

OLENTANGY SCHOOLS BOARD POLICY UPDATES

Policy Updates: Neola Volume 40, Number 2

First Reading: March 9, 2022

Second Reading and Board Approval: March 24, 2022

Policy Number	Policy Name	Area	Type
1616	Staff Dress and Grooming	Administration	New
2271	College Credit Plus Program	Program	Revision
2370.01	Blended Learning	Program	Revision
5772	Weapons	Students	Replacement
6110	Grant Funds	Finances	Replacement
6114	Cost Principals – Spending Federal Funds	Finances	Revision
6325	Procurement – Federal Grants/Funds	Finances	Revision
6423	Use of Credit Cards	Finances	Revision
7217	Weapons	Property	Replacement

Green underlined text denotes policy additions.

Red struck through text denotes policy deletions.



Book	Policy Manual
Section	Policy Updates - January 2022
Title	STAFF DRESS AND GROOMING
Code	po1616_New
Status	

1616 - **STAFF DRESS AND GROOMING**

The Board of Education believes that administrators set an example in dress and grooming for their students and other District employees to follow. An administrator who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all administrators shall:

- A. ☒ be physically clean, neat, and well-groomed;
- B. ☒ dress in a manner consistent with their professional responsibilities;
- C. ☒ dress in a manner that communicates to students pride in personal appearance;
- D. ☒ dress in a manner that does not cause damage to District property;
- E. ☒ be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

☐ The Board recognizes administrators' right to dress in accordance with their gender identity, within the constraints of the preceding dress and grooming guidelines.



Book	Policy Manual
Section	Policy Updates - January 2022
Title	COLLEGE CREDIT PLUS PROGRAM
Code	po2271_Revision
Status	Committee review
Adopted	May 25, 2011
Last Revised	November 16, 2021

2271 - COLLEGE CREDIT PLUS PROGRAM

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.

The Board will approve participation by students who apply to the participating college or university (institute of higher education or IHE) and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and must either be remediation-free in one (1) of the assessments established under R.C. 3345.061(F) or meet an alternative remediation-free eligibility option as defined by the Chancellor of Higher Education in consultation with the Superintendent of Public Instruction. Students who participated in the College Credit Plus program before September 30, 2021 and who qualified to participate in accordance with prior law by scoring within one (1) standard error of measurement below the remediation-free threshold for one (1) of the required assessments and having a cumulative high school grade point average of at least 3.0, or alternatively receiving a recommendation from a school counselor, principal, or career-technical program advisor, may remain eligible to participate.

In addition, under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an underperforming student. If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program and notify the underperforming student, his/her parents, and each IHE in which the student is enrolled of his/her status. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in the Program while on probation:

- A. The student shall only enroll in one (1) college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

- C. If the student had registered for more than one (1) college course for the next term prior to being placed on probation, the student shall request each IHE in which s/he is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.
1. If a student elects to remain enrolled in one (1) course for the next term, s/he shall inform the IHE of the course in which the student would like to remain enrolled.
 2. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless s/he is declared to be an underperforming student again.
- E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in the College Credit Plus Program, s/he will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her parents, and each IHE in which the student is enrolled of his/her dismissal. The ineligible student and his/her parents shall also be notified that the student shall not take any college courses through the Program following his/her dismissal.

If the student had registered for more than one (1) college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which s/he is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her dismissal from the Program, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one (1) term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one (1) or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to the College Credit Plus Program on probation, the student must meet the following academic progress criteria:

- A. a minimum high school weighted grade point average of 3.0 and
- B. provide an action plan for academic success.

Reinstatement without Restriction: In order to be reinstated without any restrictions, the student must meet the following academic progress criteria:

- A. a minimum high school weighted grade point average of 3.5
- B. provide an action plan for academic success.

If the student fails to demonstrate academic progress as defined above, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit may appeal the decision to the Superintendent. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final and s/he shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six (6) through eleven (11) and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program outlined in AG 2271.

The Board may deny high school credit for the College Credit Plus Program 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 the College Credit Plus Program 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 (College Credit Plus Program) 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 College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the Chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both 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 College Credit Plus Program.

R.C. 3313.613, **3345.32**, 3365.01 through 3365.09

A.C. 3333-1-65.13

"Military Selective Service Act," 62 Stat. 604, 50 U.S.C. App. 453, as amended

© Neola ~~2021~~ **2022**

Legal

R.C. 3313.613, 3345.32, 3365.01 through 3365.09

A.C. 3333-1-65.13

"Military Selective Service Act," 62 Stat. 604, 50 U.S.C. App. 453, as amended



Book	Policy Manual
Section	Policy Updates - January 2022
Title	BLENDED LEARNING
Code	po2370.01_Revision
Status	
Adopted	November 20, 2018
Last Revised	November 16, 2021

2370.01 - **BLENDED LEARNING**

The Board of Education authorizes the operation of a blended learning environment as an educational opportunity for students. Blended learning is defined as the delivery of instruction in a combination of time primarily in a supervised physical location away from home and online delivery where the student has some element of control over time, place, path, or pace of learning **and includes non-computer-based learning opportunities**. Students participating in blended learning shall have the ability to advance from grade to grade and earn credits by demonstrating proficiency of knowledge or skills through competency-based learning models rather than a minimum number of days or hours in a classroom or on a digital learning device. Blended learning programs must have an annual instructional calendar of not less than 910 hours.

The Superintendent is authorized to develop program guidelines and specific procedures to address the following requirements:

- A. The means of personalization of student-centered learning models to meet the needs of each student.
- B. The evaluation and review of the quality of online curriculum delivered to students.
- C. The assessment of each participating student's progress through the curriculum. Students will advance through each level of the curriculum based on demonstrated competency/mastery of the material.
- D. The assignment of a sufficient number of teachers to ensure a student has an appropriate level of interaction to meet the student's personal learning goals. Each participating student shall be assigned to at least one (1) teacher of record. **[NOTE: A school or classroom that implements blended learning cannot be required to have more than one (1) teacher for every 125 students.]**
- E. The method by which each participating student will have access to the digital learning tools necessary to access the online or digital content.
- F. The means by which each school shall use a filtering device or install filtering software that protects against internet access to materials that are obscene or harmful to juveniles on each computer provided to or made available to students for instructional use. The school shall provide such device or software at no cost to any student who uses a device obtained from a source other than the school.
- G. The means by which the school will ensure that teachers have appropriate training in the pedagogy of the effective delivery of online or digital instruction.

The Superintendent will collect, report, and track program data annually, in accordance with data reporting guidelines, and provide regular reports to the Board.

The Superintendent shall establish the necessary administrative guidelines and procedures to comply with State law which will thereafter be properly communicated to both students and their parents.

Legal

A.C. 3301-35-03

R.C. 3302.41



Book	Policy Manual
Section	Policy Updates - January 2022
Title	WEAPONS
Code	po5772_Replacement
Status	
Adopted	May 25, 2011
Last Revised	November 20, 2018

5772 - **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" **includes means** any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, **incendiary devices, explosives, and other objects defined as dangerous ordnances under State law, and explosives.**

Policy exceptions include:

- A. (✓) items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. (✓) theatrical props used in appropriate settings.

(✓) Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the **building administrator**. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

(✓) The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students () and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.11, 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151

Legal

R.C. 2923.11, 2923.12, 2923.122, 3313.20, 3313.66, 3313.661
18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151



Book	Policy Manual
Section	Policy Updates - January 2022
Title	GRANT FUNDS
Code	po6110_Replacement
Status	
Adopted	December 14, 2011
Last Revised	April 28, 2016

6110 - **GRANT FUNDS**

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefits students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or
- D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent **or designee** prior to submission to the funding source.
- B. () The Superintendent shall present the following proposals to the Board for approval:

1. ☐ government-funded proposals, regardless of the amount;
2. ☐ proposals with budgets exceeding \$_____.00; or
3. ☐ multi-school or District-wide proposals.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. ☒ The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- G. ☐ Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.
- H. ☒ Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- I. ☒ Program reports including but not limited to audits, site visits and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. **For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.**
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Recordkeeping and written procedures to the extent required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, ~~including, but not limited to, the following areas:~~

1. ~~cash management~~
2. ~~allowability~~
3. ~~conflict of interest~~
4. ~~procurement~~
5. ~~equipment management~~
6. ~~conducting technical evaluations of proposals and selecting recipients~~
7. ~~compensation and fringe benefits~~
8. ~~travel~~

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Legal

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

Compliance Supplement for Single Audits of State and Local Governments

20 U.S.C. 7906



Book	Policy Manual
Section	Policy Updates - January 2022
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114_Revision
Status	
Adopted	April 28, 2016
Last Revised	November 16, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, **including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.**

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles.

F. Be representative of actual cost, net of all applicable credits, or offsets.

The term applicable credits refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency or pass-through entity.

- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education (ODE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (GAN). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., ODE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. **200.216**, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2)

2 C.F.R. 200.458

34 C.F.R. 76.707-.708(a), 75.703

Legal

2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a),
200.439(b)(2)

2 C.F.R. 200.458

34 C.F.R. 76.707-.708(a), 75.703



Book	Policy Manual
Section	Policy Updates - January 2022
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325_Revision
Status	
Adopted	April 28, 2016
Last Revised	April 8, 2021

6325 - **PROCUREMENT - FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 - Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements

- C. noncompetitive pricing practices between firms or between affiliated companies
- D. noncompetitive contracts to consultants that are on retainer contracts
- E. organizational conflicts of interest
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- G. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list periodically.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- b. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- c. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- d. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

4. Noncompetitive Purchases Through Educational Service Centers (ESCs)

Under State law, the Board may enter into a contract with an educational service center (ESC) that authorizes the ESC to make purchases for supplies, materials, equipment, and services or the delivery of services on the District's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding.

The District may apply for approval from ODE to use a noncompetitive purchasing method to procure personnel-based services from an ESC only when the following criteria are met:

- a. the ESC posts a list of all services it provides including costs of these services on its website;
- b. the ESC has been designated as "high performing" by the Ohio Department of Education, and
- c. ODE as the passthrough state entity has determined that the ESC was substantially in compliance with all audit rules and guideline during the most recent audit conducted by the Auditor of State

The Treasurer/CFO will submit an application and any required documentation to ODE on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Revised 5/4/18
Revised 9/6/18
Revised 11/20/18
Revised 4/25/19

Legal

2 C.F.R. 200.317 - .326, Appendix II to Part 200

2 C.F.R. 200.520

R.C. 3313.843 - 3313.846



Book	Policy Manual
Section	Policy Updates - January 2022
Title	USE OF CREDIT CARDS
Code	po6423_Revision
Status	
Adopted	December 14, 2011
Last Revised	November 20, 2018

6423 - USE OF CREDIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards. The name of the District shall appear on each District credit card and check related to a credit card account held by the District. A "credit card account" shall include any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or otherwise transact with the account, and any debit or gift card account related to the receipt of grant monies. The term expressly excludes any procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the account.

The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. However, under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal. Use of credit cards in an unauthorized or illegal manner may result in revocation of credit card privileges, disciplinary action, and/or, where appropriate, may require the user to pay any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase. Additionally, any officer or employee of the District who knowingly misuses a credit card account is guilty of the criminal offense of misuse of credit cards. Violations will be reported to the appropriate law enforcement authorities and any applicable licensure board(s).

The Treasurer/designee shall be responsible for the initial issuance, reissuance, and cancellation of District credit cards and shall maintain written procedures and all appropriate records and reports regarding the District's credit card account(s). Records and reports will be maintained and made available for review in accordance with this policy and State law.

All officers and employees are required to immediately report lost or stolen credit cards or notice of a possible data breach involving a District credit card to their immediate supervisor and the Treasurer/designee. The Treasurer/designee will notify the entity that issued the credit card and request cancellation of the lost or stolen card as soon as practicable.

[] [OPTION #1]

The maximum limit for any credit card account shall be \$_____.

[] The sum of all credit card accounts shall not exceed \$_____.

[✓] [OPTION #2]

The maximum limit for any credit card account or any credit card utilized by the District will be established annually at the Board's Organizational Meeting, following a recommendation by the Superintendent/Treasurer.

[END OF OPTIONS]

☒ Subject to the discretion of the Board and the approval of the Treasurer/designee, credit cards may be used for eligible goods and services including:

- A. ☒ transportation reservations and expenses;
- B. ☒ conference registrations;
- C. ☒ hotel reservation guarantees and expenses;
- D. ☒ reasonable meal expenses (both in-town and out-of-town), including a maximum gratuity of twenty percent (20%), but excluding alcoholic beverages;
- E. ☒ purchases from vendors who do not accept purchase orders or vouchers with prior approval from the Treasurer/designee;
- F. ☒ safety and security reasons in connection with a student field trip, competition, and/or other activity or event if monies are budgeted and deposited with the Treasurer in advance;
- G. ☐ _____;
- H. ☒ other purchases approved by the Treasurer/designee on a case-by-case basis.

Officers and employees are liable in person and upon official bond for any unauthorized use of credit cards and any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Treasurer/designee immediately, who shall notify the Board.

The Board prohibits the use of debit card accounts ~~except for the receipt of grant monies. Any officer or employee of the District who uses a debit card account for any other purpose is guilty of the criminal offense of misuse of credit cards.~~

☒ [OPTION #1 RECOMMENDED]

Use of the District credit card for any cash withdrawal transaction is strictly prohibited.

☐ [OPTION # 2]

Use of the District credit card for a cash withdrawal transaction may only be permitted with the prior approval of the Superintendent and only under the following circumstances:

- A. _____
- B. _____
- C. _____

Such approved cash withdrawal transactions shall be limited to no more than \$_____ per transaction.

[END OF OPTIONS]

☐ [OPTION #1]

The Treasurer/CFO shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks.

☒ [OPTION #2]

The building/departments administrator shall retain general possession and control of the credit card account or presentation instruments related to an account, such as credit cards and checks. Accordingly, the Board shall appoint the fiscal executive

secretary to serve as the credit card compliance officer. The compliance officer shall review officers' and employees' use of credit card accounts under the policy at least once every six (6) months. The review shall identify the number of cards issued, the number of active cards issued, the cards' expiration dates, and the cards' credit limits. The compliance officer may not authorize an employee to use a credit card account.

☐ The Treasurer/CFO shall review the credit card account transaction detail monthly and shall sign a written attestation confirming the review.

[END OF OPTIONS]

The ☐ Superintendent ☒ Treasurer/CFO shall develop administrative guidelines that specify those employees authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use. Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution. Violations will also be reported to the applicable licensure board(s).

~~The Board authorizes the following employees to use District credit cards:~~

- A. _____
- B. _____
- C. _____
- D. _____

Each request for use of a District credit card shall contain:

- A. ☒ date needed,
- B. ☒ date to be returned,
- C. ☒ purpose,
- D. ☒ authorization.
- E. ☐ [other] _____.

Upon receipt of a District credit card, employees shall:

- A. ☒ inform merchants that the purchase is for "official School District business" and is not subject to State or local sales tax;
However, if the merchant fails to waive the tax, the employee shall pay it. For large purchases where the merchant refuses to waive the tax, the employee shall present a tax exemption form.
- B. ☒ maintain credit cards in a secure fashion and prevent unauthorized charges to the account;
- C. ☒ use reasonable care when making purchases online, refrain from providing the credit card number to unknown online merchants, and do not auto-save credit card number for any online account;
- D. ☒ maintain sufficient documentation of all purchases including, but not limited to, charge receipts, original cash register slip or other detailed receipt, and invoices;
- E. ☒ provide documentation of all purchases to the **Treasurer's Office** in a timely manner to ensure prompt payment;
- F. ~~☐ immediately notify his/her immediate supervisor and the _____ if the card is lost or stolen, or if s/he becomes aware of a data breach which may involve the card;~~
- G. ☒ refrain from allowing anyone else to use the credit card or account number;

H. (✓) refrain from splitting the costs of an invoice or purchase in order to circumvent the credit card process and establish pre-approved single purchase limits, monthly spending limits, and/or funds availability.

(✓) The officer or employee is liable in person and upon any official bond to reimburse the District the amount for which the officer or employee does not provide itemized receipts in accordance with the credit card policy described herein.

(✓) After use, District credit cards are to be returned to the **building/department administrator**, along with appropriate receipt copies of all charges, within **one (1)** business days upon completion of any approved use.

(✓) Employees, when possible, shall include an original cash register slip or other detailed receipt (i.e., a receipt from a restaurant itemizing all purchases made) in addition to the receipt copy of all charges. In addition, employees shall include shipping documents and receipts received with the merchandise.

(✓) Employees shall specify on the back of the receipt the following information:

A. () a brief description of the school-related purpose of the purchase

B. (✓) the names and affiliation of each attendee if a purchase is made on behalf of a group of individuals

C. () verification that family members or other individuals having no school-related purpose for their attendance paid their own expenses

Failure to return District credit cards and/or receipts within the above-referenced time period may result in the suspension of credit card privileges and/or charges being deemed unrelated or unsubstantiated.

(✓) Employees shall be responsible for any and all unrelated or unsubstantiated purchases and shall be required to make full reimbursement to the District within thirty (30) business days.

(✓) If an employee reimburses the District for an unsupported purchase, it shall be documented in the monthly credit card reconciliation.

The **building/department administrator** will keep a record/activity log of all credit card uses and review and approve all purchases to verify that the expenses are incurred in connection with Board-approved or school-related activities, are for the benefit of the District, and serve a valid and proper public purpose prior to disbursing public funds for payment of such expenses.

(✓) Any and all reviews and approvals must be evidenced by the **building/department administrator**'s initials and/or signature.

(✓) In addition to evidencing review and approval of the purchase, the **building/department administrator** should immediately send all questionable items to the employee purchasing the item for an explanation. These explanations shall be approved by the employee's immediate supervisor and the **Treasurer** prior to the payment of such expenses. If an employee reimburses the District for a questionable purchase, it shall be documented in the monthly credit card reconciliation.

(✓) Upon review and approval, all appropriate documentation shall be forwarded to the **Treasurer's Office**.

(✓) Upon receipt of the appropriate documentation, credit card expenditures will be paid through the Treasurer's office.

(✓) The **Treasurer/designee** will monitor the credit card account(s) and reconcile all credit accounts on a monthly basis.

The Treasurer/CFO shall file a report with the Board annually, detailing all rewards received based on the use of the District's credit card account.



Book	Policy Manual
Section	Policy Updates - January 2022
Title	WEAPONS
Code	po7217_Replacement
Status	
Adopted	October 23, 2012
Last Revised	November 20, 2018

7217 - **WEAPONS**

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle, except as permitted by law.

The term "weapon" **includes means** any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, **incendiary devices, explosives, and other objects defined as dangerous ordnances under State law, and explosives.**

The Superintendent shall **immediately** refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions to this policy include:

- A. weapons under the control of **State or Federal agents authorized to carry deadly weapons who are acting within the scope of their duties or law enforcement agents;** ~~law enforcement personnel;~~
- B. **weapons carried by security personnel or other designated staff employed by the Board who are qualified under State law to carry a weapon in a school safety zone while on active duty;**
- C. handguns in the possession of a person who has a valid concealed handgun license or who is an active duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in a vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;
- D. ~~(-) weapons carried by an on-duty security officer employed by the Board;~~
- E. (✓) objects indistinguishable from a firearm used during school safety trainings;
- F. (✓) items **indistinguishable from a firearm** approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- G. (✓) theatrical props used in appropriate settings;
- H. (✓) starter pistols used in appropriate sporting events.

I. () _____.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R.C. 109.78, 2923.11, 2923.12, 2923.122, 2923.19, 2923.161, 2923.22, 3313.20
18 U.S.C. 922

© Neola ~~2017~~ **2022**

Legal R.C. 109.78, 2923.11, 2923.12, 2923.122, 2923.19, 2923.161, 2923.22, 3313.20
 18 U.S.C. 922



OLENTANGY SCHOOLSSM

FEBRUARY 2022 MONTHLY FINANCIALS

Presented by:

Emily Hatfield, Treasurer/CFO

INDEX

<u>Description</u>	<u>Page</u>
Monthly General Fund Summary	1
General Fund Actual versus Forecast Summary	2
General Fund Current FYTD versus Prior FYTD Summary	3
Summary by Fund	4
Summary by Appropriation	5
Bank Reconciliation	6
Investment Summary	6
Check Register Detail	7

February 2022 General Fund Summary

Revenue - FYTD

Real Estate	
Taxes	\$ 201,027,436
TIFs	\$ 29,399,382
Foundation	\$ 13,604,363
Other	\$ 13,053,740
Total	<u>\$ 257,084,921</u>

Total revenues received represent 86.6% of our expected revenue collections for the year.

Note – the Fair School Funding Plan rolled out in January 2022 which will provide the District with a significantly higher amount of foundation funding than in previous years.

Expenditures - FYTD

Wages	
Benefits	\$ 113,051,003
Debt	\$ 42,490,155
Other	\$ 23,734,260
Total	<u>\$ 179,275,418</u>

Total expenditures represent approximately 64.0% of projected expenditures for the year.

Notes: Wages now represent new contracts for administrative, certified and classified employees.

Fund Balance - FYTD

Beginning	\$ 105,102,119
Over/(Under)	\$ 77,809,503
Ending	<u>\$ 182,911,622</u>

With daily projected expenditures of \$767,329, the district has 238 days of cash on hand.

Considerations

The District expects to receive 1st half final Real Estate Settlements in March 2022.

Wages and Benefits, the largest expenditure category, continues to fall within 1% of expected through the first half of Fiscal Year 2022. This trend is projected to continue through fiscal year end.

General Fund Actual vs. Forecast Summary

	Fiscal Year to Date		Expected	Act vs.	Fall Forecast		% of
	7/1/2021-6/30/2022		2/28/2022	Expected	Difference	Fiscal Year 7/1/2021-6/30/2022	Budget
Beginning Balance	\$	105,102,116				\$ 105,102,116	
RECEIPTS:						*	
Real Estate Taxes	\$	191,969,842	\$ 191,969,842	100%	\$ (0)	\$ 202,933,070	94.60%
Public Utility Personal Property	\$	9,057,594	\$ 9,057,594	100%	\$ (0)	\$ 18,521,327	48.90%
Unrestricted Grants-In-Aid	\$	13,217,155	\$ 13,340,789	99%	\$ (123,634)	\$ 14,823,594	89.16%
Restricted Grants-In-Aid	\$	387,208	\$ 388,909	100%	\$ (1,700)	\$ 4,432,601	8.74%
Property Tax Allocation	\$	9,375,475	\$ 9,365,956	100%	\$ 9,519	\$ 18,891,026	49.63%
All Other Operating Revenue	\$	33,066,559	\$ 32,911,655	100%	\$ 154,904	\$ 37,169,168	88.96%
All Other Financing Sources	\$	11,089	\$ 11,089	100%	\$ -	\$ 25,062	44.25%
Total Receipts	\$	257,084,921	\$ 257,045,833	100%	\$ 39,088	\$ 296,795,848	86.62%
EXPENDITURES:						*	
Personnel Services	\$	113,051,003	\$ 113,172,854	100%	\$ (121,851)	\$ 172,740,176	65.45%
Retirement/Benefits	\$	42,490,155	\$ 42,507,724	100%	\$ (17,569)	\$ 65,635,726	64.74%
Purchased Services	\$	11,538,046	\$ 11,447,376	101%	\$ 90,670	\$ 19,350,689	59.63%
Supplies, Materials, Textbooks	\$	5,328,604	\$ 5,372,207	99%	\$ (43,603)	\$ 8,041,400	66.26%
Capital Outlay	\$	135,738	\$ 144,210	94%	\$ (8,472)	\$ 425,700	31.89%
Debt - principal & interest HB264	\$	854,438	\$ 854,438	100%	\$ -	\$ 854,465	100.00%
Other Expenditures	\$	5,877,435	\$ 5,774,772	102%	\$ 102,663	\$ 12,727,049	46.18%
All Other Financing Uses	\$	-	\$ -	0%	\$ -	\$ 300,000	0.00%
Total Expenditures	\$	179,275,418	\$ 179,273,581	100%	\$ 1,837	\$ 280,075,205	64.01%
Revenue Over (Under)							
Expenditures	\$	77,809,503					
Ending Balance	\$	182,911,619					
Outstanding Encumbrances			\$ 15,395,607				
Unencumbered Ending Balance			\$ 167,516,012				

The District collected advances through February against the 1st half Real Estate Settlement. Final settlement is expected in March. The Ohio Department of Education implemented the Fair School Funding Plan payments in January 2022, therefore, the District will collect more unrestricted and restricted state aid in the second half of the fiscal year verses the first half of the fiscal year.

