, the District may require the requester’s identity and intended use of student directory information to determine whether the requester intends to use such information in a profit-making plan or activity.

Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Those seeking a paper copy of public records will be charged only the actual cost of making copies.

- The charge for paper copies is 5 cents per page.
- The charge for downloaded computer files to a compact disc is \$1 per disc.
- There is no charge for documents e-mailed.
- Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, and can be required to pay that amount in advance.

For purposes of compliance with public records requests and training requirements of R.C. 109.43 and 149.43, the Board of Education designates the Treasurer or, in his/her absence, the person designated by the Treasurer.

[Second Adoption date: September 28, 2007]

[Adoption date: August 24, 2004]

Family Educational Rights and Privacy Act; 20 U.S.C. 1232g

ORC 121.22

149.43

3319.321

OAC 3301-35-03

**COMMUNITY USE OF SCHOOL FACILITIES
(EQUAL ACCESS)**

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Olentangy Board of Education shall, upon payment of the prescribed fee and subject to the requirements of the regulation, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

The superintendent shall develop administrative guidelines for the granting of permission to use district facilities, including a schedule of fees, which must be approved by the Board at the annual organizational meeting. Such guidelines are to include the following:

- A. A facility use agreement must be executed and approved prior to its use by any non-school Board sponsored group.
- B. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- C. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used, except by a qualified operator.
- D. Users shall be financially liable for damage to the facilities and for proper chaperoning.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

If anyone wishes to modify a facility, a formal request for approval must be made in writing to the executive director of operations and facilities.

[Third Adoption date: May 27, 2008]

[Second Adoption date: May 13, 2008]

[Adoption date: August 24, 2004]

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Title VIII, Sec. 801

ORC 3311.215

3313.75-77; 3313.79

4303.26

OAC 3301-35-02

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the district. However, all persons on school grounds will be expected to abide by applicable laws, local ordinances, Olentangy Board of Education policies and building regulations.

No person on school property will assault, strike, threaten, menace or use improper, indecent or obscene language toward anyone.

No person will disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by the person in charge. Should the violator refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The school will cooperate in any prosecution pursuant to the criminal law of the State of Ohio and local ordinances.

[Adoption date: August 24, 2004]

ORC 2907.03
2909.05-2909.09
3313.20

DONATIONS TO THE SCHOOLS

All gifts, grants or bequests, other than land, will be offered to the Olentangy Board of Education for acceptance. Gifts of land are governed by policy in the Treasurer's Handbook.

Any person or organization desiring to give a gift or make a grant or bequest to the Board should contact the superintendent or his/her designee, who will submit the request to the Board of Education. Propositions giving funds, equipment or materials to the school with a "matching" agreement or restriction placed on the school district are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to the Board procedure of standardizing materials and equipment within the school district.

Gifts given with restrictions will be considered for acceptance if the restrictions do not interfere with the duties and functions of the school district. All gifts accepted shall become the property of the Olentangy School District and will then be properly acknowledged.

Whenever the school district has an established project, contributions that would reduce the cost or would hasten the completion of such project will be welcome.

The superintendent shall have the authority to accept donations prior to board approval with the exception of the following, which will require board approval prior to acceptance:

1. Donations that change the use or character of school facilities or property
 - A. For Category 1 Donations: The administration shall create, legal counsel shall review, and the board will adopt a form that details the specifics of a proposed donation. The form, to be completed by the donor, shall provide at least the following items: name and address of all contractors, maintenance agreement, construction timelines and life of change.
2. Donations that exceed a cash value of \$5,000

*Donations shall be defined as any item, material, etc., exclusive of volunteer time and labor.

*A change in use or character shall be defined as any change to a school facility or property other than replacements, repairs and restoration.

Donations shall be subject to applicable federal, state and local laws, such as competitive bidding requirements, etc. Any fees, permits, architectural drawings, etc. that may be required are required to be accounted for in the total projected cost of the donation being presented. It will be the responsibility of the Facilities/Operations Department to review proposals to ensure that all of the aforementioned are accounted for in the total potential project cost. If it is determined that the board would incur additional costs as a result of acceptance of this gift, the board may require that funds be allocated for the operation, maintenance and/or replacement of the donation as necessary. .

Although the district would prefer projects in excess of \$25,000 have the funds secured before commencement of the proposed project, the board acknowledges that this is not always feasible. In those cases where additional fundraising and/or pledges will/may be necessary, a detailed financial plan must be included with the proposal. All funds must be secured by the donor and any financing must be in place prior to acceptance of the donation by the board.

In all cases, the Board of Education reserves the right to accept or reject any donation based on the merits of that individual request or project.

[Second adoption date: April 10, 2007]

[Adoption date: August 24, 2004]

VISITORS TO THE SCHOOLS

The Olentangy Board of Education encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To assure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering, to receive authorization before visiting elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program outside of the school day.)

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Students bringing visitors to the school is discouraged; however, if there is a valid reason why a visitor needs to come to school with a student, this will be considered by the principal. The student must receive prior approval and secure a visitor's pass for the guest. Students will be responsible for the behavior of the visitor while at school.

[Adoption date: August 24, 2004]

ORC 2917.21
3313.20

PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Orléans Board of Education when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively.

Although no members of the community will be denied the right to bring their complaints to the Board, they will be referred to the proper administrative channels according to any relevant negotiated agreement for solution. Exceptions may be made when the complaints concern Board actions or Board operations.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

[Adoption date: August 24, 2004]

ORC 121.22

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Olentangy Board of Education recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school district's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose.
2. The Board will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which s/he will document his/her criticism.
 - b. Following receipt of the formal complaint, the superintendent will provide for a re-evaluation of the material in question. S/he will arrange for the appointment of a review committee from among the faculty and community to consider the complaint.
 - c. The Superintendent will review the complaint and the committee's re-evaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, s/he may appeal it to the Board.

The Board assumes final responsibility for all books and instructional materials it makes available to students and it holds its professional staff accountable for their proper selections. The Board also recognizes rights of individual parents with respect to controversial materials used by their own children and will provide for the re-evaluation of materials in library collections upon formal request.

[Adoption date: August 24, 2004]

ORC 121.22
3329.07; 3329.08; 3329.09