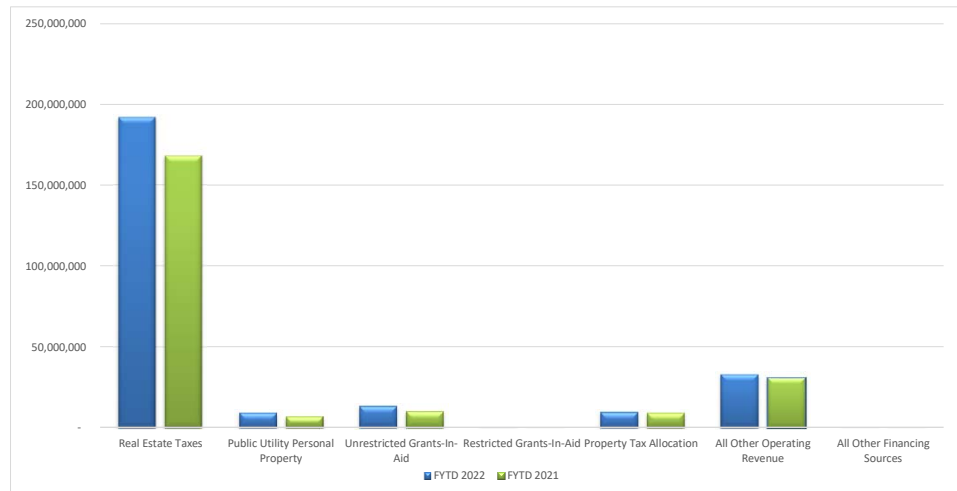
The District has received \$20 million Coronavirus Pandemic Relief funds as an allocation of the State's reserved ESSER II and ESSER III funds. The District will work with the Ohio Department of Education guidelines to evaluate General Fund expenditures related to the pandemic and possibly reimburse the General Fund for any allowable costs incurred while operating during the pandemic.

The District has spent approximately 64% of forecasted expenditures for the year with the current month accounting for 8.25% of projected annual expenditures. This trend falls right in line with forecasted amounts and expected cash flows.

Our second and final payment of the fiscal year for our H.B. 264 loan was made in February.

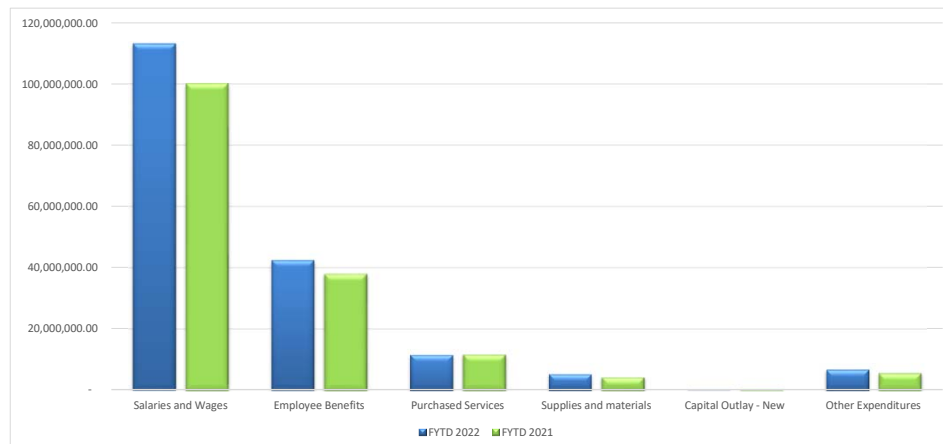
General Fund Current FYTD vs. Prior FYTD Summary

REVENUES



	FYTD 2022	% OF TOTAL	FYTD 2021	% OF TOTAL
Real Estate Taxes	191,969,842	74.67%	168,158,008	74.77%
Public Utility Personal Property	9,057,594	3.52%	6,886,394	3.06%
Unrestricted Grants-In-Aid	13,217,155	5.14%	9,954,894	4.43%
Restricted Grants-In-Aid	387,208	0.15%	147,856	0.07%
Property Tax Allocation	9,375,475	3.65%	8,981,305	3.99%
All Other Operating Revenue	33,066,559	12.86%	30,768,905	13.68%
All Other Financing Sources	11,089	0.00%	1,376	0.00%
GRAND TOTAL	257,084,921		224,898,738	

EXPENDITURES



	FYTD 2022	% OF TOTAL	FYTD 2021	% OF TOTAL
Salaries and Wages	113,051,003	63.06%	100,048,193	62.55%
Employee Benefits	42,490,155	23.70%	37,983,457	23.75%
Purchased Services	11,538,046	6.44%	11,707,054	7.32%
Supplies and materials	5,328,604	2.97%	4,245,160	2.65%
Capital Outlay	135,738	0.08%	278,133	0.17%
Other Expenditures	6,731,873	3.76%	5,693,180	3.56%
GRAND TOTAL	179,275,418		159,955,177	

Summary by Fund

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001		General Fund	105,102,088.06	70,378,590.00	256,230,482.81	22,687,453.91	178,420,979.66	182,911,591.21	15,121,112.78	167,790,478.43
002		Bond Retirement	34,249,578.69	9,450,055.42	115,883,335.68	427,218.68	115,762,605.70	34,370,308.67	3,006,700.00	31,363,608.67
003		Permanent Improvement Fund	5,502,434.96	1,542,990.25	6,569,578.01	50,773.29	4,949,083.83	7,122,929.14	1,264,021.31	5,858,907.83
004		Building Fund	89,014,616.51	78,546.65	174,520.84	266,532.54	23,557,609.93	65,631,527.42	34,631,260.92	31,000,266.50
006		Food Service Fund	652,799.78	1,672,716.05	9,725,269.12	925,168.08	6,530,742.11	3,847,326.79	1,659,696.29	2,187,630.50
007		Special Trust - Staff Benefit	197,301.53	2,266.27	20,768.92	1,382.37	24,875.98	193,194.47	9,948.08	183,246.39
008		Endowment Fund	20,116.98	4.42	47.30	-	-	20,164.28	-	20,164.28
009		Uniform School Supply	1,222,667.30	32,879.36	1,615,925.17	55,161.90	988,135.49	1,850,456.98	729,036.35	1,121,420.63
011		Rotary - Special Services	181,022.72	-	8,935.00	-	171.00	189,786.72	-	189,786.72
018		Principal's Fund	734,505.87	11,857.69	258,600.44	18,438.16	279,747.55	713,358.76	84,192.07	629,166.69
019		Other Grant Funds	27,327.62	-	42,975.00	3,000.00	30,721.25	39,581.37	7,901.65	31,679.72
022		District Agency Funds - Tournaments	5,456.49	3,155.00	21,882.00	1,107.00	10,394.00	16,944.49	50,910.00	(33,965.51)
024		Employee Benefits Self Insurance	30,746,489.29	7,275,922.51	28,046,723.94	2,504,695.71	30,481,788.96	28,311,424.27	7,779,163.60	20,532,260.67
027		Workers Compensation Self Insurance	1,382,461.60	-	-	66,244.36	281,232.82	1,101,228.78	108,880.66	992,348.12
200		Student-Managed Activities	888,489.26	60,140.99	417,058.63	56,096.91	254,960.57	1,050,587.32	240,393.35	810,193.97
300		District-Managed Activities	1,648,116.11	108,828.26	1,077,006.30	81,405.74	687,306.68	2,037,815.73	323,591.21	1,714,224.52
401		Auxiliary Services	28,323.07	-	-	-	28,323.07	-	-	-
451		Data Communication Grant	-	-	22,500.00	-	-	22,500.00	-	22,500.00
467		Student Wellness	670,695.53	-	-	151,843.97	491,551.76	179,143.77	39,000.00	140,143.77
499		Miscellaneous State Grants	79,315.14	116,996.32	153,397.18	2,998.13	109,912.36	122,799.96	1,004.25	121,795.71
507		Essex Funds	(4,639.81)	-	4,639.81	-	-	-	-	-
510		Coronavirus Relief Funds	(1,003.20)	-	1,003.20	-	-	-	-	-
516		Idea Part B Grant	(32,165.27)	589,352.63	4,889,552.17	-	4,857,386.90	-	407,384.71	(407,384.71)
551		Limited English Proficiency Grant	(15,875.38)	258.47	67,391.66	15,194.97	66,711.25	(15,194.97)	1,731.48	(16,926.45)
572		Title I Economic Disadvantaged Grant	(10,728.42)	24,644.02	100,486.99	20,347.44	110,106.01	(20,347.44)	151,181.74	(171,529.18)
587		Idea Preschool Grant	(7,639.78)	72,254.25	234,986.31	-	227,346.53	-	11,587.54	(11,587.54)
590		Improving Teacher Quality Grant	(13,476.60)	7,166.26	71,372.08	4,794.00	62,689.48	(4,794.00)	14,777.95	(19,571.95)
599		Miscellaneous Federal Grants	4.64	-	-	-	-	4.64	11,186.77	(11,182.13)
Totals			272,268,282.69	91,428,624.82	425,638,438.56	27,339,857.16	368,214,382.89	329,692,338.36	65,654,662.71	264,037,675.65

Summary by SCC for Permanent Improvement and Building Fund

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
003	0000	Cell Tower Lease	-	1,000.00	7300	-	-	7,300.00	-	7,300.00
003	9000	Permanent Improvement Fund	356,089.04	-	0	-	322,727.29	33,361.75	22,976.79	10,384.96
003	9001	Permanent Improvement Donation	-	-	1000000	-	-	1,000,000.00	-	1,000,000.00
003	9217	Permanent Improvement Levy	5,142,645.92	1,541,990.25	5,562,278.01	50,773.29	4,626,356.54	6,078,567.39	1,241,044.52	4,837,522.87
003	9219	Lab - Locker Room Project	3,700.00	-	-	-	-	3,700.00	-	3,700.00
Totals			5,502,434.96	1,542,990.25	6,569,578.01	50,773.29	4,949,083.83	7,122,929.14	1,264,021.31	5,858,907.83
			-	-	-	-	-	-	-	-
004	9208	March 2008 Bond Issue	20,553.32	-	-	-	-	20,553.32	-	20,553.32
004	9216	June 2016 Bond Issue	3,331,907.83	0.08	6,679.45	55,146.06	738,300.02	2,600,287.26	49,840.45	2,550,446.81
004	9218	August 2018 Bond Issue	18,161.64	2.19	9.81	968.58	1,768.58	16,402.87	4,570.76	11,832.11
004	9220	June 2020 Bond Issue	18,902,863.16	24.78	61,417.00	49,653.00	11,457,666.48	7,506,613.68	2,034,903.87	5,471,709.81
004	9221	May 2021 Bond Issue	66,741,130.56	78,519.60	106,414.58	160,764.90	11,359,874.85	55,487,670.29	32,541,945.84	22,945,724.45
Totals			89,014,616.51	78,546.65	174,520.84	266,532.54	23,557,609.93	65,631,527.42	34,631,260.92	31,000,266.50

Summary by Appropriation

General Fund 001		Prior				FYTD			
Func	Description	FYTD Appropriated	FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	Unencumbered Balance	FYTD Percent Exp/Enc
1100	Regular Instruction	149,729,770.75	238,348.81	149,968,119.56	95,892,230.66	12,470,207.38	2,837,510.98	51,238,377.92	65.83%
1200	Special Instruction	46,324,120.64	1,410,047.98	47,734,168.62	29,590,209.74	4,430,217.17	6,938,623.45	11,205,335.43	76.53%
1300	Vocation Instruction	1,413,130.95	725.00	1,413,855.95	908,714.94	93,716.18	2,189.28	502,951.73	64.43%
2100	Support Services	9,470,425.93	111,245.12	9,581,671.05	5,951,361.60	820,342.82	555,933.28	3,074,376.17	67.91%
2200	Educational Media Services	6,395,277.91	68,649.96	6,463,927.87	4,079,908.06	406,226.91	244,213.72	2,139,806.09	66.90%
2300	Support Services - Board of Education	1,250,553.98	90,865.76	1,341,419.74	482,482.94	23,467.38	406,612.14	452,324.66	66.28%
2400	Support Services - Administration	13,713,420.86	14,903.51	13,728,324.37	9,397,431.49	1,215,557.04	45,262.62	4,285,630.26	68.78%
2500	Fiscal Services	5,458,629.39	98,508.02	5,557,137.41	2,855,634.08	142,174.89	123,568.45	2,577,934.88	53.61%
2600	Support Services - Business	712,845.68	5,606.90	718,452.58	416,187.74	55,406.42	6,254.06	296,010.78	58.80%
2700	Operation and Maintenance of Plant Services	20,902,862.65	512,113.85	21,414,976.50	13,239,877.03	1,558,452.12	2,990,692.81	5,184,406.66	75.79%
2800	Support Services - Pupil Transportation	12,800,877.77	174,275.96	12,975,153.73	8,066,911.27	998,937.28	444,722.72	4,463,519.74	65.60%
2900	Support Services - Central	7,382,847.85	371,077.89	7,753,925.74	4,864,540.32	356,193.26	389,037.30	2,500,348.12	67.75%
4100	Academic Oriented Activities	977,642.27	49.50	977,691.77	483,612.69	14,311.13	49.50	494,029.58	49.47%
4500	Sport Oriented Activities	3,990,307.37	999.98	3,991,307.35	2,184,382.04	102,243.93	136,442.47	1,670,482.84	58.15%
5100	Site Acquisition Services	20,000.00	-	20,000.00	7,495.06	-	-	12,504.94	37.48%
7100	Contingencies	300,000.00	-	300,000.00	-	-	-	300,000.00	0.00%
Total Fund 001		280,842,714.00	3,097,418.24	283,940,132.24	178,420,979.66	22,687,453.91	15,121,112.78	90,398,039.80	68.16%

Other Funds		Prior				FYTD			
Fund	Fund Name	FYTD Appropriated	FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	Unencumbered Balance	FYTD Percent Exp/Enc
002	Debt Service	125,030,584.75	-	125,030,584.75	115,762,605.70	427,218.68	3,006,700.00	6,261,279.05	94.99%
003	Permanent Improvement	8,426,285.81	4,176,149.00	12,602,434.81	4,949,083.83	50,773.29	1,264,021.31	6,389,329.67	49.30%
004	Building - Bonds	31,729,254.55	57,102,580.96	88,831,835.51	23,557,609.93	266,532.54	34,631,260.92	30,642,964.66	65.50%
006	Food Services	10,248,774.00	106,397.66	10,355,171.66	6,530,742.11	925,168.08	1,659,696.29	2,164,733.26	79.10%
007	Special Trust	70,572.00	3,249.60	73,821.60	24,875.98	1,382.37	9,948.08	38,997.54	47.17%
008	Endowment	700.00	-	700.00	-	-	-	700.00	0.00%
009	Uniform School Supplies - Student Fees	2,331,104.73	83,263.32	2,414,368.05	988,135.49	55,161.90	729,036.35	697,196.21	71.12%
011	Rotary Fund - Special Services	8,000.00	-	8,000.00	171.00	-	-	7,829.00	2.14%
018	Principal's Fund	600,996.76	21,674.85	622,671.61	279,747.55	18,438.16	84,192.07	258,731.99	58.45%
019	Other Grant - OEF	57,000.00	3,960.58	60,960.58	30,721.25	3,000.00	7,901.65	22,337.68	63.36%
022	Agency - OHSAA Tournaments	86,000.00	2,380.50	88,380.50	10,394.00	1,107.00	50,910.00	27,076.50	69.36%
024	Self-Insured Health	38,450,000.00	761,108.77	39,211,108.77	30,481,788.96	2,504,695.71	7,779,163.60	950,156.21	97.58%
027	Self-Insured Workman's Comp	400,000.00	122,512.51	522,512.51	281,232.82	66,244.36	108,880.66	132,399.03	74.66%
200	Student Managed Activities	992,308.98	24,198.71	1,016,507.69	254,960.57	56,096.91	240,393.35	521,153.77	48.73%
300	District Managed Activities	1,697,961.00	91,304.88	1,789,265.88	687,306.68	81,405.74	323,591.21	778,367.99	56.50%
401	Auxiliary Schools	442.78	27,880.29	28,323.07	28,323.07	-	-	-	100.00%
451	State Grant - Data Communications	43,200.00	-	43,200.00	-	-	-	43,200.00	0.00%
467	Student Wellness	503,695.53	167,000.00	670,695.53	491,551.76	151,843.97	39,000.00	140,143.77	79.10%
499	Other Strate Grants	119,525.42	113,186.58	232,712.00	109,912.36	2,998.13	1,004.25	121,795.39	47.66%
507	Federal Funds - ARP Homeless	21,082,300.18	-	21,082,300.18	-	-	-	21,082,300.18	-
510	Federal Funds - Coronavirus Relief Funds	735.10	-	735.10	-	-	-	735.10	0.00%
516	Federal Funds - IDEA	5,369,455.85	-	5,369,455.85	4,857,386.90	-	407,384.71	104,684.24	98.05%
551	Federal Funds - Limited English Proficiency	196,807.12	-	196,807.12	66,711.25	15,194.97	1,731.48	128,364.39	34.78%
572	Federal Funds - Title I Disadvantaged Children	303,401.32	985.24	304,386.56	110,106.01	20,347.44	151,181.74	43,098.81	85.84%
584	Federal Funds - Title IV-A Academic Enrichment	24,475.93	-	24,475.93	-	-	-	24,475.93	-
587	Federal Funds - IDEA Preschool	189,704.72	56,647.86	246,352.58	227,346.53	-	11,587.54	7,418.51	96.99%
590	Federal Funds - Improving Teacher Quality	542,600.72	15,175.33	557,776.05	62,689.48	4,794.00	14,777.95	480,308.62	13.89%
599	Federal Funds - Other Federal Grants	79,475.93	-	79,475.93	-	-	11,186.77	68,289.16	14.08%
Total Other Funds		248,585,363.18	62,879,656.64	311,465,019.82	189,793,403.23	4,652,403.25	50,533,549.93	71,138,066.66	77.16%

Total All Funds	529,428,077.18	65,977,074.88	595,405,152.06	368,214,382.89	27,339,857.16	65,654,662.71	161,536,106.46	72.87%
-----------------	----------------	---------------	----------------	----------------	---------------	---------------	----------------	--------

Bank Reconciliation

Statement Balances:		
First Commonwealth Bank	\$	36,074,200.70
Huntington		20,020,969.93
Star Ohio Operating		122,274,642.35
Star Ohio Construction 2016		18,172.67
Star Ohio Interest		-
Star Ohio Construction 2020		1,039.31
STARPlus		-
Red Tree Operating		81,652,959.19
Red Tree Interest 2020		1,139,385.87
Red Tree Construction 2016		2,473,932.60
Red Tree Construction 2020		9,390,009.65
Red Tree Interest 2021		2,746,939.71
Red Tree Bond 2021		55,623,113.73
Outstanding Checks		(1,640,858.60)
Deposits not Received		(82,168.75)
Adjusted bank balance	\$	<u>329,692,338.36</u>
Book Balances:	\$	329,692,338.36
Difference		0.00

Investment Summary

Description	Type	Yield	Cost Basis Amount	Market Value	Interest Date
First Commonwealth Bank	OP	0.10%	28,192,445.37	28,192,445.37	Monthly
First Commonwealth Bank	*	0.00%	7,881,755.33	7,881,755.33	Monthly
STAR Ohio (Operating)	OP	0.15%	122,274,642.35	122,274,642.35	Monthly
STAR Ohio (Construction)	CON	0.15%	18,172.67	18,172.67	Monthly
STAR Ohio (Interest)	INT	0.15%	0.00	0.00	Monthly
STAR Ohio (2020 Construction)	CON	0.15%	1,039.31	1,039.31	Monthly
Huntington		0.05%	20,020,969.93	20,020,969.93	Monthly
RedTree Investments	OP	0.68%	81,652,959.19	80,836,421.61	Monthly
RedTree Investments	2020 Int%	0.28%	1,139,385.87	1,139,126.14	Monthly
RedTree Investments	CON 2016	0.32%	2,473,932.60	2,471,366.95	Monthly
RedTree Investments	CON 2020	0.21%	9,390,009.65	9,393,888.47	Monthly
RedTree Investments	2021 Int%	0.37%	2,746,939.71	2,747,500.14	Monthly
RedTree Investments	2021 Bonds	0.56%	55,623,113.73	55,382,168.44	Monthly
			\$ 331,415,365.71	\$ 330,359,496.71	

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

Check Register Detail

EX. B.1 - March 24, 2022

9 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396122	ALLISHA BERENDTS	ADMIN. TUITION REIM	02/01/22	4,406.96	0010000 - GENERAL FUND	W
396123	BENJAMIN JENKINS	ADMIN. TUITION REIM	02/01/22	717.18	0010000 - GENERAL FUND	W
396124	DETILIO VINCENT	ADMIN. TUITION REIM	02/01/22	1,246.61	0010000 - GENERAL FUND	W
396125	LATHER JULIE	ADMIN. TUITION REIM	02/01/22	2,859.19	0010000 - GENERAL FUND	W
396126	LORI METHENEY	ADMIN. TUITION REIM	02/01/22	1,217.96	0010000 - GENERAL FUND	W
396127	LAUREN KELSEY MCMAH	ADMIN. TUITION REIM	02/01/22	3,042.18	0010000 - GENERAL FUND	W
396128	SHANE SHOAF	ADMIN. TUITION REIM	02/01/22	1,509.65	0010000 - GENERAL FUND	W
396130	AMAZON.COM	SUPPLEMENTAL TEXTBO	02/01/22	(142.32)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	SUPPLEMENTAL TEXTBO	02/01/22	(29.96)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	SUPPLEMENTAL TEXTBO	02/01/22	(12.75)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	GUIDANCE SUPPLIES	02/01/22	6.84	0010000 - GENERAL FUND	W
396130	AMAZON.COM	Q2 OPEN ORDER FOR A	02/01/22	36.45	0010000 - GENERAL FUND	W
396130	AMAZON.COM	Q2 OPEN ORDER FOR A	02/01/22	81.26	0010000 - GENERAL FUND	W
396130	AMAZON.COM	Q2 OPEN ORDER FOR A	02/01/22	99.95	0010000 - GENERAL FUND	W
396130	AMAZON.COM	Q2 OPEN ORDER FOR A	02/01/22	112.47	0010000 - GENERAL FUND	W
396130	AMAZON.COM	Q2 OPEN ORDER FOR A	02/01/22	124.56	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	6.39	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	8.08	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	13.88	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	17.97	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	21.45	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	22.98	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	33.01	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	33.98	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	53.99	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	55.97	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	68.06	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	97.90	0010000 - GENERAL FUND	W
396130	AMAZON.COM	2ND QUARTER CLASSRO	02/01/22	201.48	0010000 - GENERAL FUND	W
396130	AMAZON.COM	ITEMS NEEDED FOR OS	02/01/22	27.97	0010000 - GENERAL FUND	W
396130	AMAZON.COM	ITEMS NEEDED FOR OS	02/01/22	29.56	0010000 - GENERAL FUND	W
396130	AMAZON.COM	PENCIL SHARPENER-KI	02/01/22	32.27	0010000 - GENERAL FUND	W
396130	AMAZON.COM	144 PK PENCILS	02/01/22	12.90	0010000 - GENERAL FUND	W
396130	AMAZON.COM	LEVEL 13 BOOK	02/01/22	8.25	0010000 - GENERAL FUND	W
396130	AMAZON.COM	WHATSHISFACE BOOK	02/01/22	8.25	0010000 - GENERAL FUND	W
396130	AMAZON.COM	UNTEACHABLES BOOK	02/01/22	8.25	0010000 - GENERAL FUND	W
396130	AMAZON.COM	XACTO PENCIL SHARPE	02/01/22	25.80	0010000 - GENERAL FUND	W
396130	AMAZON.COM	TERRARIUM THERMOMET	02/01/22	52.69	0010000 - GENERAL FUND	W
396130	AMAZON.COM	UCRF12B30 SONGMICS	02/01/22	34.99	0010000 - GENERAL FUND	W
396130	AMAZON.COM	SHOWER CURTAIN ROD	02/01/22	29.99	0010000 - GENERAL FUND	W
396130	AMAZON.COM	JUNIOR LEARNING BEA	02/01/22	80.15	0010000 - GENERAL FUND	W
396130	AMAZON.COM	CLASSROOM & SCHOOL	02/01/22	(112.89)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	SCHOOL SUPPLIES	02/01/22	(11.62)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	CLASSROOM SUPPLIES	02/01/22	(4.07)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	CLASSROOM SUPPLIES	02/01/22	(11.62)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	CLASSROOM SUPPLIES	02/01/22	(5.42)	0010000 - GENERAL FUND	W
396130	AMAZON.COM	COFFEE BAR ITEMS FO	02/01/22	168.98	0079140 - ISES EMPLOYEE BENEFITS	W
396130	AMAZON.COM	PREMIUM OWL PELLETS	02/01/22	96.00	0099150 - OMES UNIFORM SUPPLY	W
396130	AMAZON.COM	BIG POP IT FIDGET (02/01/22	129.22	0099155 - LTES UNIFORM SUPPLY	W
396130	AMAZON.COM	60 PCS ANIMAL PENCI	02/01/22	50.68	0099155 - LTES UNIFORM SUPPLY	W
396130	AMAZON.COM	REUSABLE DONUT STRA	02/01/22	38.77	0189155 - LTES PRINC FUND	W
396130	AMAZON.COM	NEWS MAGAZINE - SUP	02/01/22	46.27	2009196 - NEWSPAPER - OBHS	W
396130	AMAZON.COM	MISC SENIOR THANKSG	02/01/22	31.98	2009522 - CLASS OF 2022 - OLHS	W
396130	AMAZON.COM	MISC SENIOR THANKSG	02/01/22	31.98	2009522 - CLASS OF 2022 - OLHS	W
396130	AMAZON.COM	MISC SENIOR THANKSG	02/01/22	610.14	2009522 - CLASS OF 2022 - OLHS	W
396130	AMAZON.COM	MISC SENIOR THANKSG	02/01/22	270.86	2009522 - CLASS OF 2022 - OLHS	W
396130	AMAZON.COM	GIRLS BASKETBALL	02/01/22	36.48	3009215 - ATHLETIC - OHMS	W
396130	AMAZON.COM	BOYS BASKETBALL	02/01/22	17.98	3009215 - ATHLETIC - OHMS	W
396130	AMAZON.COM	WRESTLING SUPPLIES	02/01/22	6.99	3009215 - ATHLETIC - OHMS	W
396131	BULK BOOKSTORE	ELA STUDENT FEE SE	02/01/22	1,841.37	0099210 - OOMS UNIFORM SUPPLY	W
396131	BULK BOOKSTORE	SEE ATATCHED LIST O	02/01/22	3,401.68	0099210 - OOMS UNIFORM SUPPLY	W
396132	EVANS NATHAN	WINTER SECURITY	02/01/22	135.00	3009305 - ATHLETICS - OLHS	W
396132	EVANS NATHAN	WINTER SECURITY	02/01/22	135.00	3009305 - ATHLETICS - OLHS	W
396133	JACOB CSIZMADIA	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396134	JAMES BRIAN MOX	SECURITY FOR BOYS B	02/01/22	157.50	3009300 - ATHLETICS - OHS	W
396134	JAMES BRIAN MOX	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396135	JUSTIN PETERSON	SECURITY FOR BOYS B	02/01/22	157.50	3009300 - ATHLETICS - OHS	W
396135	JUSTIN PETERSON	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396136	COLTON LYBARGER	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396137	MATTHEW ROY	BOYS BASKETBALL SEC	02/01/22	135.00	3009310 - ATHLETIC - OOHHS	W
396137	MATTHEW ROY	BOYS BASKETBALL SEC	02/01/22	135.00	3009310 - ATHLETIC - OOHHS	W
396137	MATTHEW ROY	BOYS BASKETBALL SEC	02/01/22	135.00	3009310 - ATHLETIC - OOHHS	W
396137	MATTHEW ROY	BOYS BASKETBALL SEC	02/01/22	135.00	3009310 - ATHLETIC - OOHHS	W
396138	DAN MAURER	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396139	RYAN PALMER	SECURITY FOR BOYS B	02/01/22	135.00	3009300 - ATHLETICS - OHS	W
396140	CANTON CITY SCHOOLS	MISC. ENTRY FEES	02/02/22	143.00	3009300 - ATHLETICS - OHS	W
396141	CAPITAL HOCKEY CONF	ICE HOCKEY	02/02/22	6,500.00	3009315 - ATHLETICS - OBHS	W
396142	CLAYMONT ATHLETIC D	WRESTLING	02/02/22	350.00	3009315 - ATHLETICS - OBHS	W
396143	COHSBC	BOWLING ENTRY FEES	02/02/22	200.00	3009300 - ATHLETICS - OHS	W
396144	CRESTVIEW HIGH/MIDD	WRESTLING ENTRY FEE	02/02/22	250.00	3009205 - ATHLETICS - OLMS	W
396145	DEBORAH WELCH	GIRLS LAX OFFICIAL	02/02/22	50.00	3009200 - ATHLETICS - OSMS	W
396146	DELAWARE HAYES HIGH	WRESTLING	02/02/22	200.00	3009305 - ATHLETICS - OLHS	W
396147	DUBLIN DAVIS MIDDLE	WRESTLING ENTRY FEE	02/02/22	200.00	3009210 - ATHLETICS - OOMS	W
396148	DUBLIN JEROME HIGH	GYMNASTICS	02/02/22	300.00	3009305 - ATHLETICS - OLHS	W
396148	DUBLIN JEROME HIGH	GYMNASTICS CONTEST	02/02/22	300.00	3009310 - ATHLETIC - OOHHS	W
396149	FIRESTONE AKRON SWI	BOYS/GIRLS SWIMMING	02/02/22	286.00	3009305 - ATHLETICS - OLHS	W

Check Register Detail

EX. B.1 - March 24, 2022

10 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396150	GAHANNA MIDDLE SCHO	BOYS ENTRY FEES	02/02/22	200.00	3009215 - ATHLETIC - OHMS	W
396151	HILLIARD MEMORIAL M	GIRLS BASKETBALL EN	02/02/22	200.00	3009215 - ATHLETIC - OHMS	W
396152	JOHN DEERE FINANCIA	FY22 3RD QTR JAN-MA	02/02/22	514.36	0010000 - GENERAL FUND	W
396152	JOHN DEERE FINANCIA	FY22 3RD QTR JAN-MA	02/02/22	1,407.44	0010000 - GENERAL FUND	W
396153	KILBOURNE MIDDLE SC	BOYS ENTRY FEES	02/02/22	200.00	3009215 - ATHLETIC - OHMS	W
396154	MARYSVILLE BUNSOLD	GIRLS BASKETBALL EN	02/02/22	175.00	3009215 - ATHLETIC - OHMS	W
396155	MECHANICSBURG HIGH	WRESTLING ENTRY FEE	02/02/22	200.00	3009205 - ATHLETICS - OLMS	W
396155	MECHANICSBURG HIGH	WRESTLING ENTRY FEE	02/02/22	250.00	3009215 - ATHLETIC - OHMS	W
396156	MELANIE A PATRIDGE	BOYS LAX OFFICIALS	02/02/22	100.00	3009200 - ATHLETICS - OSMS	W
396157	OHIO CAPITAL CONFER	MISC FEES	02/02/22	40.00	3009300 - ATHLETICS - OHS	W
396158	OHIO WESLEYAN UNIVE	MISC. ENTRY FEES	02/02/22	145.46	3009300 - ATHLETICS - OHS	W
396159	OLENTANGY BERLIN HS	WRESTLING	02/02/22	250.00	3009305 - ATHLETICS - OLHS	W
396160	PICKERINGTON HS NOR	WRESTLING ENTRY FEE	02/02/22	200.00	3009300 - ATHLETICS - OHS	W
396161	REYNOLDSBURG CITY S	WRESTLING ENTRY FEE	02/02/22	160.00	3009300 - ATHLETICS - OHS	W
396162	ST FRANCIS DESALES	WRESTLING	02/02/22	250.00	3009305 - ATHLETICS - OLHS	W
396162	ST FRANCIS DESALES	BOYS/GIRLS SWIMMING	02/02/22	400.00	3009305 - ATHLETICS - OLHS	W
396162	ST FRANCIS DESALES	BOYS/GIRLS SWIMMING	02/02/22	(400.00)	3009305 - ATHLETICS - OLHS	W
396162	ST FRANCIS DESALES	WRESTLING	02/02/22	(250.00)	3009305 - ATHLETICS - OLHS	W
396163	THE CHILLER LLC	ICE HOCKEY	02/02/22	6,877.50	3009310 - ATHLETIC - OOHs	W
396164	UPPER ARLINGTON HIG	BOYS GOLF	02/02/22	300.00	3009315 - ATHLETICS - OBHS	W
396165	WADSWORTH HIGH SCHO	WRESTLING	02/02/22	450.00	3009305 - ATHLETICS - OLHS	W
396166	WALSH JESUIT HS	WRESTLING	02/02/22	600.00	3009305 - ATHLETICS - OLHS	W
396167	WESTERVILLE HERITAG	FEES - GIRLS BASKET	02/02/22	200.00	3009220 - ATHLETICS - OBMS	W
396168	WESTERVILLE NORTH H	WRESTLING	02/02/22	225.00	3009315 - ATHLETICS - OBHS	W
396169	WORTHINGTON KILBOUR	GYMNASTICS	02/02/22	200.00	3009305 - ATHLETICS - OLHS	W
396170	ANNA EHRET	CERTIFIED MILEAGE (02/02/22	108.46	0010000 - GENERAL FUND	W
396171	KELLY BERLIN	PSYCH'S	02/02/22	29.13	0010000 - GENERAL FUND	W
396172	BROOKE HENRY	CERTIFIED MILEAGE (02/02/22	77.16	0010000 - GENERAL FUND	W
396173	LAURA E CARDER	CERTIFIED MILEAGE (02/02/22	85.59	0010000 - GENERAL FUND	W
396174	CAROLYN FERRONI	SCHOOL LIAISON	02/02/22	129.29	0010000 - GENERAL FUND	W
396174	CAROLYN FERRONI	OCT NOV & DEC '21	02/02/22	78.40	0010000 - GENERAL FUND	W
396175	CHELSEA CONKLIN	CERTIFIED MILEAGE (02/02/22	112.32	0010000 - GENERAL FUND	W
396176	CHRISTOPHER ROTH	MILEAGE REIMBURSEME	02/02/22	100.74	0010000 - GENERAL FUND	W
396177	CARMEN MILLER HURST	CERTIFIED MILEAGE (02/02/22	94.86	0010000 - GENERAL FUND	W
396178	LAUREN BAYLESS	CERTIFIED MILEAGE (02/02/22	148.73	0010000 - GENERAL FUND	W
396179	LORI ZAYE	CERTIFIED MILEAGE (02/02/22	40.43	0010000 - GENERAL FUND	W
396180	MIRIAM SANDOVAL	ELL	02/02/22	59.67	0010000 - GENERAL FUND	W
396181	JENNIFER SAMANTHA M	CERTIFIED MILEAGE (02/02/22	99.45	0010000 - GENERAL FUND	W
396182	REIKO HILL	APE, OT, PT, BEHAVI	02/02/22	20.07	0010000 - GENERAL FUND	W
396183	SARAH MCCLOSKEY	CERTIFIED MILEAGE (02/02/22	27.85	0010000 - GENERAL FUND	W
396184	SAMUEL MICHAEL SMIT	CERTIFIED MILEAGE (02/02/22	77.16	0010000 - GENERAL FUND	W
396185	THERESA KNAPP	CERTIFIED MILEAGE (02/02/22	16.38	0010000 - GENERAL FUND	W
396186	TRACI CASTO	DIRECTORS & SUPERVI	02/02/22	64.46	0010000 - GENERAL FUND	W
396187	ABILITY MATTERS	TUITION 21-22 SCHOO	02/07/22	7,100.00	0010000 - GENERAL FUND	W
396187	ABILITY MATTERS	TUITION 21-22 SCHOO	02/07/22	9,848.81	0010000 - GENERAL FUND	W
396188	ABLENET	KINDERBOARD	02/07/22	150.00	0010000 - GENERAL FUND	W
396188	ABLENET	ITALK4	02/07/22	1,500.00	0010000 - GENERAL FUND	W
396188	ABLENET	ITALK2	02/07/22	760.00	0010000 - GENERAL FUND	W
396188	ABLENET	JELLY BEAN	02/07/22	325.00	0010000 - GENERAL FUND	W
396188	ABLENET	BIG RED	02/07/22	325.00	0010000 - GENERAL FUND	W
396188	ABLENET	BIG MACK	02/07/22	405.00	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	SP-DDD-2463	02/07/22	54.00	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	SP-2250-7 PLAY SPOR	02/07/22	81.00	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	DDD-2778 WILD WICKE	02/07/22	143.00	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	SHIPPING	02/07/22	27.80	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	DDD-2344 MOOD DOG S	02/07/22	136.93	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	DDD-2193 RESCUE SER	02/07/22	209.97	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	DDD-2720 THAT DOG 1	02/07/22	240.40	0010000 - GENERAL FUND	W
396189	ACADEMIC THERAPY PU	SHIPPING	02/07/22	49.60	0010000 - GENERAL FUND	W
396190	ACADEMY OF ORTON-GI	ANNUAL DUES FOR FEL	02/07/22	250.00	0010000 - GENERAL FUND	W
396190	ACADEMY OF ORTON-GI	ANNUAL DUES FOR CER	02/07/22	300.00	0010000 - GENERAL FUND	W
396190	ACADEMY OF ORTON-GI	ANNUAL DUES FOR ASS	02/07/22	1,530.00	0010000 - GENERAL FUND	W
396190	ACADEMY OF ORTON-GI	ANNUAL DUES FOR OGC	02/07/22	2,175.00	0010000 - GENERAL FUND	W
396191	ACHIEVE PSYCH & ACA	PSYCHOLOGICAL & EVA	02/07/22	4,650.00	0010000 - GENERAL FUND	W
396192	ADAM KADAR	PUBLIC INFO/COMMUNI	02/07/22	63.84	0010000 - GENERAL FUND	W
396193	AED VENTURES LLC	11403-000001 REPLAC	02/07/22	117.00	0010000 - GENERAL FUND	W
396193	AED VENTURES LLC	11101-000016 REPLAC	02/07/22	110.70	0010000 - GENERAL FUND	W
396194	AG-PRO OHIO LLC	REPAIR LABOR FOR GA	02/07/22	149.25	3009300 - ATHLETICS - OHS	W
396194	AG-PRO OHIO LLC	REPAIR LABOR FOR GA	02/07/22	49.75	3009300 - ATHLETICS - OHS	W
396194	AG-PRO OHIO LLC	MAINTENANCE FOR GAT	02/07/22	288.69	3009300 - ATHLETICS - OHS	W
396194	AG-PRO OHIO LLC	MAINTENANCE FOR GAT	02/07/22	114.70	3009300 - ATHLETICS - OHS	W
396195	AK ATHLETICS EQUIPM	SENSORY ROOM BOND P	02/07/22	7,700.40	0049221 - MAY 2021 BOND ISSUE	W
396196	AMERICAN RED CROSS	RED CROSS TRAINING	02/07/22	10.00	0010000 - GENERAL FUND	W
396197	AMERICAN SPEECH-LAN	GROUP ACCESS LEARNI	02/07/22	3,110.40	0010000 - GENERAL FUND	W
396198	APPERSON EDUCATION	ITEM #20260 STD BUB	02/07/22	100.50	0010000 - GENERAL FUND	W
396198	APPERSON EDUCATION	SHIPPING COST	02/07/22	18.08	0010000 - GENERAL FUND	W
396199	ARES SPORTSWEAR	GIRLS 7TH AND 8TH B	02/07/22	3,262.72	0189215 - OHMS PRINC FUND	W
396200	BARNES AND NOBLE	MERCY WATSON BOXED	02/07/22	22.95	0010000 - GENERAL FUND	W
396200	BARNES AND NOBLE	MERCY WATSON TO THE	02/07/22	5.73	0010000 - GENERAL FUND	W
396200	BARNES AND NOBLE	ESTIMATED SHIPPING/	02/07/22	4.90	0010000 - GENERAL FUND	W
396200	BARNES AND NOBLE	BOOKS, LISTED ON TH	02/07/22	397.92	0099210 - OOMS UNIFORM SUPPLY	W
396201	BASA	FRANCHESCA BASS ALL	02/07/22	239.00	0010000 - GENERAL FUND	W
396202	BRAMMER ROBERT	BOYS BASKETBALL ASS	02/07/22	75.00	3009205 - ATHLETICS - OLMS	W
396202	BRAMMER ROBERT	GIRLS BASKETBALL AS	02/07/22	75.00	3009205 - ATHLETICS - OLMS	W
396203	BRIAN W BARNES MAI	FY22 APPRAISAL SERV	02/07/22	1,500.00	0010000 - GENERAL FUND	W
396204	BRICKER & ECKLER LL	ATTORNEY FEES - FY	02/07/22	94.50	0010000 - GENERAL FUND	W
396204	BRICKER & ECKLER LL	ATTORNEY FEES - FY	02/07/22	132.00	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

11 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396204	BRICKER & ECKLER LL	ATTORNEY FEES - FY	02/07/22	217.50	0010000 - GENERAL FUND	W
396204	BRICKER & ECKLER LL	ATTORNEY FEES - FY	02/07/22	1,427.80	0010000 - GENERAL FUND	W
396205	BRIDGEWAY ACADEMY	TUITION FOR 21-22 S	02/07/22	3,954.00	0010000 - GENERAL FUND	W
396205	BRIDGEWAY ACADEMY	TUITION FOR 21-22 S	02/07/22	5,664.00	0010000 - GENERAL FUND	W
396205	BRIDGEWAY ACADEMY	TUITION FOR 21-22 S	02/07/22	5,684.00	0010000 - GENERAL FUND	W
396206	BRIGHT COMMUNICATOR	SLP MATERNITY LEAVE	02/07/22	11,058.81	0010000 - GENERAL FUND	W
396207	BSN SPORTS INC	EXTRA GIRLS' BASKET	02/07/22	101.65	3009205 - ATHLETICS - OLMS	W
396207	BSN SPORTS INC	CHEER & GYMNASTICS	02/07/22	2,000.00	3009305 - ATHLETICS - OLHS	W
396207	BSN SPORTS INC	BSN-MISC NEEDED EQU	02/07/22	180.20	3009310 - ATHLETIC - OOHs	W
396208	ADRENALINE	BOYS LACROSSE UNIFO	02/07/22	3,996.26	3009305 - ATHLETICS - OLHS	W
396209	CARDINAL TRANSPORTA	SKI CLUB TRANSPORTA	02/07/22	2,422.50	2009559 - SKI CLUB	W
396209	CARDINAL TRANSPORTA	SKI CLUB TRANSPORTA	02/07/22	4,037.50	2009559 - SKI CLUB	W
396209	CARDINAL TRANSPORTA	SKI CLUB TRANSPORTA	02/07/22	7,267.50	2009559 - SKI CLUB	W
396209	CARDINAL TRANSPORTA	SKI CLUB TRANSPORTA	02/07/22	7,267.50	2009559 - SKI CLUB	W
396209	CARDINAL TRANSPORTA	SKI CLUB TRANSPORTA	02/07/22	7,267.50	2009559 - SKI CLUB	W
396210	CDW-G INC	NESSUS PROFESSIONAL	02/07/22	2,686.00	0010000 - GENERAL FUND	W
396210	CDW-G INC	VEEAM MIGR STE LICE	02/07/22	9,800.00	0010000 - GENERAL FUND	W
396210	CDW-G INC	VEEAM MIGR STE LICE	02/07/22	10,200.00	0010000 - GENERAL FUND	W
396210	CDW-G INC	BOE APPROVED 4/22/2	02/07/22	727.65	0039217 - PERM IMPROVE LEVY	W
396210	CDW-G INC	MAXELL HP 100 HEADP	02/07/22	300.00	0099105 - WRES UNIFORM SUPPLY	W
396210	CDW-G INC	MAXELL HP 100 HEADP	02/07/22	150.00	0099175 - HES UNIFORM SUPPLY	W
396211	CHOICE LITERACY	CHOICE LITERACY FOR	02/07/22	891.00	5909222 - TITLE II-A FY22	W
396212	CHRIS POWELL POTTER	FIX BROKEN KILN	02/07/22	93.00	0010000 - GENERAL FUND	W
396213	COLUMBUS CLAY AND C	KILN MAINTENANCE	02/07/22	534.75	0010000 - GENERAL FUND	W
396213	COLUMBUS CLAY AND C	125 WHITE MOIST 500	02/07/22	188.37	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SC-72 GRAPE JELLY P	02/07/22	34.38	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SC-73 CANDY APPLE R	02/07/22	34.38	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SC-31 THE BLUES PIN	02/07/22	34.38	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SC-27 SOUR APPLE PI	02/07/22	17.19	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SC-28 BLUEISLE PINT	02/07/22	17.19	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	S-2101 MAYCO CRYSTA	02/07/22	24.87	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	ESTIMATED SHIPPING/	02/07/22	70.64	0099120 - ARES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	CLAY FOR CLASS - SE	02/07/22	80.00	0099180 - SMES UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	127 CC WHITE SCULPT	02/07/22	279.56	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	MB-104 BISC DINNER	02/07/22	80.51	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	MB-105 BISC RICE BO	02/07/22	52.83	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	MB-115 CAPPUCCINO M	02/07/22	60.38	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	MB-123 BISC POTTERY	02/07/22	60.38	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	DELIVERY FEE	02/07/22	36.34	0099215 - OHMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	CATALOG #146CC BUF	02/07/22	485.00	0099220 - OBMS UNIFORM SUPPLY	W
396213	COLUMBUS CLAY AND C	SEE ATTACHMENT	02/07/22	2,063.40	0099305 - OLHS UNIFORM SUPPLY	W
396214	CONSTRUCTION ANALYS	MIDDLE SCHOOL #6-	02/07/22	6,800.00	0049221 - MAY 2021 BOND ISSUE	W
396215	CONTINUED.COM LLC	CONTINUING EDUCATIO	02/07/22	1,780.00	0010000 - GENERAL FUND	W
396216	COOPERATIVE STRATEG	FY22 PROFESSIONAL E	02/07/22	290.00	0010000 - GENERAL FUND	W
396217	CT CONSULTANTS INC	QAO OFFICE- PROFES	02/07/22	1,500.00	0039217 - PERM IMPROVE LEVY	W
396217	CT CONSULTANTS INC	HYATTS MS- PROFESS	02/07/22	1,056.60	0049220 - JUNE 2020 BOND ISSUE	W
396217	CT CONSULTANTS INC	WEST TRANSPORTATION	02/07/22	1,990.57	0049221 - MAY 2021 BOND ISSUE	W
396217	CT CONSULTANTS INC	HYATTS MS BUS LANE/	02/07/22	1,297.79	0049221 - MAY 2021 BOND ISSUE	W
396217	CT CONSULTANTS INC	PROFESSIONAL FEES P	02/07/22	10,000.00	0049221 - MAY 2021 BOND ISSUE	W
396218	CULT MARKETING LLC	FALL PHOTO/VIDEO SH	02/07/22	450.00	0010000 - GENERAL FUND	W
396218	CULT MARKETING LLC	FALL PHOTO/VIDEO SH	02/07/22	1,462.50	0010000 - GENERAL FUND	W
396219	EMBROIDERY DESIGN G	STORE RESALE ITEMS	02/07/22	296.00	3009311 - FORT ORANGE - OOHs	W
396220	ESC OF CENTRAL OH	VENTURES 7 SEATS_A	02/07/22	57,442.21	0010000 - GENERAL FUND	W
396221	FANNING/HOWEY ASSOC	MIDDLE SCHOOL #6 CO	02/07/22	17,509.12	0049220 - JUNE 2020 BOND ISSUE	W
396222	GALE GROUP	GALE EBOOK HOSTING	02/07/22	50.00	0010000 - GENERAL FUND	W
396223	GARLAND/DBS INC	FY22 PI- GENERAL D	02/07/22	462.06	0039217 - PERM IMPROVE LEVY	W
396223	GARLAND/DBS INC	ROOFING REPAIR/REPL	02/07/22	45,917.01	0049216 - JUNE 2016 BOND ISSUE	W
396223	GARLAND/DBS INC	LABOR AND MATERIALS	02/07/22	29,268.94	0049220 - JUNE 2020 BOND ISSUE	W
396224	GBC	LAMINATING FILM #3	02/07/22	198.20	0010000 - GENERAL FUND	W
396224	GBC	EQUIPMENT MAINTENAN	02/07/22	579.08	0010000 - GENERAL FUND	W
396225	GOPHER SPORT	SHALE MEADOWS ELEME	02/07/22	610.72	0049220 - JUNE 2020 BOND ISSUE	W
396225	GOPHER SPORT	RAINBOW ULTRA PLAY	02/07/22	181.32	0189105 - WRES PRINC FUND	W
396225	GOPHER SPORT	RAINBOW ULTRA PLAY	02/07/22	217.68	0189105 - WRES PRINC FUND	W
396225	GOPHER SPORT	TITAN ALL-TERRAIN R	02/07/22	217.68	0189105 - WRES PRINC FUND	W
396225	GOPHER SPORT	TITAN ALL-TERRAIN R	02/07/22	261.32	0189105 - WRES PRINC FUND	W
396225	GOPHER SPORT	SHIPPING/HANDLING	02/07/22	47.88	0189105 - WRES PRINC FUND	W
396225	GOPHER SPORT	SHIPPING/HANDLING	02/07/22	57.48	0189105 - WRES PRINC FUND	W
396226	JOSHUA BATTISTONE	PRINCIPALS OFFICE -	02/07/22	114.40	0010000 - GENERAL FUND	W
396227	LENWOOD GIBSON JR	21-22 SCHOOL YEAR_M	02/07/22	2,500.00	0010000 - GENERAL FUND	W
396228	ST FRANCIS DESALES	WRESTLING	02/07/22	250.00	3009305 - ATHLETICS - OLHS	W
396229	ST FRANCIS DESALES	BOYS/GIRLS SWIMMING	02/07/22	400.00	3009305 - ATHLETICS - OLHS	W
396230	STATE CHEMICAL SOLU	CUSTODIAL SUPPLIES	02/07/22	20,126.39	0010000 - GENERAL FUND	W
396231	STEVEN JEFFREY GILL	TITLE III: ELL CRIT	02/07/22	13,000.00	5519222 - TITLE III - LEPPY22	W
396232	TAYLOR BREEN	5 HOURS OF DANCE TE	02/07/22	100.00	2009479 - DANCE TEAM - OLHS	W
396232	TAYLOR BREEN	COACHING DANCE TEAM	02/07/22	400.00	2009479 - DANCE TEAM - OLHS	W
396233	THE CHILLER LLC	ICE HOCKEY FACILITY	02/07/22	1,200.00	3009305 - ATHLETICS - OLHS	W
396233	THE CHILLER LLC	ICE HOCKEY FACILITY	02/07/22	1,200.00	3009305 - ATHLETICS - OLHS	W
396233	THE CHILLER LLC	ICE HOCKEY FACILITY	02/07/22	1,200.00	3009305 - ATHLETICS - OLHS	W
396234	LEARNWELL	TUTOR SERVICES_MA/L	02/09/22	239.40	0010000 - GENERAL FUND	W
396235	AMANDA ALICE	MILEAGE FOR PRESCHO	02/09/22	82.02	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	FREEDOM TRAIL	02/09/22	3,070.81	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	JOHNNYCAKE CORNERS	02/09/22	2,477.40	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	OAK CREEK	02/09/22	3,412.00	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	OLENTANGY MEADOWS	02/09/22	2,780.81	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	BERKSHIRE MIDDLE	02/09/22	8,909.96	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	ORANGE HIGH SCHOOL	02/09/22	1,289.36	0010000 - GENERAL FUND	W
396236	AMERICAN ELECTRIC P	EAST BUS GARAGE	02/09/22	1,227.26	0010000 - GENERAL FUND	W

12 of 30

[illegible]

Check Register Detail

EX. B.1 - March 24, 2022

13 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396262	DOMINO'S PIZZA FLYI	FOOD	02/09/22	545.22	0060000 - LUNCHROOM FUND	W
396262	DOMINO'S PIZZA FLYI	FOOD	02/09/22	664.05	0060000 - LUNCHROOM FUND	W
396263	LORI A DONNELLY	MILEAGE REIMBURSEME	02/09/22	22.40	0060000 - LUNCHROOM FUND	W
396264	EDUCATIONAL FURNITU	BOOKCASE 36X29X14 D	02/09/22	1,186.20	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	BOOKCASE 36X48X14 D	02/09/22	1,704.96	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	CARPET 8X10 HEAVY D	02/09/22	1,417.68	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	CARPET 12X12 HEAVY	02/09/22	8,255.68	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	"15"" STUDENT CHAIR	02/09/22	2,633.40	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	GUEST CHAIR	02/09/22	617.20	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	TEACHER DESK 66X30X	02/09/22	1,581.15	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	SCIENCE TABLE SOLID	02/09/22	991.44	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	HEAVY DUTY STUDENT	02/09/22	1,757.82	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	ACTIVITY TABLE 42X7	02/09/22	1,225.65	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	FOLDING TABLE 30X96	02/09/22	4,562.48	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	FOLDING TABLE CART	02/09/22	412.36	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	AB-D99A ARTCOBELL F	02/09/22	1,764.00	0010000 - GENERAL FUND	W
396264	EDUCATIONAL FURNITU	MEDIA CENTER PROJEC	02/09/22	1,217.24	0049221 - MAY 2021 BOND ISSUE	W
396264	EDUCATIONAL FURNITU	MEDIA CENTER PROJEC	02/09/22	44,225.60	0049221 - MAY 2021 BOND ISSUE	W
396264	EDUCATIONAL FURNITU	MEDIA CENTER PROJEC	02/09/22	44,955.17	0049221 - MAY 2021 BOND ISSUE	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	103.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	107.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	112.70	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	119.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	119.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	206.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	210.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	216.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	243.60	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	313.00	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	323.80	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	383.80	0060000 - LUNCHROOM FUND	W
396265	EKON-O-PAC	COLD BAGS, BLUE TAP	02/09/22	412.00	0060000 - LUNCHROOM FUND	W
396266	ELK PROMOTIONS INC	BOARD OF EDUCATION	02/09/22	12.48	0010000 - GENERAL FUND	W
396266	ELK PROMOTIONS INC	BOARD OF EDUCATION	02/09/22	710.52	0010000 - GENERAL FUND	W
396266	ELK PROMOTIONS INC	BOARD OF EDUCATION	02/09/22	1,110.85	0010000 - GENERAL FUND	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	268.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	286.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	286.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	STORE RESALE ITEMS	02/09/22	304.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	STORE RESALE ITEMS	02/09/22	367.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	STORE RESALE ITEMS	02/09/22	341.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	36.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	300.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	314.00	3009311 - FORT ORANGE - OOHs	W
396267	EMBROIDERY DESIGN G	ITEMS FOR RESALE -	02/09/22	268.00	3009311 - FORT ORANGE - OOHs	W
396268	EMERGENT AUDIO VIDE	PLEASE SEE ATTACHED	02/09/22	2,439.66	0189305 - OLHS PRINC FUND	W
396268	EMERGENT AUDIO VIDE	PLEASE SEE ATTACHED	02/09/22	2,439.64	3009305 - ATHLETICS - OLHS	W
396269	EQUIFAX WORKFORCE S	UNEMPLOYMENT SERVICE	02/09/22	1,212.21	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	ESC HEARING IMPAIRE	02/09/22	5,065.20	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	MULTIPLE SERVICES_M	02/09/22	189.00	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	MULTIPLE SERVICES_M	02/09/22	195.00	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	MULTIPLE SERVICES_M	02/09/22	329.55	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	MULTIPLE SERVICES_M	02/09/22	373.75	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	MULTIPLE SERVICES_M	02/09/22	1,056.10	0010000 - GENERAL FUND	W
396270	ESC OF CENTRAL OH	TUITION FOR 21-22 S	02/09/22	2,040.00	0010000 - GENERAL FUND	W
396271	FANNING/HOWEY ASSOC	MIDDLE SCHOOL #6-	02/09/22	968.58	0049218 - AUGUST 2018 BOND ISSUE	W
396272	FIRST RESPONSE PEST	MONTHLY SERVICE FEE	02/09/22	930.00	0060000 - LUNCHROOM FUND	W
396273	FLINN SCIENTIFIC IN	SCIENCE STUDENT FEE	02/09/22	18.99	0099300 - OHS UNIFORM SUPPLY	W
396274	FLYERS PIZZA AND SU	STAFF MISC	02/09/22	327.92	0079305 - OLHS EMPLOYEE BENEFITS	W
396274	FLYERS PIZZA AND SU	STUDENT MISC	02/09/22	371.52	0189305 - OLHS PRINC FUND	W
396275	FOLLETT SCHOOL SOLU	NEW LIBRARY BOOKS	02/09/22	397.77	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	NEW LIBRARY BOOKS	02/09/22	931.11	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	119.52	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	129.29	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	80.44	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	66.07	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	32.09	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	116.69	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	DIVERSITY BOOK ORDE	02/09/22	81.91	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	SEE ATTACHED - LIBR	02/09/22	266.79	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	LIBRARY BOOKS SEE A	02/09/22	121.92	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	SEE ATTACHMENT	02/09/22	39.95	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	SEE ATTACHMENT	02/09/22	69.90	0010000 - GENERAL FUND	W
396275	FOLLETT SCHOOL SOLU	SEE ATTACHMENT	02/09/22	12.90	0010000 - GENERAL FUND	W
396276	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/09/22	229.66	0010000 - GENERAL FUND	W
396276	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/09/22	428.96	0010000 - GENERAL FUND	W
396277	FROSTY FRUIT LLC	ITEMS FOR RESALE -	02/09/22	625.53	3009311 - FORT ORANGE - OOHs	W
396278	HEATHER LOUDENSLAGE	MILEAGE FOR 2ND QRT	02/09/22	241.14	0010000 - GENERAL FUND	W
396279	HOBART CORP	DISH MACHINE CURTAI	02/09/22	1,356.54	0060000 - LUNCHROOM FUND	W
396280	BONNIE L HOBBS	MILEAGE REIMBURSEME	02/09/22	20.84	0010000 - GENERAL FUND	W
396281	JACKIE CHIRICO	MILEAGE REIMBURSEME	02/09/22	56.67	0010000 - GENERAL FUND	W
396282	JENNIFER HEIS	MILEAGE REIMBURSEME	02/09/22	11.48	0060000 - LUNCHROOM FUND	W
396283	JENNIFER SELISKAR	MILEAGE REIMBURSEME	02/09/22	3.53	0060000 - LUNCHROOM FUND	W
396284	JODI SHERMAN	MILEAGE REIMBURSEME	02/09/22	94.69	0010000 - GENERAL FUND	W
396285	JOE SUOZZI	MILEAGE	02/09/22	64.82	0010000 - GENERAL FUND	W
396285	JOE SUOZZI	MILEAGE	02/09/22	98.22	0010000 - GENERAL FUND	W
396286	JULIE ROSSITER	MILEAGE REIMBURSEME	02/09/22	46.81	0060000 - LUNCHROOM FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

14 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396287	KATHY FROELICH	MILEAGE REIMBURSEME	02/09/22	30.46	0010000 - GENERAL FUND	W
396288	KRISTA DAVIS	QUARTER 2 MILEAGE	02/09/22	16.24	0010000 - GENERAL FUND	W
396289	KRISTIN BOURDAGE	CURRICULUM TEAM MIL	02/09/22	26.33	0010000 - GENERAL FUND	W
396290	KRISTOPHER FULLER	MILEAGE OCT-DEC	02/09/22	39.76	0010000 - GENERAL FUND	W
396291	LEYLA SAHCIHAN KUSH	MILEAGE REIMBURSEME	02/09/22	76.39	0010000 - GENERAL FUND	W
396292	LAKESHORE LEARNING	ACADEMIC SUCCESS RE	02/09/22	76.98	0010000 - GENERAL FUND	W
396293	LEANNE BARNES	MILEAGE REIMBURSEME	02/09/22	25.76	0010000 - GENERAL FUND	W
396294	LEARNING WITHOUT TE	PRINT TOOL REFILL P	02/09/22	119.85	0010000 - GENERAL FUND	W
396294	LEARNING WITHOUT TE	PRINT TOOL EVALUATI	02/09/22	84.95	0010000 - GENERAL FUND	W
396294	LEARNING WITHOUT TE	SHIPPING/HANDLING	02/09/22	20.48	0010000 - GENERAL FUND	W
396295	LORIE MOSTELLER	MILEAGE REIMBURSEME	02/09/22	24.64	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #15658	02/09/22	7.00	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #1688	02/09/22	11.90	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #97230	02/09/22	38.50	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #19510	02/09/22	15.76	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #10340	02/09/22	8.49	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #51036	02/09/22	6.15	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #9600	02/09/22	5.48	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #35100	02/09/22	7.98	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #8627	02/09/22	1.89	0010000 - GENERAL FUND	W
396296	MACGILL & CO	ITEM #7202	02/09/22	36.99	0010000 - GENERAL FUND	W
396296	MACGILL & CO	7203 - 1X3 FLEXIBLE	02/09/22	119.97	0010000 - GENERAL FUND	W
396296	MACGILL & CO	7189 - CAVICIDE DIS	02/09/22	66.98	0010000 - GENERAL FUND	W
396296	MACGILL & CO	7188 - CAVICIDE 24	02/09/22	10.99	0010000 - GENERAL FUND	W
396296	MACGILL & CO	16267 - THERMOSCAN	02/09/22	87.50	0010000 - GENERAL FUND	W
396296	MACGILL & CO	15544 - KLEENEX TIS	02/09/22	82.00	0010000 - GENERAL FUND	W
396297	MARTIN PUBLIC SEATI	BERKSHIRE MS- 40 N	02/09/22	4,994.93	0010000 - GENERAL FUND	W
396298	MATHEW B PATE	SECURITY BOE MEETIN	02/09/22	135.00	0010000 - GENERAL FUND	W
396299	MAXIM HEALTHCARE SE	21-22 SCHOOL YEAR N	02/09/22	3,689.50	0010000 - GENERAL FUND	W
396300	MAYNE TRANSPORTATIO	JAN-MARCH	02/09/22	28,070.75	0010000 - GENERAL FUND	W
396301	MELINDA SHULTZ	CURRICULUM TEAM MIL	02/09/22	41.30	0010000 - GENERAL FUND	W
396302	MENARDS INC	FOOD SERVICE MAINTA	02/09/22	15.37	0060000 - LUNCHROOM FUND	W
396302	MENARDS INC	FOOD SERVICE MAINTA	02/09/22	33.25	0060000 - LUNCHROOM FUND	W
396302	MENARDS INC	FOOD SERVICE MAINTA	02/09/22	49.94	0060000 - LUNCHROOM FUND	W
396303	MICHAEL STARNER	SECOND SEMESTER MIL	02/09/22	153.15	0010000 - GENERAL FUND	W
396304	MICHELE MANCINI	MILEAGE	02/09/22	86.93	0060000 - LUNCHROOM FUND	W
396305	MILESTONE BENEFITS	HEALTH AND WELFARE	02/09/22	4,500.00	0010000 - GENERAL FUND	W
396306	MINUTEMAN PRESS	BEACON PRINTING JAN	02/09/22	601.90	2009190 - NEWSPAPER - OHS	W
396307	MONICA BROWN	CURRICULUM TEAM MIL	02/09/22	47.62	0010000 - GENERAL FUND	W
396308	MUSIC & ARTS CENTER	SHALE MEADOWS ELEME	02/09/22	409.20	0049220 - JUNE 2020 BOND ISSUE	W
396309	MUSIC THEATRE INTL	SHOW KIT ROYALTY	02/09/22	109.00	2009132 - DRAMA CLUB - OLMS	W
396309	MUSIC THEATRE INTL	NON-REFUNDABLE MATE	02/09/22	436.00	2009132 - DRAMA CLUB - OLMS	W
396309	MUSIC THEATRE INTL	LOGO PACK DIGITAL	02/09/22	75.00	2009132 - DRAMA CLUB - OLMS	W
396309	MUSIC THEATRE INTL	ESTIMATED SHIPPING/	02/09/22	115.00	2009132 - DRAMA CLUB - OLMS	W
396310	NASCO	ITEM # 9741988-STER	02/09/22	153.00	0010000 - GENERAL FUND	W
396311	NATHAN DAVIS	MILEAGE OCT-DEC	02/09/22	178.08	0010000 - GENERAL FUND	W
396312	NEWSOLA INC	SHALE MEADOWS SUBSC	02/09/22	8,957.15	0010000 - GENERAL FUND	W
396313	ANGELA NILO	NOV-DEC EMPLOYEE RE	02/09/22	58.00	0079008 - TRANS. EMPLOYEE BENEFI	W
396314	OASFPF TITLE 1	OASFPF TITLE I CON	02/09/22	1,900.00	5909222 - TITLE II-A FY22	W
396315	OAESA	ADDITIONAL MEMBERSH	02/09/22	160.00	0010000 - GENERAL FUND	W
396316	OH SPEECH AND DEBAT	OSDA MEMBER DUES 21	02/09/22	125.00	2009004 - SPEECH TEAM - OLHS	W
396317	OH STATE UNIVERSITY	MENTAL HEALTH SERVI	02/09/22	151,843.97	4670000 - STUDENT WELLNESS	W
396318	OHIO VALLEY AUDIO V	MEDIA CENTER	02/09/22	39,018.00	0049221 - MAY 2021 BOND ISSUE	W
396319	OHIO WESLEYAN UNIVE	21-22 DIVE SITE REN	02/09/22	509.11	3009305 - ATHLETICS - OLHS	W
396319	OHIO WESLEYAN UNIVE	OOHS DIVE POOL RENT	02/09/22	275.00	3009310 - ATHLETIC - OOHs	W
396320	OHSBVA TREASURER VI	BOYS VOLLEYBALL ASS	02/09/22	125.00	3009305 - ATHLETICS - OLHS	W
396321	OMEA	OMEA STATE ORCHESTR	02/09/22	750.00	0010000 - GENERAL FUND	W
396321	OMEA	PROFESSIONAL SERVIC	02/09/22	1,000.00	0010000 - GENERAL FUND	W
396321	OMEA	STATE ORCHESTRA ADJ	02/09/22	750.00	0010000 - GENERAL FUND	W
396322	OMEA	PROFESSIONAL SERVIC	02/09/22	660.00	0010000 - GENERAL FUND	W
396323	PARALLEL TECHNOLOGI	STATE SOFTWARE PO	02/09/22	1,000.00	0010000 - GENERAL FUND	W
396323	PARALLEL TECHNOLOGI	PRICE INCREASE	02/09/22	1,189.00	0010000 - GENERAL FUND	W
396324	DEBORAH ANNE PENKA	MILEAGE REIMBURSEME	02/09/22	8.40	0010000 - GENERAL FUND	W
396325	POSTMASTER	PUBLIC INFO-COMMUNI	02/09/22	7,000.00	0010000 - GENERAL FUND	W
396326	MARK THOMAS RAIFF	JAN-MARCH 2022 MEET	02/09/22	110.21	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	FY'22 PLACEMENT_BJ/	02/09/22	6,840.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	7,182.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	11,153.00	0010000 - GENERAL FUND	W
396327	REACH EDUCATIONAL S	TUITION FOR 21-22 S	02/09/22	8,493.00	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	EAST BUS GARAGE	02/09/22	1,086.33	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	WYANDOT RUN	02/09/22	389.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	ALUM CREEK	02/09/22	224.52	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	SCIOTO RIDGE	02/09/22	212.90	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	ARROWHEAD ELEMENTAR	02/09/22	625.01	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	OAK CREEK	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	TYLER RUN	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	WALNUT CREEK	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	INDIAN SPRINGS	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	GLEN OAK	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	OLENTANGY MEADOWS	02/09/22	239.29	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

15 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396329	REPUBLIC SVC #046	LIBERTY TREE	02/09/22	427.68	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	JOHNNYCAKE CORNERS	02/09/22	306.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	FREEDOM TRAIL	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	CHESHIRE ELEMENTARY	02/09/22	227.72	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	HERITAGE ELEMENTARY	02/09/22	212.89	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	SHALE MEADOWS ELEME	02/09/22	224.37	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	SHANAHAN MIDDLE	02/09/22	838.39	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	LIBERTY MIDDLE	02/09/22	551.00	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	5	02/09/22	533.78	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	HYATTS MIDDLE	02/09/22	434.19	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	BERKSHIRE MIDDLE	02/09/22	567.78	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	OLENTANGY HIGH SCHO	02/09/22	1,283.70	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	LIBERTY HIGH SCHOOL	02/09/22	1,205.20	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	ORANGE HIGH SCHOOL	02/09/22	1,172.70	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	BERLIN HIGH SCHOOL	02/09/22	952.55	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	OLENTANGY ACADEMY	02/09/22	89.77	0010000 - GENERAL FUND	W
396329	REPUBLIC SVC #046	OLENTANGY ADMINISTR	02/09/22	124.78	0010000 - GENERAL FUND	W
396330	RETTIG MUSIC INC	OPEN PO FOR AUG/SEP	02/09/22	373.99	0010000 - GENERAL FUND	W
396330	RETTIG MUSIC INC	OPEN PO FOR AUG/SEP	02/09/22	105.60	0010000 - GENERAL FUND	W
396330	RETTIG MUSIC INC	BAND & ORCHESTRA IN	02/09/22	9,126.00	0049216 - JUNE 2016 BOND ISSUE	W
396331	FAITH ELIZABETH ROB	REIMBURSEMENT FOR O	02/09/22	82.91	0189200 - OSMMS PRINC FUND	W
396332	SCHERRY DOLAN	MILEAGE REIMBURSEME	02/09/22	52.42	0010000 - GENERAL FUND	W
396333	SCHOOL HEALTH CORPO	TRAINER SUPPLIES	02/09/22	85.12	3009310 - ATHLETIC - OOHs	W
396334	SECURE TRANSPORTATI	JAN-MARCH	02/09/22	816.00	0010000 - GENERAL FUND	W
396335	SHANE SHOAF	REEMBURSE, GLOW STI	02/09/22	49.04	0189210 - OOMS PRINC FUND	W
396336	SIGN MASTER INC	WALL OF HONOR UPDAT	02/09/22	298.75	3009305 - ATHLETICS - OLHS	W
396336	SIGN MASTER INC	ATHLETIC HALLWAY PR	02/09/22	896.25	3009305 - ATHLETICS - OLHS	W
396337	SMITH TROND	PRINCIPALS OFFICE -	02/09/22	76.16	0010000 - GENERAL FUND	W
396337	SMITH TROND	PRINCIPALS OFFICE -	02/09/22	97.11	0010000 - GENERAL FUND	W
396338	SONOVA USA INC	AUDIOLOGY PARTS & E	02/09/22	100.00	0010000 - GENERAL FUND	W
396338	SONOVA USA INC	AUDIOLOGY PARTS & E	02/09/22	100.00	0010000 - GENERAL FUND	W
396339	STANTON'S SHEET MUS	CHOIR SHEET MUSIC	02/09/22	999.23	0099205 - OLMS UNIFORM SUPPLY	W
396340	STATS MEDIC LLC	S.C. AP STATS - 202	02/09/22	1,148.40	0099315 - OBHS UNIFORM SUPPLY	W
396341	STERLING PAPER CO	8.5 X 14 WHITE NP14	02/09/22	79.04	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 BLUE AE476	02/09/22	43.70	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 GREEN AE47	02/09/22	87.40	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 SALMON AE4	02/09/22	87.40	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 CANARY AE4	02/09/22	126.20	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 65# WHITE	02/09/22	178.38	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 65# IVORY	02/09/22	127.70	0010000 - GENERAL FUND	W
396341	STERLING PAPER CO	8.5 X 11 65# PINK-1	02/09/22	127.70	0010000 - GENERAL FUND	W
396342	SUBURBAN NATURAL GA	SMS MAINT. FACILITY	02/09/22	29.12	0010000 - GENERAL FUND	W
396342	SUBURBAN NATURAL GA	SHALE MEADOWS	02/09/22	405.22	0010000 - GENERAL FUND	W
396342	SUBURBAN NATURAL GA	FOOD SERVICE 2.5% O	02/09/22	12.53	0060000 - LUNCHROOM FUND	W
396343	ATHENA ENERGY SERVI	ACES	02/09/22	2,010.72	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	AES	02/09/22	1,395.31	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OCES	02/09/22	1,346.63	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	WCES	02/09/22	1,146.53	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	GOES	02/09/22	1,400.71	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OMES	02/09/22	1,195.20	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	FTES	02/09/22	1,135.71	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	CES	02/09/22	1,233.06	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	HES	02/09/22	1,195.20	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OOMS	02/09/22	3,282.75	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OHS	02/09/22	5,748.03	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OOHS	02/09/22	4,835.23	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	OBHS	02/09/22	5,164.23	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	SMS MAINT. FACILITY	02/09/22	133.81	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	SHALE MEADOWS	02/09/22	1,287.16	0010000 - GENERAL FUND	W
396343	ATHENA ENERGY SERVI	FOOD SERVICE 2.5% O	02/09/22	791.70	0060000 - LUNCHROOM FUND	W
396344	TANG MATH LLC	MATH POWERPACK K-5	02/09/22	200.00	0010000 - GENERAL FUND	W
396345	TAYLOR CLOSE	SECURITY BOE MEETIN	02/09/22	135.00	0010000 - GENERAL FUND	W
396346	TREASURER OF OH KEI	PO CLOSED IN ERROR	02/09/22	369.00	0010000 - GENERAL FUND	W
396347	TRISTAR TRANSPORTAT	JAN-MARCH	02/09/22	43,446.31	0010000 - GENERAL FUND	W
396348	VANGELOFF KRISTIN	JAN-MARCH MEAL REIM	02/09/22	8.58	0010000 - GENERAL FUND	W
396349	VENTURE PUBLISHING	PREPARING FOR THE C	02/09/22	1,340.00	0099300 - OHS UNIFORM SUPPLY	W
396349	VENTURE PUBLISHING	PREPARING FOR THE C	02/09/22	798.00	0099300 - OHS UNIFORM SUPPLY	W
396349	VENTURE PUBLISHING	SHIPPING	02/09/22	213.80	0099300 - OHS UNIFORM SUPPLY	W
396350	VERIZON CONNECT FLE	MONITOR FOR MAINTEN	02/09/22	951.87	0010000 - GENERAL FUND	W
396351	VERIZON WIRELESS	DISTRICT CELL PHONE	02/09/22	2,033.47	0010000 - GENERAL FUND	W
396352	WOLFE JAY	JAN-MAY MILEAGE REI	02/09/22	32.18	3009300 - ATHLETICS - OHS	W
396352	WOLFE JAY	MISC. SUPPLIES REIM	02/09/22	119.99	3009300 - ATHLETICS - OHS	W
396353	DANIELLE LAUREAN ZI	REIMBURSEMENT FOR I	02/09/22	30.58	0010000 - GENERAL FUND	W
396355	AMAZON.COM	ACADEMIC SUCCESS RE	02/09/22	486.62	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	6.15	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	9.99	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	11.48	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	19.94	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	47.60	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	49.98	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	51.60	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	55.52	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	159.70	0010000 - GENERAL FUND	W
396355	AMAZON.COM	CLASSROOM & SCHOOL	02/09/22	14.99	0010000 - GENERAL FUND	W
396355	AMAZON.COM	CLASSROOM & SCHOOL	02/09/22	173.05	0010000 - GENERAL FUND	W
396355	AMAZON.COM	CAT. # 978-11193649	02/09/22	42.52	0010000 - GENERAL FUND	W
396355	AMAZON.COM	JANUARY, FEBRUARY &	02/09/22	307.33	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

16 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396355	AMAZON.COM	PENS FOR A STUDENT,	02/09/22	20.98	0010000 - GENERAL FUND	W
396355	AMAZON.COM	PO 2202512 BMS INVO	02/09/22	893.10	0099220 - OBMS UNIFORM SUPPLY	W
396355	AMAZON.COM	DONATION MONEY FOR	02/09/22	97.10	0189200 - OSMS PRINC FUND	W
396355	AMAZON.COM	DONATION MONEY FOR	02/09/22	255.00	0189200 - OSMS PRINC FUND	W
396355	AMAZON.COM	DONATION MONEY FOR	02/09/22	349.09	0189200 - OSMS PRINC FUND	W
396355	AMAZON.COM	BOSTICH ELECTRIC PE	02/09/22	28.32	0189200 - OSMS PRINC FUND	W
396355	AMAZON.COM	SEE ATTACHED FOR IT	02/09/22	438.79	0189205 - OLMS PRINC FUND	W
396355	AMAZON.COM	SEE ATTACHED FOR IT	02/09/22	26.16	0189205 - OLMS PRINC FUND	W
396355	AMAZON.COM	VARIOUS SUPPLIES FO	02/09/22	66.60	2009119 - SCIENCE OLYMPIAD - OLH	W
396355	AMAZON.COM	INCREASING DIVERSIT	02/09/22	29.95	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	(26.22)	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	6.16	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	21.50	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	104.88	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	118.85	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	144.50	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	287.06	5519222 - TITLE III - LEPPY22	W
396355	AMAZON.COM	SUPPLIES	02/09/22	348.29	5519222 - TITLE III - LEPPY22	W
396356	AMY POHLMAN	DISTRICT MILEAGE JA	02/09/22	57.04	0010000 - GENERAL FUND	W
396357	JAMES M ARGANBRIGHT	DIRECTORS & SUPERVI	02/09/22	250.85	0010000 - GENERAL FUND	W
396358	ARLYN ALTHOFF	APE, OT, PT, BEHAVI	02/09/22	52.88	0010000 - GENERAL FUND	W
396359	LINDSAY BELLI	APE, OT, PT, BEHAVI	02/09/22	139.63	0010000 - GENERAL FUND	W
396360	BOBBI BORDERS	CERTIFIED MILEAGE (02/09/22	105.30	0010000 - GENERAL FUND	W
396361	CAMILO COLOTTO	CERTIFIED MILEAGE (02/09/22	52.65	0010000 - GENERAL FUND	W
396362	LINDSEY M CARLE	PSYCH'S	02/09/22	33.35	0010000 - GENERAL FUND	W
396363	SUZANNE CLARESON	APE, OT, PT, BEHAVI	02/09/22	103.19	0010000 - GENERAL FUND	W
396364	DISTRICT MILEAGE	APE, OT, PT, BEHAVI	02/09/22	63.47	0010000 - GENERAL FUND	W
396364	DISTRICT MILEAGE	APE, OT, PT, BEHAVI	02/09/22	(63.47)	0010000 - GENERAL FUND	W
396365	ERIN ELFERS	ELL	02/09/22	30.71	0010000 - GENERAL FUND	W
396366	MEGAN NICOLE EVANS	CERTIFIED MILEAGE (02/09/22	145.80	0010000 - GENERAL FUND	W
396367	GLADDEN ALISSA	PSYCH'S	02/09/22	17.55	0010000 - GENERAL FUND	W
396368	JENNIFER FUREY	DISTRICT MILEAGE JA	02/09/22	24.42	0010000 - GENERAL FUND	W
396369	JESSICA SELWAY	CERTIFIED MILEAGE (02/09/22	99.45	0010000 - GENERAL FUND	W
396370	JULIE BAKER	PSYCH'S	02/09/22	35.95	0010000 - GENERAL FUND	W
396371	KAREN MASON	ELL	02/09/22	38.90	0010000 - GENERAL FUND	W
396372	KATY LEONARD	CERTIFIED MILEAGE (02/09/22	50.71	0010000 - GENERAL FUND	W
396373	MARISA SUE KNOPP	DIRECTORS & SUPERVI	02/09/22	96.06	0010000 - GENERAL FUND	W
396374	LEANNA FORD	DIRECTORS & SUPERVI	02/09/22	95.74	0010000 - GENERAL FUND	W
396375	LINDA SABO	CERTIFIED MILEAGE (02/09/22	132.34	0010000 - GENERAL FUND	W
396376	MOLLY VILLIO	DIRECTORS & SUPERVI	02/09/22	26.35	0010000 - GENERAL FUND	W
396377	NICHOLAS MCVAY	CERTIFIED MILEAGE (02/09/22	171.99	0010000 - GENERAL FUND	W
396378	PATRICK ZAYE	DISTRICT MILEAGE JA	02/09/22	182.34	0010000 - GENERAL FUND	W
396379	RACHEL WALTMAN	CERTIFIED MILEAGE (02/09/22	162.14	0010000 - GENERAL FUND	W
396380	ROBERTZ HOLLY	APE, OT, PT, BEHAVI	02/09/22	43.35	0010000 - GENERAL FUND	W
396381	ROHRER BRENT	DISTRICT MILEAGE JA	02/09/22	32.41	0010000 - GENERAL FUND	W
396382	SARAH LATTA	APE, OT, PT, BEHAVI	02/09/22	26.85	0010000 - GENERAL FUND	W
396383	SOSTER HEATHER	DISTRICT MILEAGE JA	02/09/22	114.81	0010000 - GENERAL FUND	W
396384	SYDNEY RANSOME	APE, OT, PT, BEHAVI	02/09/22	30.07	0010000 - GENERAL FUND	W
396385	TRACY GEROLD	DISTRICT MILEAGE JA	02/09/22	38.61	0010000 - GENERAL FUND	W
396386	VICKI WILLIAMS	CERTIFIED MILEAGE (02/09/22	104.94	0010000 - GENERAL FUND	W
396387	LILY BAI	COLLEGE CREDIT PLUS	02/09/22	80.24	0010000 - GENERAL FUND	W
396388	BARNES & NOBLE COLL	COLLEGE CREDIT PLUS	02/09/22	872.98	0010000 - GENERAL FUND	W
396389	COLUMBUS STATE COMM	COLLEGE CREDIT PLUS	02/09/22	31,652.61	0010000 - GENERAL FUND	W
396389	COLUMBUS STATE COMM	COLLEGE CREDIT PLUS	02/09/22	17,504.81	0010000 - GENERAL FUND	W
396390	PRANAV KRISHNAMOORT	COLLEGE CREDIT PLUS	02/09/22	74.89	0010000 - GENERAL FUND	W
396391	OH STATE UNI OFFICE	COLLEGE CREDIT PLUS	02/09/22	1,695.14	0010000 - GENERAL FUND	W
396392	OHIO CAPITAL CONFER	BOYS/GIRLS BOWLING	02/09/22	40.00	3009305 - ATHLETICS - OLHS	W
396393	OHSWCA	WRESTLING ENTRY FEE	02/09/22	120.00	3009300 - ATHLETICS - OHS	W
396393	OHSWCA	WRESTLING CREDIT F	02/09/22	420.00	3009310 - ATHLETIC - OOHs	W
396394	PAT SYAR	COLLEGE CREDIT PLUS	02/09/22	231.97	0010000 - GENERAL FUND	W
396395	CLAIRE SHEN	COLLEGE CREDIT PLUS	02/09/22	101.48	0010000 - GENERAL FUND	W
396396	THOMAS STROUSE	COLLEGE CREDIT PLUS	02/09/22	90.79	0010000 - GENERAL FUND	W
396397	JIM JONES ENTERPRIS	MOTIVATIONAL SPEAKE	02/10/22	1,295.00	0189125 - OCES PRINC FUND	W
396398	JIM JONES ENTERPRIS	CLASSROOM SUPPORT M	02/10/22	660.00	0010000 - GENERAL FUND	W
396399	ACORN DISTRIBUTORS	MISC SUPPLIES FOR C	02/11/22	568.90	0010000 - GENERAL FUND	W
396400	BATTERIES PLUS	MISC SUPPLIES FOR C	02/11/22	481.44	0010000 - GENERAL FUND	W
396401	CARMEN'S DISTRIBUTI	MISC SUPPLIES FOR C	02/11/22	476.76	0010000 - GENERAL FUND	W
396401	CARMEN'S DISTRIBUTI	MISC SUPPLIES FOR C	02/11/22	547.98	0010000 - GENERAL FUND	W
396401	CARMEN'S DISTRIBUTI	MISC SUPPLIES FOR C	02/11/22	19,501.30	0010000 - GENERAL FUND	W
396401	CARMEN'S DISTRIBUTI	MISC SUPPLIES FOR C	02/11/22	207.20	0010000 - GENERAL FUND	W
396401	CARMEN'S DISTRIBUTI	CUSTODIAL DUES	02/11/22	319.76	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	31.30	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	34.32	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	MISC SUPPLIES FOR C	02/11/22	54.75	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	MISC SUPPLIES FOR C	02/11/22	99.61	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	MISC SUPPLIES FOR C	02/11/22	100.20	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	50.32	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	50.72	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	57.43	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	84.80	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	88.24	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	90.03	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	93.42	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	96.45	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	CUSTODIAL SUPPLIES	02/11/22	111.52	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	MISC SUPPLIES FOR C	02/11/22	4.88	0010000 - GENERAL FUND	W
396402	CINTAS CORP #304	MISC SUPPLIES FOR C	02/11/22	3,600.00	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

17 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	560.18	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	568.52	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	492.82	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	676.09	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	685.25	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	699.92	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	707.42	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	777.59	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	778.50	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	842.83	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	1,120.08	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	1,350.84	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	1,351.19	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	445.59	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	473.98	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	25.60	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	30.61	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	50.94	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	153.05	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	153.96	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	56.70	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	61.22	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	69.05	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	72.40	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	77.20	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	91.83	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	244.88	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	283.28	0010000 - GENERAL FUND	W
396404	HILLYARD OHIO	MISC SUPPLIES FOR C	02/11/22	296.70	0010000 - GENERAL FUND	W
396405	INTERIOR SUPPLY CO	MISC SUPPLIES FOR C	02/11/22	195.86	0010000 - GENERAL FUND	W
396406	UNIFIRST CORPORATIO	UNIFORMS- WEEKLY MA	02/11/22	488.18	0010000 - GENERAL FUND	W
396406	UNIFIRST CORPORATIO	UNIFORMS- WEEKLY MA	02/11/22	488.18	0010000 - GENERAL FUND	W
396407	UNITED LABORATORIES	MISC SUPPLIES FOR C	02/11/22	2,738.01	0010000 - GENERAL FUND	W
396407	UNITED LABORATORIES	MISC SUPPLIES FOR C	02/11/22	660.00	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	TYLER RUN	02/15/22	23.26	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	WALNUT CREEK	02/15/22	3,765.06	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	WYANDOT RUN	02/15/22	4,324.25	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	LIBERTY MIDDLE	02/15/22	7,010.29	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	ORANGE MIDDLE	02/15/22	6,570.21	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	SHANAHAN MIDDLE	02/15/22	13,682.51	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	BERLIN HIGH SCHOOL	02/15/22	20,472.69	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	ORANGE HIGH SCHOOL	02/15/22	19,597.36	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	DISTRICT - OTHER	02/15/22	46.24	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	ALUM CREEK	02/15/22	4,220.64	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	ARROWHEAD	02/15/22	4,412.91	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	CHESHIRE	02/15/22	3,384.44	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	GLEN OAK	02/15/22	3,477.98	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	SCIOTO RIDGE	02/15/22	3,185.61	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	SHALE MEADOWS ELEME	02/15/22	4,368.10	0010000 - GENERAL FUND	W
396408	AMERICAN ELECTRIC P	MIDDLE SCHOOL #-6-	02/15/22	667.68	0049221 - MAY 2021 BOND ISSUE	W
396408	AMERICAN ELECTRIC P	FOOD SERVICE D/W	02/15/22	1,921.76	0060000 - LUNCHROOM FUND	W
396409	CDW-G INC	HP LASER JET PRO PR	02/15/22	209.67	0060000 - LUNCHROOM FUND	W
396410	CITY OF COLUMBUS TR	OMES WATER AND SEWE	02/15/22	1,410.62	0010000 - GENERAL FUND	W
396410	CITY OF COLUMBUS TR	FOOD SERVICE WATER	02/15/22	43.63	0060000 - LUNCHROOM FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,269.95	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,269.95	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,269.95	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,704.13	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,704.13	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,721.69	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,845.23	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,846.32	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,846.32	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,846.32	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,859.86	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,922.05	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,977.66	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	2,272.89	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	2,557.27	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	2,583.63	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	2,610.00	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	2,610.00	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	4,018.02	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	4,122.98	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	4,639.51	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	4,639.51	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER-ISES	02/15/22	1,846.30	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	407.32	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	427.46	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	435.29	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	736.30	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	809.73	0010000 - GENERAL FUND	W
396412	DELAWARE CO REG SEW	DISTRICT SEWER JAN	02/15/22	1,223.72	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	109.48	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	136.49	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	164.03	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	233.32	0060000 - LUNCHROOM FUND	W

18 of 30

Original Item						
Check Number	Vendor	Description	Date	Amount	Fund	Status
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	278.50	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	294.72	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	306.35	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	308.12	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	421.23	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	445.94	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	504.28	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	523.28	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	562.63	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	612.03	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	649.74	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	659.78	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	673.32	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	718.80	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	731.04	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	770.48	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	781.62	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	871.35	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	913.67	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	1	02/15/22	1,086.78	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	1,086.95	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	2,869.73	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,117.70	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,158.53	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,283.20	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,446.05	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,549.05	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,550.31	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,663.33	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,729.21	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	3,748.83	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	4,115.37	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	4,526.90	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	4,557.17	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	4,903.64	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	5,181.50	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	5,398.80	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	7,117.98	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	8,850.61	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	9,095.17	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	9,712.26	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	11,117.89	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	12,414.17	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	13,694.96	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	16,009.30	0060000 - LUNCHROOM FUND	W
396415	GORDON FOOD SERVICE	GFS - FOOD/NON-FOOD	02/15/22	18,332.81	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	348.00	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	328.68	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	290.16	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	435.60	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	2,039.76	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	1,132.80	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	1,032.72	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	1,105.68	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	1,349.40	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	528.84	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	790.68	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	252.96	0060000 - LUNCHROOM FUND	W
396416	HERSHEY'S ICE CREAM	FOOD	02/15/22	844.08	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	169.49	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	215.34	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	219.10	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	288.74	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	342.29	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	497.21	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	530.49	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	544.79	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	680.41	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	705.50	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	768.63	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	797.64	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	807.64	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	827.74	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	904.97	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	959.16	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	1,048.49	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	1,143.97	0060000 - LUNCHROOM FUND	W
396417	JOSHEN PAPER AND PA	NON FOOD	02/15/22	1,662.49	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	71.30	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	237.00	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	249.42	0060000 - LUNCHROOM FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

19 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	328.78	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	399.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	399.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	399.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	399.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	399.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	442.06	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	475.25	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	511.77	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	544.07	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	565.41	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	568.62	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	576.06	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	578.74	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	600.92	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	617.90	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	679.32	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	815.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	849.13	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	870.17	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	885.59	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	897.63	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	1,193.81	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	1,364.87	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	1,383.55	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	1,472.85	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	1,533.28	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	2,369.97	0060000 - LUNCHROOM FUND	W
396419	RIGHTWAY FOOD SERVI	RIGHTWAY - FOOD/NON	02/15/22	2,471.69	0060000 - LUNCHROOM FUND	W
396420	SCHOOL SPECIALTY LL	ART SUPPLIES	02/15/22	130.40	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	2ND GRADE SUPPLIES	02/15/22	65.12	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	PO CLOSED IN ERROR	02/15/22	36.39	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	3RD GRADE ART SUPPL	02/15/22	69.60	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	3RD GRADE ART SUPPL	02/15/22	79.55	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	3RD GRADE ART SUPPL	02/15/22	379.99	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	3RD GRADE ART SUPPL	02/15/22	11.63	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	ROCKING CHAIRS	02/15/22	720.48	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	BUILDING SUPPLIES S	02/15/22	18.32	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	BUILDING SUPPLIES S	02/15/22	31.43	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	BUILDING SUPPLIES S	02/15/22	13.71	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	SUPPLY ORDER FOR 4T	02/15/22	33.30	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	SUPPLY ORDER FOR 4T	02/15/22	138.05	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	SEE ATTACHED CART F	02/15/22	9.35	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	SEE ATTACHED CART F	02/15/22	89.61	0010000 - GENERAL FUND	W
396420	SCHOOL SPECIALTY LL	ART SUPPLIES-SEE AT	02/15/22	44.56	0099160 - JCES UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	ART SUPPLIES-SEE AT	02/15/22	301.84	0099160 - JCES UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	ART SUPPLIES-SEE AT	02/15/22	1,624.98	0099160 - JCES UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	ART SUPPLIES	02/15/22	1,126.57	0099165 - FTES UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	WHITE RAINBOW-DUO R	02/15/22	90.98	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	ROYAL RAINBOW DUO R	02/15/22	187.18	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	SKY RAINBOW DUO ROL	02/15/22	82.74	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	FLAME RAINBOW DUO R	02/15/22	74.55	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	ORANGE RAINBOW DUO	02/15/22	58.49	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	CANARY RAINBOW DUO	02/15/22	51.99	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	BLACK RAINBOW DUO R	02/15/22	46.79	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	PURPLE RAINBOW DUO	02/15/22	86.51	0099300 - OHS UNIFORM SUPPLY	W
396420	SCHOOL SPECIALTY LL	STUDENT FEES - ART	02/15/22	130.78	0099310 - OHS UNIFORM SUPPLY	W
396421	STAPLES BUSINESS AD	OFFICE SUPPLIES JAN	02/15/22	106.20	0010000 - GENERAL FUND	W
396421	STAPLES BUSINESS AD	TEACHING AIDS - LIB	02/15/22	278.99	0010000 - GENERAL FUND	W
396421	STAPLES BUSINESS AD	EPS11HC BOSTITCH QU	02/15/22	59.23	0010000 - GENERAL FUND	W
396421	STAPLES BUSINESS AD	OFFICE SUPPLY ORDER	02/15/22	200.78	0010000 - GENERAL FUND	W
396421	STAPLES BUSINESS AD	SCISSORS	02/15/22	4.60	0099140 - ISES UNIFORM SUPPLY	W
396421	STAPLES BUSINESS AD	CRAYONS	02/15/22	7.44	0099140 - ISES UNIFORM SUPPLY	W
396421	STAPLES BUSINESS AD	COLORED PENCILS	02/15/22	8.94	0099140 - ISES UNIFORM SUPPLY	W
396421	STAPLES BUSINESS AD	MARKERS	02/15/22	20.34	0099140 - ISES UNIFORM SUPPLY	W
396421	STAPLES BUSINESS AD	PENCIL BOXES	02/15/22	9.36	0099140 - ISES UNIFORM SUPPLY	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,003.93	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,011.37	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,103.14	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,212.84	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,452.01	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	1,493.07	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	2,367.25	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	2,498.58	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	2,641.44	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	2,651.65	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	2,762.16	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,029.97	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,108.44	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,126.65	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,178.85	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,205.34	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,261.84	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,262.03	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,591.19	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,732.99	0060000 - LUNCHROOM FUND	W
396424	SYSCO CENTRAL OH	SYSCO - FOOD/NON-FO	02/15/22	3,880.16	0060000 - LUNCHROOM FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

20 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	4,221.39	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	4,631.65	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	6,221.07	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	7,646.25	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	8,155.51	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	8,965.18	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	9,229.42	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	9,341.18	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	9,871.47	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	11,350.67	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	23.81	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	36.55	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	50.01	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	108.43	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	148.35	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	187.63	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	267.72	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	280.01	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	282.47	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	294.44	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	298.08	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	308.43	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	337.34	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	350.26	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	393.25	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	427.57	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	681.51	0060000 - LUNCHROOM FUND	W
396424	SYSO CENTRAL OH	SYSO - FOOD/NON-FO	02/15/22	772.07	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,206.47	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,463.46	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,537.48	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	1	02/15/22	1,709.85	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	2	02/15/22	1,735.74	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,770.41	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,822.90	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,905.84	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,966.24	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,971.29	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,973.65	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	1,994.47	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,001.82	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,049.12	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,069.62	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,069.71	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,097.26	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,138.91	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,268.62	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,289.61	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,305.50	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,323.36	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,386.19	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,453.80	0060000 - LUNCHROOM FUND	W
396426	UNITED DAIRY	FOOD	02/15/22	2,807.39	0060000 - LUNCHROOM FUND	W
396427	ZFX INC	MARY POPPINS SERVIC	02/15/22	4,612.50	2009133 - DRAMA CLUB - OLHS	W
396428	ADVANCED TURF SOLUT	FY22 3RD QTR JAN-MA	02/16/22	150.80	0010000 - GENERAL FUND	W
396428	ADVANCED TURF SOLUT	FY22 3RD QTR JAN-MA	02/16/22	160.51	0010000 - GENERAL FUND	W
396429	ALL HOURS MECHANICA	FY22 3RD QTR JAN-MA	02/16/22	936.00	0010000 - GENERAL FUND	W
396430	AMERICAN ELECTRIC M	FY22 3RD QTR JAN-MA	02/16/22	146.82	0010000 - GENERAL FUND	W
396430	AMERICAN ELECTRIC M	FY22 3RD QTR JAN-MA	02/16/22	137.95	0010000 - GENERAL FUND	W
396430	AMERICAN ELECTRIC M	FY22 3RD QTR JAN-MA	02/16/22	54.58	0010000 - GENERAL FUND	W
396431	AMERICAN PRODUCERS	FY22 3RD QTR JAN-MA	02/16/22	299.00	0010000 - GENERAL FUND	W
396432	AMERICAN WALL SYSTE	FY22 3RD QTR JAN-MA	02/16/22	1,400.00	0010000 - GENERAL FUND	W
396433	ATECH FIRE AND SECU	FY22 3RD QTR JAN-MA	02/16/22	385.00	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	143.62	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	239.70	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	91.68	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	106.31	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	106.91	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	119.32	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	120.70	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	123.90	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	33.06	0010000 - GENERAL FUND	W
396434	BATTERIES PLUS	FY22 3RD QTR JAN-MA	02/16/22	17.95	0010000 - GENERAL FUND	W
396435	BOILER TECH INC	FY22 3RD QTR JAN-MA	02/16/22	861.88	0010000 - GENERAL FUND	W
396436	BUCKEYE GLASS & ALU	PARTS D/W	02/16/22	115.40	0010000 - GENERAL FUND	W
396436	BUCKEYE GLASS & ALU	REPAIRS & MAINT D/W	02/16/22	400.00	0010000 - GENERAL FUND	W
396437	BYERS DELAWARE AUTO	PARTS D/W	02/16/22	30.08	0010000 - GENERAL FUND	W
396438	CENTRAL DRAIN SERVI	FY22 3RD QTR JAN-MA	02/16/22	250.00	0010000 - GENERAL FUND	W
396438	CENTRAL DRAIN SERVI	FY22 3RD QTR JAN-MA	02/16/22	450.00	0010000 - GENERAL FUND	W
396439	CENTRAL OH DOOR CON	FY22 3RD QTR JAN-MA	02/16/22	765.00	0010000 - GENERAL FUND	W
396439	CENTRAL OH DOOR CON	FY22 3RD QTR JAN-MA	02/16/22	820.96	0010000 - GENERAL FUND	W
396439	CENTRAL OH DOOR CON	FY22 3RD QTR JAN-MA	02/16/22	240.00	0010000 - GENERAL FUND	W
396439	CENTRAL OH DOOR CON	FY22 3RD QTR JAN-MA	02/16/22	363.30	0010000 - GENERAL FUND	W
396440	CITY ELECTRIC SUPPL	FY22 3RD QTR JAN-MA	02/16/22	673.76	0010000 - GENERAL FUND	W
396440	CITY ELECTRIC SUPPL	FY22 3RD QTR JAN-MA	02/16/22	441.17	0010000 - GENERAL FUND	W
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	628.28	0010000 - GENERAL FUND	W
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	280.52	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

21 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	122.35	0010000 - GENERAL FUND	W
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	37.50	0010000 - GENERAL FUND	W
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	61.61	0010000 - GENERAL FUND	W
396441	COLUMBUS CLIMATE CO	FY22 3RD QTR JAN-MA	02/16/22	76.15	0010000 - GENERAL FUND	W
396442	COLUMBUS TEMPERATUR	FY22 3RD QTR JAN-MA	02/16/22	104.70	0010000 - GENERAL FUND	W
396442	COLUMBUS TEMPERATUR	FY22 3RD QTR JAN-MA	02/16/22	286.00	0010000 - GENERAL FUND	W
396442	COLUMBUS TEMPERATUR	FY22 3RD QTR JAN-MA	02/16/22	303.97	0010000 - GENERAL FUND	W
396442	COLUMBUS TEMPERATUR	FY22 3RD QTR JAN-MA	02/16/22	508.98	0010000 - GENERAL FUND	W
396442	COLUMBUS TEMPERATUR	FY22 3RD QTR JAN-MA	02/16/22	388.23	0010000 - GENERAL FUND	W
396443	DECKER EQUIPMENT	FY22 3RD QTR JAN-MA	02/16/22	336.10	0010000 - GENERAL FUND	W
396443	DECKER EQUIPMENT	FY22 3RD QTR JAN-MA	02/16/22	258.07	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	169.00	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	175.50	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	119.21	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	114.75	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	321.56	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	64.08	0010000 - GENERAL FUND	W
396444	EQUIPARTS CORP	FY22 3RD QTR JAN-MA	02/16/22	5,025.96	0010000 - GENERAL FUND	W
396445	FARNHAM EQUIP CO	FY22 3RD QTR JAN-MA	02/16/22	1,430.00	0010000 - GENERAL FUND	W
396446	GALCO INDUSTRIAL EL	FY22 3RD QTR JAN-MA	02/16/22	391.71	0010000 - GENERAL FUND	W
396446	GALCO INDUSTRIAL EL	FY22 3RD QTR JAN-MA	02/16/22	4,275.18	0010000 - GENERAL FUND	W
396447	GENESIS BUILDING SY	FY22 3RD QTR JAN-MA	02/16/22	405.00	0010000 - GENERAL FUND	W
396447	GENESIS BUILDING SY	FY22 3RD QTR JAN-MA	02/16/22	95.48	0010000 - GENERAL FUND	W
396447	GENESIS BUILDING SY	FY22 3RD QTR JAN-MA	02/16/22	240.00	0010000 - GENERAL FUND	W
396448	GOLDEN BEAR LOCK&SA	FY22 3RD QTR JAN-MA	02/16/22	210.00	0010000 - GENERAL FUND	W
396448	GOLDEN BEAR LOCK&SA	FY22 3RD QTR JAN-MA	02/16/22	120.00	0010000 - GENERAL FUND	W
396448	GOLDEN BEAR LOCK&SA	FY22 3RD QTR JAN-MA	02/16/22	19.50	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	24.72	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	13.84	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	44.04	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	90.60	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	238.36	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	238.36	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	166.09	0010000 - GENERAL FUND	W
396449	GRAINGER INC	FY22 3RD QTR JAN-MA	02/16/22	357.54	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	FY22 3RD QTR JAN-MA	02/16/22	163.66	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	FY22 3RD QTR JAN-MA	02/16/22	145.00	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	FY22 3RD QTR JAN-MA	02/16/22	210.00	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	FY22 3RD QTR JAN-MA	02/16/22	289.96	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	PROFESSIONAL & TECH	02/16/22	210.00	0010000 - GENERAL FUND	W
396450	HABITEC SECURITY	FY22 3RD QTR JAN-MA	02/16/22	2,842.23	0010000 - GENERAL FUND	W
396451	HARDWARE EXCHANGE	FY22 3RD QTR JAN-MA	02/16/22	51.25	0010000 - GENERAL FUND	W
396451	HARDWARE EXCHANGE	FY22 3RD QTR JAN-MA	02/16/22	119.03	0010000 - GENERAL FUND	W
396452	JF PETROLEUM GROUP	FY22 3RD QTR JAN-MA	02/16/22	427.19	0010000 - GENERAL FUND	W
396452	JF PETROLEUM GROUP	FY22 3RD QTR JAN-MA	02/16/22	713.00	0010000 - GENERAL FUND	W
396452	JF PETROLEUM GROUP	FY22 3RD QTR JAN-MA	02/16/22	1,945.25	0010000 - GENERAL FUND	W
396453	JOHN DEERE FINANCIA	FY22 3RD QTR JAN-MA	02/16/22	1,407.44	0010000 - GENERAL FUND	W
396453	JOHN DEERE FINANCIA	FY22 3RD QTR JAN-MA	02/16/22	489.36	0010000 - GENERAL FUND	W
396454	KERBLER & CO	FY22 3RD QTR JAN-MA	02/16/22	56.50	0010000 - GENERAL FUND	W
396455	KIMBALL MIDWEST	FY22 3RD QTR JAN-MA	02/16/22	48.48	0010000 - GENERAL FUND	W
396455	KIMBALL MIDWEST	FY22 3RD QTR JAN-MA	02/16/22	211.12	0010000 - GENERAL FUND	W
396455	KIMBALL MIDWEST	FY22 3RD QTR JAN-MA	02/16/22	152.02	0010000 - GENERAL FUND	W
396455	KIMBALL MIDWEST	FY22 3RD QTR JAN-MA	02/16/22	678.17	0010000 - GENERAL FUND	W
396456	LOEB ELECTRIC	FY22 3RD QTR JAN-MA	02/16/22	166.80	0010000 - GENERAL FUND	W
396456	LOEB ELECTRIC	FY22 3RD QTR JAN-MA	02/16/22	170.10	0010000 - GENERAL FUND	W
396456	LOEB ELECTRIC	FY22 3RD QTR JAN-MA	02/16/22	108.99	0010000 - GENERAL FUND	W
396456	LOEB ELECTRIC	FY22 3RD QTR JAN-MA	02/16/22	87.71	0010000 - GENERAL FUND	W
396456	LOEB ELECTRIC	FY22 3RD QTR JAN-MA	02/16/22	31.48	0010000 - GENERAL FUND	W
396457	MATHESON TRI-GAS IN	FY22 3RD QTR JAN-MA	02/16/22	354.96	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	269.96	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	286.40	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	90.06	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	82.49	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	83.54	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	83.89	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	84.98	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	85.12	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	92.58	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	99.99	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	114.00	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	106.56	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	106.65	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	115.24	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	132.89	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	125.40	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	201.64	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	207.58	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	232.60	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	159.66	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	147.75	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	150.36	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	138.71	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	73.86	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	71.80	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	71.89	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	80.05	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	80.09	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

22 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	61.98	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	64.32	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	64.34	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	65.81	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	66.58	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	67.96	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	48.72	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	50.23	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	33.91	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	35.96	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	51.26	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	51.64	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	53.67	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	53.87	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	54.56	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	44.74	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	44.90	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	48.29	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	39.86	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	39.87	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	40.97	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	43.07	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	(29.88)	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	14.47	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	15.16	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	(8.91)	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	2.04	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	5.18	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	5.51	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	6.21	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	7.27	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	8.13	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	8.44	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	8.49	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	8.91	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	8.91	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	11.48	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	11.99	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	12.57	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	12.98	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	25.43	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	25.43	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	27.70	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	29.02	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	29.92	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	29.97	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	31.40	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	20.33	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	20.35	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	20.97	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	21.16	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	24.36	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	24.58	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	18.46	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	16.65	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	16.92	0010000 - GENERAL FUND	W
396462	MENARDS INC	FY22 3RD QTR JAN-MA	02/16/22	17.49	0010000 - GENERAL FUND	W
396463	NEWTech SYSTEMS INC	PROFESSIONAL & TECH	02/16/22	563.00	0010000 - GENERAL FUND	W
396464	OH DEPT OF COMM DIV	FY22 3RD QTR JAN-MA	02/16/22	334.25	0010000 - GENERAL FUND	W
396464	OH DEPT OF COMM DIV	FY22 3RD QTR JAN-MA	02/16/22	334.25	0010000 - GENERAL FUND	W
396465	OH DEPT OF COMM DIV	FY22 3RD QTR JAN-MA	02/16/22	68.25	0010000 - GENERAL FUND	W
396466	PIONEER MANUFACTURI	FY22 3RD QTR JAN-MA	02/16/22	3,000.08	0010000 - GENERAL FUND	W
396467	RENTAL STOP OH	GROUPS RENTALS D/W	02/16/22	655.50	0010000 - GENERAL FUND	W
396467	RENTAL STOP OH	FY22 3RD QTR JAN-MA	02/16/22	345.00	0010000 - GENERAL FUND	W
396468	SPEER MECHANICAL	FY22 3RD QTR JAN-MA	02/16/22	297.44	0010000 - GENERAL FUND	W
396468	SPEER MECHANICAL	FY22 3RD QTR JAN-MA	02/16/22	365.00	0010000 - GENERAL FUND	W
396468	SPEER MECHANICAL	FY22 3RD QTR JAN-MA	02/16/22	1,181.00	0010000 - GENERAL FUND	W
396469	SUNBELT RENTALS INC	FY22 3RD QTR JAN-MA	02/16/22	2,032.11	0010000 - GENERAL FUND	W
396470	TRANE PARTS & SUPPL	FY22 3RD QTR JAN-MA	02/16/22	513.85	0010000 - GENERAL FUND	W
396470	TRANE PARTS & SUPPL	FY22 3RD QTR JAN-MA	02/16/22	142.48	0010000 - GENERAL FUND	W
396470	TRANE PARTS & SUPPL	FY22 3RD QTR JAN-MA	02/16/22	252.87	0010000 - GENERAL FUND	W
396470	TRANE PARTS & SUPPL	FY22 3RD QTR JAN-MA	02/16/22	96.37	0010000 - GENERAL FUND	W
396471	UNIFIRST CORPORATIO	FY22 3RD QTR JAN-MA	02/16/22	198.58	0010000 - GENERAL FUND	W
396471	UNIFIRST CORPORATIO	FY22 3RD QTR JAN-MA	02/16/22	198.58	0010000 - GENERAL FUND	W
396471	UNIFIRST CORPORATIO	FY22 3RD QTR JAN-MA	02/16/22	198.58	0010000 - GENERAL FUND	W
396471	UNIFIRST CORPORATIO	FY22 3RD QTR JAN-MA	02/16/22	198.58	0010000 - GENERAL FUND	W
396472	UNITED REFRIGERATIO	FY22 3RD QTR JAN-MA	02/16/22	175.00	0010000 - GENERAL FUND	W
396472	UNITED REFRIGERATIO	FY22 3RD QTR JAN-MA	02/16/22	128.13	0010000 - GENERAL FUND	W
396472	UNITED REFRIGERATIO	FY22 3RD QTR JAN-MA	02/16/22	58.26	0010000 - GENERAL FUND	W
396472	UNITED REFRIGERATIO	FY22 3RD QTR JAN-MA	02/16/22	15.84	0010000 - GENERAL FUND	W
396472	UNITED REFRIGERATIO	FY22 3RD QTR JAN-MA	02/16/22	16.30	0010000 - GENERAL FUND	W
396473	VERTIV SVC INC	FY22 3RD QTR JAN-MA	02/16/22	(28.73)	0010000 - GENERAL FUND	W
396473	VERTIV SVC INC	FY22 3RD QTR JAN-MA	02/16/22	383.00	0010000 - GENERAL FUND	W
396474	VIRGINIA AIR DISTRI	FY22 3RD QTR JAN-MA	02/16/22	93.68	0010000 - GENERAL FUND	W
396474	VIRGINIA AIR DISTRI	FY22 3RD QTR JAN-MA	02/16/22	88.24	0010000 - GENERAL FUND	W
396475	VOSS BROS SALES	FY22 3RD QTR JAN-MA	02/16/22	83.73	0010000 - GENERAL FUND	W
396475	VOSS BROS SALES	FY22 3RD QTR JAN-MA	02/16/22	97.94	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

23 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396475	VOSS BROS SALES	FY22 3RD QTR JAN-MA	02/16/22	80.97	0010000 - GENERAL FUND	W
396475	VOSS BROS SALES	FY22 3RD QTR JAN-MA	02/16/22	79.73	0010000 - GENERAL FUND	W
396475	VOSS BROS SALES	FY22 3RD QTR JAN-MA	02/16/22	73.18	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	22.99	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	28.78	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	34.49	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	66.49	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	70.26	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	90.64	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	125.31	0010000 - GENERAL FUND	W
396476	WASHINGTON AUTO PAR	FY22 3RD QTR JAN-MA	02/16/22	152.51	0010000 - GENERAL FUND	W
396477	WESTWATER	FY22 3RD QTR JAN-MA	02/16/22	427.13	0010000 - GENERAL FUND	W
396477	WESTWATER	FY22 3RD QTR JAN-MA	02/16/22	95.71	0010000 - GENERAL FUND	W
396477	WESTWATER	FY22 3RD QTR JAN-MA	02/16/22	119.08	0010000 - GENERAL FUND	W
396477	WESTWATER	FY22 3RD QTR JAN-MA	02/16/22	262.89	0010000 - GENERAL FUND	W
396478	WORLY PLUMBING SUPP	FY22 3RD QTR JAN-MA	02/16/22	229.04	0010000 - GENERAL FUND	W
396481	AMAZON.COM	STEM GAMES FOR THE	02/16/22	171.95	0010000 - GENERAL FUND	W
396481	AMAZON.COM	SAFETY OFFICE SUPPL	02/16/22	39.64	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	3.99	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	6.85	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	27.98	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	35.89	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	41.83	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	77.12	0010000 - GENERAL FUND	W
396481	AMAZON.COM	OPEN PO AMAZON J/F/	02/16/22	143.19	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JAN-MARCH MECHANIC	02/16/22	35.00	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JAN-MARCH MECHANIC	02/16/22	46.94	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JAN-MARCH MECHANIC	02/16/22	130.45	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JAN-MARCH MECHANIC	02/16/22	618.06	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JAN-MARCH MECHANIC	02/16/22	229.17	0010000 - GENERAL FUND	W
396481	AMAZON.COM	HAND COUNTERS, PACK	02/16/22	18.88	0010000 - GENERAL FUND	W
396481	AMAZON.COM	EXTERNAL DVD DRIVE	02/16/22	22.99	0010000 - GENERAL FUND	W
396481	AMAZON.COM	TROUBLE BOARD GAME	02/16/22	9.53	0010000 - GENERAL FUND	W
396481	AMAZON.COM	SORRY BOARD GAME	02/16/22	9.53	0010000 - GENERAL FUND	W
396481	AMAZON.COM	CONNECT 4 BOARD GAM	02/16/22	9.62	0010000 - GENERAL FUND	W
396481	AMAZON.COM	BATTLESHIP BOARD GA	02/16/22	12.25	0010000 - GENERAL FUND	W
396481	AMAZON.COM	JENGA GAME	02/16/22	9.89	0010000 - GENERAL FUND	W
396481	AMAZON.COM	THANK YOU CARDS	02/16/22	8.35	0010000 - GENERAL FUND	W
396481	AMAZON.COM	STAR SHAPE STICKY N	02/16/22	8.66	0010000 - GENERAL FUND	W
396481	AMAZON.COM	FLEXIBLE PENCILS	02/16/22	10.58	0010000 - GENERAL FUND	W
396481	AMAZON.COM	WORLD LANDMARK MAP	02/16/22	15.40	0010000 - GENERAL FUND	W
396481	AMAZON.COM	TEACHING AIDS - SCI	02/16/22	80.09	0010000 - GENERAL FUND	W
396481	AMAZON.COM	BOOKS AND SUPPLIES	02/16/22	156.20	0010000 - GENERAL FUND	W
396481	AMAZON.COM	PUBLIC INFO/COMMUNI	02/16/22	89.44	0010000 - GENERAL FUND	W
396481	AMAZON.COM	VARIOUS CLASSROOM A	02/16/22	192.65	0010000 - GENERAL FUND	W
396481	AMAZON.COM	TEACHING AIDS - MAT	02/16/22	125.94	0010000 - GENERAL FUND	W
396481	AMAZON.COM	TEACHING AIDS - MAT	02/16/22	144.00	0010000 - GENERAL FUND	W
396481	AMAZON.COM	TEACHING AIDS - MAT	02/16/22	217.77	0010000 - GENERAL FUND	W
396481	AMAZON.COM	16 WIRED MICROPHONE	02/16/22	531.44	0010000 - GENERAL FUND	W
396481	AMAZON.COM	3 AXIS STABILIZER W	02/16/22	566.70	0010000 - GENERAL FUND	W
396481	AMAZON.COM	SHALE MEADOWS ELEME	02/16/22	46.98	0049220 - JUNE 2020 BOND ISSUE	W
396481	AMAZON.COM	POSTER BOARD AND TA	02/16/22	99.26	0099215 - OHMS UNIFORM SUPPLY	W
396481	AMAZON.COM	STUDENT FEES - BUSI	02/16/22	(134.95)	0099310 - OOHS UNIFORM SUPPLY	W
396481	AMAZON.COM	STUDENT FEES - SCIE	02/16/22	249.75	0099310 - OOHS UNIFORM SUPPLY	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	(80.91)	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	7.22	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	8.98	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	9.30	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	12.49	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	15.22	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	36.88	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	79.98	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	89.94	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	K-12 PREVENTION - D	02/16/22	119.73	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	15.28	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	19.01	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	19.70	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	26.45	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	32.23	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	78.11	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	404.06	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	425.16	4999221 - K-12 PREVENTION FUNDIN	W
396481	AMAZON.COM	INCREASE PO	02/16/22	1,679.30	4999221 - K-12 PREVENTION FUNDIN	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	483.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	497.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	497.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	525.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	532.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	532.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	539.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	546.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	546.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	546.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	546.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	637.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	644.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	1,162.00	0060000 - LUNCHROOM FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

24 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,030.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,135.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,268.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,366.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,403.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,422.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,674.00	0060000 - LUNCHROOM FUND	W
396483	ADT OH LLC PIZZA HU	FOOD	02/17/22	2,849.00	0060000 - LUNCHROOM FUND	W
396484	AMERICAN ELECTRIC P	OLENTANGY ACADEMY	02/17/22	6,074.81	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	OLENTANGY ADMINISTR	02/17/22	4,557.35	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	HERITAGE	02/17/22	3,214.09	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	TYLER RUN	02/17/22	3,781.22	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	OLENTANGY HIGH SCHO	02/17/22	15,663.63	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	WEST BUS/MAINTENANC	02/17/22	43.44	0010000 - GENERAL FUND	W
396484	AMERICAN ELECTRIC P	FOOD SERVICE D/W	02/17/22	441.71	0060000 - LUNCHROOM FUND	W
396485	AT & T	DISTRICT WIDE LONG	02/17/22	156.14	0010000 - GENERAL FUND	W
396485	AT & T	DISTRICT WIDE LONG	02/17/22	177.36	0010000 - GENERAL FUND	W
396486	AT&T MOBILITY LLC	EMERGENCY POLE AT O	02/17/22	51.98	0010000 - GENERAL FUND	W
396487	CENTURYLINK LUMEN	DISTRICT WIDE LONG	02/17/22	176.99	0010000 - GENERAL FUND	W
396488	COLUMBUS CITY SCHOO	TUTOR SERVICES_MA/L	02/17/22	300.00	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	LIBERTY MIDDLE	02/17/22	670.82	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	LIBERTY HIGH SCHOOL	02/17/22	1,253.30	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	WEST BUS GARAGE	02/17/22	200.00	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	EAST BUS GARAGE	02/17/22	12.00	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	INDIAN SPRINGS	02/17/22	367.36	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	LIBERTY TREE	02/17/22	359.29	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	SCIOTO RIDGE	02/17/22	407.09	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	TYLER RUN	02/17/22	310.87	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	WYANDOT RUN	02/17/22	359.23	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	HYATTS MIDDLE	02/17/22	626.47	0010000 - GENERAL FUND	W
396489	DEL-CO WATER CO	FOOD SERVICES D/W 2	02/17/22	73.73	0060000 - LUNCHROOM FUND	W
396490	DON SELISKAR	MILEAGE TO ADVANCE	02/17/22	19.04	0010000 - GENERAL FUND	W
396491	DOUGLAS SWANSON	JAN-MARCH PARENT/GU	02/17/22	169.65	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	65.33	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	65.33	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	112.09	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	130.66	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	130.66	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	130.66	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	130.66	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	170.28	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	240.92	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	261.32	0010000 - GENERAL FUND	W
396492	FRONTIER NORTH INC	DISTRICT PHONE SERV	02/17/22	4,140.44	0010000 - GENERAL FUND	W
396493	GREAT AMERICA LEASI	SHANAHAN COPIER LEA	02/17/22	248.00	0010000 - GENERAL FUND	W
396493	GREAT AMERICA LEASI	SHANAHAN COPIER MAI	02/17/22	48.40	0010000 - GENERAL FUND	W
396494	JENIFER BOLING	NOV-DEC EMPLOYEE RE	02/17/22	10.43	0079008 - TRANS. EMPLOYEE BENEFI	W
396495	KENNETH MOODY	JAN-MARCH MEAL REIM	02/17/22	24.92	0010000 - GENERAL FUND	W
396496	LAKESHORE LEARNING	LAKESHORE ORDER FOR	02/17/22	435.85	0010000 - GENERAL FUND	W
396497	LEARNING FORWARD	DUES - ANTHONY ELKI	02/17/22	149.00	0010000 - GENERAL FUND	W
396498	LEARNING SPECTRUM	TUITION FOR 21-22_C	02/17/22	8,505.00	0010000 - GENERAL FUND	W
396499	LENORA ANGLES	MILEAGE Q2	02/17/22	117.32	0010000 - GENERAL FUND	W
396500	MAGNUM PRESS	RECRUITING MATERIAL	02/17/22	375.00	0010000 - GENERAL FUND	W
396501	MARBLESOFT	TAPIO SWITCH INTERF	02/17/22	309.10	0010000 - GENERAL FUND	W
396502	MAXI AIDS INC	REIZEN 10D DOME MAG	02/17/22	44.95	0010000 - GENERAL FUND	W
396502	MAXI AIDS INC	6X DOME HOLLOW LOUP	02/17/22	16.95	0010000 - GENERAL FUND	W
396502	MAXI AIDS INC	REIZEN DOME 4X MAGN	02/17/22	39.90	0010000 - GENERAL FUND	W
396502	MAXI AIDS INC	REIZEN OVAL SHAPE D	02/17/22	15.95	0010000 - GENERAL FUND	W
396502	MAXI AIDS INC	EXTRA SHORT FOCUS 5	02/17/22	60.45	0010000 - GENERAL FUND	W
396503	MAXIM HEALTHCARE SE	21-22 SCHOOL YEAR N	02/17/22	4,488.30	0010000 - GENERAL FUND	W
396504	MCGRAW-HILL	READING MASTERY REA	02/17/22	556.32	0010000 - GENERAL FUND	W
396505	MEDQUEST EVALUATORS	BWC SELF INSURED PU	02/17/22	1,904.00	0270000 - WORKERS' COMP - SELF IN	W
396505	MEDQUEST EVALUATORS	INCREASE PO	02/17/22	1,449.00	0270000 - WORKERS' COMP - SELF IN	W
396506	MICHELE PALO	MILEAGE	02/17/22	158.15	0060000 - LUNCHROOM FUND	W
396507	MICKEY L WALKER JR	JAN-MARCH MEAL REIM	02/17/22	24.95	0010000 - GENERAL FUND	W
396508	MILLER PIANO SERVIC	PIANO TUNING	02/17/22	85.00	0010000 - GENERAL FUND	W
396509	MINUTEMAN PRESS	BUS REPAIR FORMS	02/17/22	285.46	0010000 - GENERAL FUND	W
396510	MOUNT CARMEL FITNES	POOL RENTAL - LEWIS	02/17/22	5,400.00	3009300 - ATHLETICS - OHS	W
396511	MT BUSINESS TECHNOL	DISTRICT COPIER MAI	02/17/22	337.98	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	DISTRICT COPIER MAI	02/17/22	780.84	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	DISTRICT COPIER MAI	02/17/22	2,423.69	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	DISTRICT COPIER MAI	02/17/22	6,215.30	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	ADMINISTRATION COPI	02/17/22	26.28	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	ADMINISTRATION COPI	02/17/22	81.14	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	ADMINISTRATION COPI	02/17/22	220.15	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	DISTRICT COPIER LEA	02/17/22	17,487.10	0010000 - GENERAL FUND	W
396511	MT BUSINESS TECHNOL	ADMINISTRATION COPI	02/17/22	1,327.35	0010000 - GENERAL FUND	W
396512	MUSIC & ARTS CENTER	EQUIPMENT FOR MUSIC	02/17/22	333.50	0010000 - GENERAL FUND	W
396513	NAPA	PARTS & SUPPLIES FO	02/17/22	915.36	0010000 - GENERAL FUND	W
396513	NAPA	PARTS & SUPPLIES FO	02/17/22	1,004.72	0010000 - GENERAL FUND	W
396514	NASCO	CRESENT #100 COLD P	02/17/22	153.60	0010000 - GENERAL FUND	W
396514	NASCO	CRESENT #100 COLD P	02/17/22	(153.60)	0010000 - GENERAL FUND	W
396514	NASCO	CONSUMABLE'S STUDEN	02/17/22	679.44	0099200 - OSMS UNIFORM SUPPLY	W
396515	NATASHA JOHNSON	JAN-MARCH PARENT/GU	02/17/22	101.56	0010000 - GENERAL FUND	W
396516	NATL ASSOCIATION OF	DUES-OHIO SCHOOL SO	02/17/22	236.00	0010000 - GENERAL FUND	W
396517	NAVIGATE360 LLC	SAFETY SUPPLIES	02/17/22	500.00	0010000 - GENERAL FUND	W
396518	OAESA	ADDITIONAL MEMBERSH	02/17/22	530.00	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

25 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396519	OASSA	OASSA ASSISTANT PRI	02/17/22	175.00	0010000 - GENERAL FUND	W
396520	OH DECA	DUES/ENTRY FEES - F	02/17/22	1,800.00	3009311 - FORT ORANGE - OOHs	W
396521	OMEA	OMEA DISTRICT BAND	02/17/22	440.00	0010000 - GENERAL FUND	W
396522	PEGED LLC	EDUCATIONAL SERVICE	02/17/22	1,350.00	0010000 - GENERAL FUND	W
396523	G&J PEPSI COLA BOTT	PEPSIT JAN-MARCH	02/17/22	1,100.20	3009301 - WIGWAM - OHS	W
396524	PICKAWAY COUNTY EDS	JAN-MARCH DRIVER CE	02/17/22	85.00	0010000 - GENERAL FUND	W
396524	PICKAWAY COUNTY EDS	JAN-MARCH DRIVER CE	02/17/22	145.00	0010000 - GENERAL FUND	W
396525	PRENTKE ROMICH COMP	AAC DESKTOP STAND	02/17/22	411.00	0010000 - GENERAL FUND	W
396526	PSAT PSAT/NMSQT	2021-22 PSAT SCORIN	02/17/22	4,338.00	0010000 - GENERAL FUND	W
396526	PSAT PSAT/NMSQT	2021-22 PSAT SCORIN	02/17/22	6,436.00	0010000 - GENERAL FUND	W
396526	PSAT PSAT/NMSQT	2021-22 PSAT SCORIN	02/17/22	6,694.00	0010000 - GENERAL FUND	W
396527	REALLY GOOD STUFF	RESOURCE FOLDER #15	02/17/22	49.98	0099110 - ACES UNIFORM SUPPLY	W
396527	REALLY GOOD STUFF	SHIPPING	02/17/22	8.95	0099110 - ACES UNIFORM SUPPLY	W
396528	REPUBLIC SVC #046	TO PAY FOR CLAIMS M	02/17/22	1,300.00	0010000 - GENERAL FUND	W
396529	RICH & GILLIS LAW G	ATTORNEY FEES FY 22	02/17/22	12,192.08	0010000 - GENERAL FUND	W
396530	RULING OUR EXPERIEN	STUDENT PARTICIPANT	02/17/22	12,300.00	0010000 - GENERAL FUND	W
396531	RUSH TRUCK CENTERS	JAN-MARCH PARTS & R	02/17/22	15,930.56	0010000 - GENERAL FUND	W
396532	SCHOOL PRIDE	SIGNAGE & MARKER BO	02/17/22	395.00	3009300 - ATHLETICS - OHS	W
396533	SECURE TRANSPORTATI	JAN-MARCH	02/17/22	1,125.00	0010000 - GENERAL FUND	W
396533	SECURE TRANSPORTATI	JAN-MARCH	02/17/22	1,360.00	0010000 - GENERAL FUND	W
396534	SHARED RESOURCE CEN	EFINANCE ANALYST FE	02/17/22	9,235.29	0010000 - GENERAL FUND	W
396535	SIGN MASTER INC	ADMINISTRATIVE OFFI	02/17/22	1,567.50	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	466.00	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	1,415.00	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	2,328.00	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	4,205.00	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	5,425.00	0039217 - PERM IMPROVE LEVY	W
396535	SIGN MASTER INC	OA0 BRANDING PROJEC	02/17/22	6,400.00	0039217 - PERM IMPROVE LEVY	W
396536	SPECIALIZED SPEECH	21-22 SLP & OT NEED	02/17/22	4,431.53	0010000 - GENERAL FUND	W
396536	SPECIALIZED SPEECH	OT SERVICES FOR 1 S	02/17/22	289.15	0010000 - GENERAL FUND	W
396537	STERLING PAPER CO	BOISE PAPER - OOMS	02/17/22	2,903.60	0010000 - GENERAL FUND	W
396537	STERLING PAPER CO	HIGH BRIGHT OFFICE	02/17/22	3,628.00	0010000 - GENERAL FUND	W
396537	STERLING PAPER CO	WHITE AND COLORED P	02/17/22	2,110.40	0010000 - GENERAL FUND	W
396537	STERLING PAPER CO	COPY PAPER	02/17/22	1,602.00	0010000 - GENERAL FUND	W
396538	STEVEN SMITH	JAN-MARCH PARENT/GU	02/17/22	243.36	0010000 - GENERAL FUND	W
396539	STRATFORD ECOLOGICA	KINDERGARTEN FIELD	02/17/22	238.00	0099115 - SRES UNIFORM SUPPLY	W
396539	STRATFORD ECOLOGICA	KINDERGARTEN FIELD	02/17/22	250.00	0189115 - SRES PRINC FUND	W
396540	SYLVAN LEARNING CEN	TUTORING SERVICES F	02/17/22	113.00	0010000 - GENERAL FUND	W
396541	THAI SRIBANDITMONGK	OHIO MUSIC EDUCATIO	02/17/22	184.18	0010000 - GENERAL FUND	W
396542	TOLEDO PHYSICAL EDU	PE EQUIPMENT - SEE	02/17/22	334.67	0010000 - GENERAL FUND	W
396543	TOTAL TENNIS INC	AD SUPPLIES TENNIS	02/17/22	1,800.00	3009315 - ATHLETICS - OBHS	W
396544	UNIFIRST CORPORATIO	UNIFORMS AND SHOP R	02/17/22	738.41	0010000 - GENERAL FUND	W
396545	UPPER ARLINGTON HIG	INF SPEAKER	02/17/22	5.00	2009004 - SPEECH TEAM - OLHS	W
396545	UPPER ARLINGTON HIG	CON DEBATE	02/17/22	135.00	2009004 - SPEECH TEAM - OLHS	W
396546	US BANK	DISTRICT COPIER LEA	02/17/22	227.12	0010000 - GENERAL FUND	W
396546	US BANK	DISTRICT LEASE	02/17/22	116.36	0010000 - GENERAL FUND	W
396546	US BANK	DISTRICT LEASE	02/17/22	3,362.72	0010000 - GENERAL FUND	W
396546	US BANK	ADMIN LEASE	02/17/22	216.94	0010000 - GENERAL FUND	W
396547	USATESTPREP LLC	ACADEMIC SUCCESS RE	02/17/22	5,500.00	0010000 - GENERAL FUND	W
396547	USATESTPREP LLC	ACADEMIC SUCCESS RE	02/17/22	470.00	0189300 - OHS PRINC FUND	W
396548	VANGELOFF KEVIN	JAN-MARCH MEAL REIM	02/17/22	20.28	0010000 - GENERAL FUND	W
396549	WASSERSTROM COMPANY	CONVOTHERM MODEL NO	02/17/22	687.10	0060000 - LUNCHROOM FUND	W
396549	WASSERSTROM COMPANY	CONVOTHERM MODEL NO	02/17/22	749.00	0060000 - LUNCHROOM FUND	W
396550	WATERFORD SIGNS	PI PROJECTS- MISC.	02/17/22	375.00	0039217 - PERM IMPROVE LEVY	W
396551	WEB ASSIGN	STUDENT FEES - SCIE	02/17/22	357.00	0099310 - OOHs UNIFORM SUPPLY	W
396551	WEB ASSIGN	WEBASSIGN FOR AP PH	02/17/22	378.00	0099310 - OOHs UNIFORM SUPPLY	W
396552	WORTHINGTON DIRECT	ANALOGY SERIES ROCK	02/17/22	323.80	0010000 - GENERAL FUND	W
396552	WORTHINGTON DIRECT	ZUMA ROCKER CHAIR (02/17/22	893.70	0010000 - GENERAL FUND	W
396552	WORTHINGTON DIRECT	INCREASE PO FOR SHI	02/17/22	424.78	0010000 - GENERAL FUND	W
396553	XPRESS COPY SVC	DECEMBER PRINTING O	02/17/22	1,108.00	2009191 - NEWSPAPER - OLHS	W
396554	KACY LEE KAPINOS	REISSUE CHECK	02/18/22	1,000.00	0079901 - STALE CHECKS	W
396555	JADETRACK LLC	REISSUE CHECK	02/18/22	14,875.00	0079901 - STALE CHECKS	W
396556	MACKO JILL	REFUND	02/18/22	9.50	0060000 - LUNCHROOM FUND	W
396557	DELAWARE GAZETTE	FY22 PUBLIC ADVERTI	02/23/22	301.00	0010000 - GENERAL FUND	W
396557	DELAWARE GAZETTE	FY22 PUBLIC ADVERTI	02/23/22	315.06	0010000 - GENERAL FUND	W
396558	DAYDREAMERS PRESS	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W
396559	DAYTON CINCINNATI T	"1 75"" VIEWSONIC B	02/23/22	2,642.00	0010000 - GENERAL FUND	W
396559	DAYTON CINCINNATI T	BUSINESS OFFICE LAP	02/23/22	975.00	0010000 - GENERAL FUND	W
396559	DAYTON CINCINNATI T	3 YEAR ACCIDENT PRO	02/23/22	70.00	0010000 - GENERAL FUND	W
396559	DAYTON CINCINNATI T	11 VIEWSONIC CARTS	02/23/22	4,598.00	0039217 - PERM IMPROVE LEVY	W
396559	DAYTON CINCINNATI T	11 VIEWSONIC CARTS	02/23/22	1,230.00	0039217 - PERM IMPROVE LEVY	W
396559	DAYTON CINCINNATI T	UPS SOLUTION AND WA	02/23/22	336.00	0039217 - PERM IMPROVE LEVY	W
396559	DAYTON CINCINNATI T	VB-STND-005 MOBILE	02/23/22	418.00	0189175 - HES PRINC FUND	W
396559	DAYTON CINCINNATI T	ESTIMATED SHIPPING/	02/23/22	100.00	0189175 - HES PRINC FUND	W
396560	EL MUNDO MIXON BOOK	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W
396561	EPIPHANY-HILL ENTER	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W
396562	ESC OF CENTRAL OH	FINGERPRINTING EXPE	02/23/22	58.00	0010000 - GENERAL FUND	W
396562	ESC OF CENTRAL OH	FINGERPRINTING EXPE	02/23/22	116.00	0010000 - GENERAL FUND	W
396563	HOSA - FUTURE HEALT	HOSA MEMBERSHIP DUE	02/23/22	1,500.00	2009321 - HOSA - OHS	W
396563	HOSA - FUTURE HEALT	REGIONAL DUES-HOSA	02/23/22	1,310.00	2009321 - HOSA - OHS	W
396563	HOSA - FUTURE HEALT	REGIONAL DUES-HOSA	02/23/22	40.00	2009321 - HOSA - OHS	W
396564	PENN STRIKES LLC PE	SLC STUDENTS TO BOW	02/23/22	140.00	0010000 - GENERAL FUND	W
396564	PENN STRIKES LLC PE	TRIP DATE: 11/12/21	02/23/22	140.00	0010000 - GENERAL FUND	W
396564	PENN STRIKES LLC PE	TRIP DATE: 11/19/21	02/23/22	140.00	0010000 - GENERAL FUND	W
396564	PENN STRIKES LLC PE	TRIP DATE: 12/3/21	02/23/22	270.00	0010000 - GENERAL FUND	W
396565	DEBBIE RIGAUD-ASIRI	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W
396566	RISE TOGETHER, LLC	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W

Check Register Detail

EX. B.1 - March 24, 2022

26 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396567	SRD HARRIS BOOKS LL	ONE COMMUNITY CONFE	02/23/22	500.00	0199222 - OEF GRANTS FY22	W
396568	WESTERVILLE NORTH H	WRESTLING ENTRY FEE	02/23/22	225.00	3009300 - ATHLETICS - OHS	W
396572	AMAZON.COM	EXPO MARKERS AND WR	02/23/22	25.30	0010000 - GENERAL FUND	W
396572	AMAZON.COM	EXPO MARKERS AND WR	02/23/22	29.01	0010000 - GENERAL FUND	W
396572	AMAZON.COM	EXPO MARKERS AND WR	02/23/22	155.96	0010000 - GENERAL FUND	W
396572	AMAZON.COM	TABLE CLOCK	02/23/22	8.00	0010000 - GENERAL FUND	W
396572	AMAZON.COM	TABLE CLOCK	02/23/22	10.53	0010000 - GENERAL FUND	W
396572	AMAZON.COM	BE BRAVE SIGN	02/23/22	10.59	0010000 - GENERAL FUND	W
396572	AMAZON.COM	BE BRAVE SIGN	02/23/22	13.94	0010000 - GENERAL FUND	W
396572	AMAZON.COM	ALL GRADES SUPPLIES	02/23/22	77.63	0010000 - GENERAL FUND	W
396572	AMAZON.COM	FIFTH GRADE CLASSRO	02/23/22	286.85	0010000 - GENERAL FUND	W
396572	AMAZON.COM	FIFTH GRADE CLASSRO	02/23/22	5.89	0010000 - GENERAL FUND	W
396572	AMAZON.COM	STANDING LAPTOP DES	02/23/22	329.95	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LAMINATING FILM, FO	02/23/22	27.88	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LAMINATING FILM, FO	02/23/22	352.16	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LAMINATING FILM, FO	02/23/22	34.64	0010000 - GENERAL FUND	W
396572	AMAZON.COM	USB CHARGER, USB CH	02/23/22	16.14	0010000 - GENERAL FUND	W
396572	AMAZON.COM	MATH GAMES	02/23/22	24.16	0010000 - GENERAL FUND	W
396572	AMAZON.COM	MATH GAMES	02/23/22	147.85	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	5.48	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	13.56	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	69.51	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	149.27	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	199.73	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO FOR MULTIGR	02/23/22	70.77	0010000 - GENERAL FUND	W
396572	AMAZON.COM	SEE ATTACHED	02/23/22	25.99	0010000 - GENERAL FUND	W
396572	AMAZON.COM	SEE ATTACHED	02/23/22	65.16	0010000 - GENERAL FUND	W
396572	AMAZON.COM	NEW BOOKS FOR LIBRA	02/23/22	23.57	0010000 - GENERAL FUND	W
396572	AMAZON.COM	NEW BOOKS FOR LIBRA	02/23/22	132.57	0010000 - GENERAL FUND	W
396572	AMAZON.COM	FULL PAGE MAGNIFYIN	02/23/22	17.95	0010000 - GENERAL FUND	W
396572	AMAZON.COM	WEIGHTED VEST	02/23/22	119.00	0010000 - GENERAL FUND	W
396572	AMAZON.COM	INTERVENTION CLASSR	02/23/22	7.99	0010000 - GENERAL FUND	W
396572	AMAZON.COM	INTERVENTION CLASSR	02/23/22	19.98	0010000 - GENERAL FUND	W
396572	AMAZON.COM	INTERVENTION CLASSR	02/23/22	71.23	0010000 - GENERAL FUND	W
396572	AMAZON.COM	STAPLES FOR THE COP	02/23/22	745.49	0010000 - GENERAL FUND	W
396572	AMAZON.COM	SLC SUPPLIES CLASSR	02/23/22	259.59	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LIBRARY SUPPLIES SE	02/23/22	9.99	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LIBRARY SUPPLIES SE	02/23/22	28.95	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LIBRARY SUPPLIES SE	02/23/22	161.04	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LIBRARY SUPPLIES SE	02/23/22	537.66	0010000 - GENERAL FUND	W
396572	AMAZON.COM	HANGING FILES FOLDE	02/23/22	45.00	0010000 - GENERAL FUND	W
396572	AMAZON.COM	HANGING FILES FOLDE	02/23/22	45.40	0010000 - GENERAL FUND	W
396572	AMAZON.COM	PARTS & SUPPLIES OR	02/23/22	25.97	0010000 - GENERAL FUND	W
396572	AMAZON.COM	PARTS & SUPPLIES OR	02/23/22	229.17	0010000 - GENERAL FUND	W
396572	AMAZON.COM	KINDERGARTEN HEADPH	02/23/22	213.04	0010000 - GENERAL FUND	W
396572	AMAZON.COM	BOOKS FOR WRITING M	02/23/22	189.83	0010000 - GENERAL FUND	W
396572	AMAZON.COM	LEAP FROG FROGS FOR	02/23/22	19.98	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OOHS SUPPLIES - GEN	02/23/22	79.98	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO JAN - MAR	02/23/22	32.98	0010000 - GENERAL FUND	W
396572	AMAZON.COM	HUBBELL CORD REEL F	02/23/22	201.02	0010000 - GENERAL FUND	W
396572	AMAZON.COM	INTERVENTION ACTIVI	02/23/22	211.46	0010000 - GENERAL FUND	W
396572	AMAZON.COM	CONVERSATIONAL SOLF	02/23/22	64.95	0010000 - GENERAL FUND	W
396572	AMAZON.COM	CONVERSATIONAL SOLF	02/23/22	66.88	0010000 - GENERAL FUND	W
396572	AMAZON.COM	MIC COVER DISPOSABL	02/23/22	26.96	0010000 - GENERAL FUND	W
396572	AMAZON.COM	FY22 3RD QTR JAN-MA	02/23/22	32.61	0010000 - GENERAL FUND	W
396572	AMAZON.COM	JAN-MARCH OFFICE SU	02/23/22	16.97	0010000 - GENERAL FUND	W
396572	AMAZON.COM	JAN-MARCH OFFICE SU	02/23/22	43.99	0010000 - GENERAL FUND	W
396572	AMAZON.COM	OPEN PO JAN - MAR	02/23/22	96.99	0010000 - GENERAL FUND	W
396572	AMAZON.COM	SUPPLIES, SMALLWARE	02/23/22	24.99	0060000 - LUNCHROOM FUND	W
396572	AMAZON.COM	SUPPLIES, SMALLWARE	02/23/22	296.99	0060000 - LUNCHROOM FUND	W
396572	AMAZON.COM	STUDENTS FEES PENCI	02/23/22	21.35	0099115 - SRES UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENTS FEES PENCI	02/23/22	70.10	0099115 - SRES UNIFORM SUPPLY	W
396572	AMAZON.COM	WHITE PAINT, PLAYIN	02/23/22	65.93	0099115 - SRES UNIFORM SUPPLY	W
396572	AMAZON.COM	#1: FEES INST GOES	02/23/22	60.28	0099145 - GOES UNIFORM SUPPLY	W
396572	AMAZON.COM	PLAYDOUGH, COPPER F	02/23/22	329.58	0099215 - OHMS UNIFORM SUPPLY	W
396572	AMAZON.COM	CONSUMABLES MISC B	02/23/22	29.95	0099305 - OLHS UNIFORM SUPPLY	W
396572	AMAZON.COM	CONSUMABLES MISC B	02/23/22	53.85	0099305 - OLHS UNIFORM SUPPLY	W
396572	AMAZON.COM	CONSUMABLES MISC B	02/23/22	70.20	0099305 - OLHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	(6.65)	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	(1.26)	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	(1.25)	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	(1.25)	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	28.36	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	38.66	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	45.40	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	85.30	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	91.92	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	107.98	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	112.30	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	157.37	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	410.74	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	STUDENT FEES - ART	02/23/22	594.63	0099310 - OOHS UNIFORM SUPPLY	W
396572	AMAZON.COM	9X12 ENVELOPES FOR	02/23/22	39.98	2009200 - YEARBOOK - OHS	W
396572	AMAZON.COM	EASEL PADS	02/23/22	64.99	5729222 - TITLE I FY22	W
396573	ABIGAIL KISSEBERTH	PSYCH'S	02/23/22	14.63	0010000 - GENERAL FUND	W
396574	ABIGAIL TIDBALL	APE, OT, PT, BEHAVI	02/23/22	106.35	0010000 - GENERAL FUND	W
396575	AMANDA BARNES	APE, OT, PT, BEHAVI	02/23/22	74.41	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

27 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396576	AMARA SYDNOR	MILEAGE - DATA AND	02/23/22	48.54	0010000 - GENERAL FUND	W
396576	AMARA SYDNOR	MILEAGE - DATA AND	02/23/22	16.79	0010000 - GENERAL FUND	W
396577	ANNE FARREL	APE, OT, PT, BEHAVI	02/23/22	46.14	0010000 - GENERAL FUND	W
396578	BROOKE HENRY	CERTIFIED MILEAGE (02/23/22	71.78	0010000 - GENERAL FUND	W
396579	CAROLYN FERRONI	SCHOOL LIAISON	02/23/22	30.42	0010000 - GENERAL FUND	W
396580	DAN MURPH	MILEAGE - DATA AND	02/23/22	34.27	0010000 - GENERAL FUND	W
396581	DEBORA OLADOYE	APE, OT, PT, BEHAVI	02/23/22	64.70	0010000 - GENERAL FUND	W
396582	ELIZABETH SALAZAR	ELL	02/23/22	112.14	0010000 - GENERAL FUND	W
396583	FEIKO STEPHANIE	CERTIFIED MILEAGE (02/23/22	26.33	0010000 - GENERAL FUND	W
396584	JENNIFER RAHSCHULTE	APE, OT, PT, BEHAVI	02/23/22	81.08	0010000 - GENERAL FUND	W
396585	JESSICA PLEDGER	ELL	02/23/22	20.48	0010000 - GENERAL FUND	W
396586	JILL RAFFERTY	APE, OT, PT, BEHAVI	02/23/22	62.42	0010000 - GENERAL FUND	W
396587	JULIE SHERWOOD	APE, OT, PT, BEHAVI	02/23/22	77.98	0010000 - GENERAL FUND	W
396588	KLARKE RANSOME	APE, OT, PT, BEHAVI	02/23/22	63.47	0010000 - GENERAL FUND	W
396589	LAUREN BAYLESS	CERTIFIED MILEAGE (02/23/22	74.47	0010000 - GENERAL FUND	W
396590	LISA WUCINICH	DIRECTORS & SUPERVI	02/23/22	29.23	0010000 - GENERAL FUND	W
396591	MICHELE BASILE	APE, OT, PT, BEHAVI	02/23/22	21.82	0010000 - GENERAL FUND	W
396592	MIKELA THOMAS	MILEAGE - DIVERSITY	02/23/22	32.26	0010000 - GENERAL FUND	W
396592	MIKELA THOMAS	MILEAGE - DIVERSITY	02/23/22	65.74	0010000 - GENERAL FUND	W
396593	MORGAN HEATHER	CERTIFIED MILEAGE (02/23/22	248.64	0010000 - GENERAL FUND	W
396594	NATHAN STEWART	CERTIFIED MILEAGE (02/23/22	116.36	0010000 - GENERAL FUND	W
396595	NATHANIEL RAMIREZ	CERTIFIED MILEAGE (02/23/22	124.49	0010000 - GENERAL FUND	W
396596	PATRICIA CUMSTON	APE, OT, PT, BEHAVI	02/23/22	277.76	0010000 - GENERAL FUND	W
396597	SAMANTHA FROBOSE	CERTIFIED MILEAGE (02/23/22	55.28	0010000 - GENERAL FUND	W
396598	SAMANTHA NORMAN	MILEAGE - DATA AND	02/23/22	21.50	0010000 - GENERAL FUND	W
396598	SAMANTHA NORMAN	MILEAGE - DATA AND	02/23/22	20.59	0010000 - GENERAL FUND	W
396599	SHAYTELL TAYLOR	MILEAGE - DATA AND	02/23/22	40.01	0010000 - GENERAL FUND	W
396599	SHAYTELL TAYLOR	MILEAGE - DATA AND	02/23/22	89.99	0010000 - GENERAL FUND	W
396600	SIERRA EVANS	MILEAGE - DATA AND	02/23/22	33.47	0010000 - GENERAL FUND	W
396601	SYDNEY BLANKENSHIP	APE, OT, PT, BEHAVI	02/23/22	68.09	0010000 - GENERAL FUND	W
396602	TACKETT LINDA	DISTRICT MILEAGE JA	02/23/22	79.91	0010000 - GENERAL FUND	W
396603	TARA BOEHM	APE, OT, PT, BEHAVI	02/23/22	88.83	0010000 - GENERAL FUND	W
396604	TIFFANY LEWIS	APE, OT, PT, BEHAVI	02/23/22	50.72	0010000 - GENERAL FUND	W
396605	WEI LEI	MILEAGE - DATA AND	02/23/22	6.72	0010000 - GENERAL FUND	W
396605	WEI LEI	MILEAGE - DATA AND	02/23/22	(6.72)	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	1,469.87	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	2,543.48	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	2,930.77	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	5,922.32	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	5,970.69	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	6,336.20	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	7,920.65	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	8,086.25	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	8,544.08	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	9,489.37	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	10,285.89	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	11,405.26	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	11,434.22	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	11,547.31	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	11,731.74	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	12,105.85	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	193.08	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	241.07	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	271.32	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	451.04	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	486.90	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	567.86	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	1,373.05	0010000 - GENERAL FUND	W
396607	BEEM'S BP DISTRIBUT	JANUARY-MARCH FUEL	02/25/22	1,388.67	0010000 - GENERAL FUND	W
396611	AMAZON.COM	FURNITURE NEEDS FOR	02/28/22	952.00	0010000 - GENERAL FUND	W
396611	AMAZON.COM	MICROSOFT WIRELESS	02/28/22	49.99	0010000 - GENERAL FUND	W
396611	AMAZON.COM	SAFETY SUPPLIES	02/28/22	263.40	0010000 - GENERAL FUND	W
396611	AMAZON.COM	SAFETY SUPPLIES	02/28/22	407.96	0010000 - GENERAL FUND	W
396611	AMAZON.COM	LOGITECH SPEAKERS,	02/28/22	17.94	0010000 - GENERAL FUND	W
396611	AMAZON.COM	OPEN ORDER FOR 1/1/	02/28/22	29.72	0010000 - GENERAL FUND	W
396611	AMAZON.COM	OPEN PO AMAZON J/F/	02/28/22	58.72	0010000 - GENERAL FUND	W
396611	AMAZON.COM	GENERAL OFFICE ORDE	02/28/22	59.96	0010000 - GENERAL FUND	W
396611	AMAZON.COM	USED INCORRECT ACCO	02/28/22	166.76	0010000 - GENERAL FUND	W
396611	AMAZON.COM	TIMERS AND LAMINATI	02/28/22	104.16	0010000 - GENERAL FUND	W
396611	AMAZON.COM	TIMERS AND LAMINATI	02/28/22	27.98	0010000 - GENERAL FUND	W
396611	AMAZON.COM	GAMES FOR WORLD LAN	02/28/22	(0.86)	0010000 - GENERAL FUND	W
396611	AMAZON.COM	GAMES FOR WORLD LAN	02/28/22	124.25	0010000 - GENERAL FUND	W
396611	AMAZON.COM	GAMES FOR WORLD LAN	02/28/22	53.94	0010000 - GENERAL FUND	W
396611	AMAZON.COM	TOOTH BOXES FOR THE	02/28/22	29.94	0010000 - GENERAL FUND	W
396611	AMAZON.COM	5-880-4-01-00 IPEVO	02/28/22	203.71	0010000 - GENERAL FUND	W
396611	AMAZON.COM	5-880-4-01-00 IPEVO	02/28/22	101.86	0010000 - GENERAL FUND	W
396611	AMAZON.COM	SUPPLIES FOR STUDEN	02/28/22	141.87	0010000 - GENERAL FUND	W
396611	AMAZON.COM	CLINIC SUPPLIES - C	02/28/22	19.00	0010000 - GENERAL FUND	W
396611	AMAZON.COM	CLINIC SUPPLIES - C	02/28/22	153.83	0010000 - GENERAL FUND	W
396611	AMAZON.COM	BUTTON MAKING MACHI	02/28/22	82.99	0010000 - GENERAL FUND	W
396611	AMAZON.COM	ELPLP60 - PROJECTOR	02/28/22	193.74	0010000 - GENERAL FUND	W
396611	AMAZON.COM	MATH FLASH CARDS	02/28/22	58.75	0010000 - GENERAL FUND	W
396611	AMAZON.COM	EAR THERMOMETER AND	02/28/22	74.57	0010000 - GENERAL FUND	W
396611	AMAZON.COM	VIDEO SURVEILLANCE I	02/28/22	20.98	0010000 - GENERAL FUND	W
396611	AMAZON.COM	NOISE CANCELLING HE	02/28/22	48.87	0010000 - GENERAL FUND	W
396611	AMAZON.COM	NOISE CANCELLING HE	02/28/22	9.99	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	14.94	0010000 - GENERAL FUND	W

Check Register Detail

EX. B.1 - March 24, 2022

28 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	20.78	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	27.99	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	39.99	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	40.33	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	46.15	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	47.84	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	69.34	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	78.69	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	91.00	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	124.09	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	130.81	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	145.40	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PRESCHOOL CLASSROOM	02/28/22	314.37	0010000 - GENERAL FUND	W
396611	AMAZON.COM	INCREASE PO	02/28/22	28.23	0010000 - GENERAL FUND	W
396611	AMAZON.COM	INCREASE PO	02/28/22	33.46	0010000 - GENERAL FUND	W
396611	AMAZON.COM	INCREASE PO	02/28/22	173.90	0010000 - GENERAL FUND	W
396611	AMAZON.COM	INCREASE PO	02/28/22	287.98	0010000 - GENERAL FUND	W
396611	AMAZON.COM	OPEN PO	02/28/22	127.66	0010000 - GENERAL FUND	W
396611	AMAZON.COM	USED WRONG BUDGET,	02/28/22	51.93	0010000 - GENERAL FUND	W
396611	AMAZON.COM	BOOKS FOR A 3RD GRA	02/28/22	129.82	0010000 - GENERAL FUND	W
396611	AMAZON.COM	PROMPTING GUIDES	02/28/22	38.75	0010000 - GENERAL FUND	W
396611	AMAZON.COM	SMART DESIGN SHELF	02/28/22	61.68	0099115 - SRES UNIFORM SUPPLY	W
396611	AMAZON.COM	SMART DESIGN SHELF	02/28/22	94.35	0099115 - SRES UNIFORM SUPPLY	W
396611	AMAZON.COM	SMART DESIGN SHELF	02/28/22	108.66	0099115 - SRES UNIFORM SUPPLY	W
396611	AMAZON.COM	ART SUPPLIES	02/28/22	33.74	0099140 - ISES UNIFORM SUPPLY	W
396611	AMAZON.COM	ART SUPPLIES	02/28/22	27.39	0099140 - ISES UNIFORM SUPPLY	W
396611	AMAZON.COM	CAT. # 978-15833352	02/28/22	799.50	0099200 - OSMS UNIFORM SUPPLY	W
396611	AMAZON.COM	10 COPIES OF HER OW	02/28/22	99.92	0099215 - OHMS UNIFORM SUPPLY	W
396611	AMAZON.COM	10 COPIES OF HER OW	02/28/22	24.98	0099215 - OHMS UNIFORM SUPPLY	W
396611	AMAZON.COM	CANARY CORRUGATED C	02/28/22	273.00	0099220 - OBMS UNIFORM SUPPLY	W
396611	AMAZON.COM	PRINCETON REVIEW AP	02/28/22	1,013.40	0099300 - OHS UNIFORM SUPPLY	W
396611	AMAZON.COM	PRINCETON REVIEW AP	02/28/22	1,381.71	0099300 - OHS UNIFORM SUPPLY	W
396611	AMAZON.COM	PRINCETON REVIEW AP	02/28/22	1,236.75	0099300 - OHS UNIFORM SUPPLY	W
396611	AMAZON.COM	SUPPLIES FOR SCIENC	02/28/22	703.97	0099300 - OHS UNIFORM SUPPLY	W
396611	AMAZON.COM	STUDENT FEES - BUSI	02/28/22	21.96	0099310 - OOHs UNIFORM SUPPLY	W
396611	AMAZON.COM	STUDENT FEES - BUSI	02/28/22	139.99	0099310 - OOHs UNIFORM SUPPLY	W
396611	AMAZON.COM	STUDENT FEES - BUSI	02/28/22	386.66	0099310 - OOHs UNIFORM SUPPLY	W
396611	AMAZON.COM	MEGA PHONE WITH BUL	02/28/22	64.89	0189115 - SRES PRINC FUND	W
396611	AMAZON.COM	MEGA PHONE WITH BUL	02/28/22	7.49	0189115 - SRES PRINC FUND	W
396611	AMAZON.COM	ITEMS FOR SPRING PL	02/28/22	12.00	2009134 - DRAMA CLUB - OOMS	W
396611	AMAZON.COM	ITEMS FOR SPRING PL	02/28/22	34.99	2009134 - DRAMA CLUB - OOMS	W
396611	AMAZON.COM	ITEMS FOR SPRING PL	02/28/22	91.97	2009134 - DRAMA CLUB - OOMS	W
396611	AMAZON.COM	ITEMS FOR SPRING PL	02/28/22	35.25	2009134 - DRAMA CLUB - OOMS	W
396611	AMAZON.COM	CLUB ACCOUNTS - YEA	02/28/22	5.94	2009202 - YEARBOOK - OOHs	W
396611	AMAZON.COM	CLUB ACCOUNTS - YEA	02/28/22	13.73	2009202 - YEARBOOK - OOHs	W
396611	AMAZON.COM	CLUB ACCOUNTS - YEA	02/28/22	35.97	2009202 - YEARBOOK - OOHs	W
396611	AMAZON.COM	CLUB ACCOUNTS - YEA	02/28/22	599.00	2009202 - YEARBOOK - OOHs	W
396611	AMAZON.COM	CLUB ACCOUNTS - YEA	02/28/22	1,457.38	2009202 - YEARBOOK - OOHs	W
396611	AMAZON.COM	OPEN PO J/F/M FOR A	02/28/22	29.39	2009625 - ACT - ACADEMY	W
396620	ATHLETIC GATE	BOYS BASKETBALL	03/01/22	234.00	3009310 - ATHLETIC - OOHs	W
396620	ATHLETIC GATE	GIRLS BASKETBALL	03/01/22	78.00	3009310 - ATHLETIC - OOHs	W

Check Register Detail

EX. B.1 - March 24, 2022
29 of 30

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status
Memo Checks:						
		Arbiter Sports		22,521.00		
		ESC Contracted Services		1,117,359.09		
		ESC Sub Services		465,575.99		
		Flex Spending Claims		14,315.36		
		Foundation		307,849.06		
		HB 264 Payment		427,218.68		
		Online Transaction Fees		22,483.69		
		Purchasing Card		101,161.37		
		Self Insurance		2,404,641.13		
		Workers Comp Claims		62,891.36		
		SERS Employer		445,838.40		
		STRS Employer		1,606,600.00		
		Board Insurance		3,067,846.21		
		Health Savings Funding		18,130.00		
		Employee Benefits		522,071.48		
		Payroll Checks		14,419,131.16		
		Reduction Of Expenditures		(66,826.23)		
		Prior Month Voided Checks		(270.73)		
				<u>27,339,857.16</u>	Total	
				<u>27,339,857.16</u>	Per Financial Detail	
				-	Variance	



SM

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

Appropriations Adjustments

Fund	3.24.22	Explanation:
	Adjustments	
007 - Special Trust	\$ 500.00	Employee Benefits/Staff Donations
018 - Public School Support	\$ 30,000.00	Fundraisers/Donations
200 - Student Activity	\$ 54,825.80	New Activities/Fundraisers
300 - Athletics	\$ 9,530.40	Athletic Events/Equipment
499 - Misc State Grants	\$ 500.00	State Grants
	<hr/>	
	\$ 95,356.20	
	<hr/>	

The Business Meeting of the Olentangy Local Board of Education was called to order at the Olentangy Administrative Office – Berlin Room by K. O'Brien, president at 6:35 p.m.

Roll Call: Dr. K. Daberkow, present; B. Lester, present; K. O'Brien, present; M. Patrick, present; Dr. L. Wyse, present

Pledge of Allegiance

Approve M. Patrick moved, Dr. L. Wyse seconded to approve the agenda for the
Agenda February 10, 2022 Regular Board of Education Meeting
22-111

Vote: M. Patrick, yes; Dr. L. Wyse, yes; Dr. K. Daberkow, yes; B. Lester, yes;
K. O'Brien yes. Motion carried.

Presentations

A. Auditor of State Award with Distinction Presentation—Victoria
Huebner, Central Regional Liaison for Auditor of State Keith Faber

Board President's Report

Superintendent's Report

Treasurer's Report

Public Participation Session

Coleman, Mike – Possible Litigation

Houze, Robyn – Student Well-being Questionnaire

King, Janine – School Handbook

Grubb, Charles – Reading

Hanson, Amy – LGBTQ Acceptance at School

Knight, Monica – Mask Mandate

Everett, Sheryl - Masks

Supt. B. Lester moved, M. Patrick seconded; to approve Superintendent

Action Action Items A – E

Items

22-112 Vote: B. Lester, yes; M. Patrick, yes; Dr. K. Daberkow, yes; Dr. L. Wyse, yes;
K. O'Brien, yes. Motion carried

M. Patrick moved, B. Lester seconded; to approve Superintendent Action Items
F – G

Vote: M. Patrick, yes; B. Lester, yes; Dr. K. Daberkow, Abstained; Dr. L. Wyse, yes;
K. Obrien, yes. Motion carried

A. Specific Human Resource Items—Certified Staff

1. Approve certified positions paid through memorandum billing

Employee Name	Position/Location		Total Days/ Hours/SessionsPer Hour		Salary Total
Home Instruction					
Dobozy, Lisa A	Instructor	WRES	40.00	\$ 25.00	\$ 1,000.00
Lillie, Tracy L.	Instructor	WRES	40.00	\$ 25.00	\$ 1,000.00
Sievert Wagner, Amy L.	Instructor	WRES	40.00	\$ 25.00	\$ 1,000.00

2. Approve supplemental contract employment for the 2022-2023 school year/season, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records and receipt of all other necessary documentation. Employment also is specifically conditioned on and subject to the activity/season occurring, with proration in the event of partial performance as determined by the administration and the supplemental committee

Bartholomew, Kurtis W., Olentangy High School, Fall Season, Head Football Coach, Group 1, Step 12 at \$9,639 total

3. Approve supplemental contract employment for the 2021-2022 school year/season, specifically conditioned on and subject to successful background checks, receipt, and final administrative review of all application records and receipt of all other necessary documentation. Employment also is specifically conditioned on and subject to the activity/season occurring, with proration in the event of partial performance as determined by the administration and the supplemental committee

Supplemental Area	Location	Coach / Advisor	Group	Step	Amount	Season
Baseball						
Boys Head Baseball Coach	OLHS	Brenning, Ty R.	2	15	\$7,400.00	Spring
Boys Asst Baseball Coach	OLHS	Cimaglia, Michael R.	3/4 of 4	9	\$4,080.75	Spring
Boys Asst Baseball Coach	OLHS	Michael, Zachary A.	1/2 of 4	6	\$2,394.00	Spring
Boys Asst Baseball Coach	OLHS	Yoakam, Jarod L.	3/4 of 4	4	\$3,264.75	Spring
Track						
Girls Asst Track Coach	OHS	Cheyunski, Madison S.	4	1	\$3,700.00	Spring
Girls Asst Track Coach	OOMS	Labbie, Michelle L.	7	0	\$2,176.00	Spring
Boys Head Track Coach	OSMS	Fuchs, Samuel M.	6	4	\$3,482.00	Spring
Girls Head Track Coach	OSMS	Wolfe, Jordyn M.	6	1	\$2,829.00	Spring

4. Approve pupil activity supervisor supplemental contract employment for the 2021-2022 school year/season, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records and receipt of all other necessary documentation. Employment also is specifically conditioned on and subject to the activity/season occurring, with proration in the event of partial performance as determined by the administration and the supplemental committee

Supplemental Area	Location	Coach / Advisor	Group	Step	Amount	Season
Baseball						
Boys Asst Baseball Coach	OLHS	Comer, Cameron J.	1/4 of 4	0	\$870.50	Spring
Boys Asst Baseball Coach	OLHS	Onate, James A.	3/4 of 4	8	\$3,917.25	Spring
Boys Asst Baseball Coach	OLHS	Brenning, Robert L.	4	37	\$5,659.00	Spring
Boys 8th Gr Head Baseball	OHMS	Whitson, Ross W.	6	1	\$2,829.00	Spring
Boys 8th Gr Head Baseball	OSMS	Bee, Thomas L.	6	4	\$3,482.00	Spring
Boys 7th Gr Head Baseball	OSMS	Graf, Richard	6	0	\$2,612.00	Spring
Faculty Manager						
Faculty Manager	OHMS	Burgan, Donna	1/2 of 5	9	\$2,503.00	Spring
Faculty Manager	OHMS	Nobile, Connie L.	1/2 of 6	0	\$1,306.00	Spring
Lacrosse						
Boys Asst Lacrosse Coach	OHS	Camacho, Samuel R.	4	2	\$3,918.00	Spring
Boys Asst Lacrosse Coach	OHS	Drabek, Alexander C.	4	2	\$3,918.00	Spring
Boys Asst Lacrosse Coach	OLHS	Mcdonald, Bryan T.	1/2 of 4	9	\$2,720.50	Spring
Boys Asst Lacrosse Coach	OLHS	Sharp, Joshua D.	4	7	\$5,006.00	Spring
Girls Asst Lacrosse Coach	OHMS	Newcomb, Richard B.	7	1	\$2,394.00	Spring
Boys Head Lacrosse Coach	OLMS	Sutton, Michael W.	6	0	\$2,612.00	Spring
Boys Head Lacrosse Coach	OSMS	Webb, Kevin L.	6	8	\$4,353.00	Spring
Boys Asst Lacrosse Coach	OSMS	Webb, Matt	7	0	\$2,176.00	Spring
Girls Head Lacrosse Coach	OSMS	Joliat, Jessyca N.	6	6	\$3,918.00	Spring
Girls Asst Lacrosse Coach	OSMS	Henry, Robert	7	6	\$3,482.00	Spring
Asst Lacrosse Coach Vol	OSMS	Henry, Andi	N/A	N/A	\$	Spring
Softball						
Girls Asst Softball	OLHS	Thompson, Angela L.	4	15	\$5,659.00	Spring
Girls Asst Softball Coach	OOHS	Raphael, Alexandra G.	4	0	\$3,482.00	Spring
Girls 7th Gr Head Softball	OSMS	Brehm, Elizabeth R.	6	0	\$2,612.00	Spring
Tennis						
Boys Head Tennis Coach	OLHS	Tolentino, Adrian B.	4	5	\$4,571.00	Spring
Track						
Asst Track Coach Vol	OBHS	Beggrow, Shalen R.	N/A	N/A	\$	Spring
Girls Asst Track Coach	OHS	Cheek, Embrye A.	4	3	\$4,135.00	Spring
Asst Track Coach Vol	OLHS	Campo, Shawn X.	N/A	N/A	\$	Spring
Girls Head Track Coach	OHMS	Johnson, Elizabeth J.	6	1	\$2,829.00	Spring
Girls Asst Track Coach	OHMS	Kelley, Kristen T.	7	0	\$2,176.00	Spring
Girls Asst Track Coach	OHMS	Maufort, Brittany L.	1/2 of 7	0	\$1,088.00	Spring
Boys Asst Track Coach	OSMS	Cornelius, Jason	7	1	\$2,394.00	Spring
Volleyball						
Boys Asst VB Coach/Vol	OBHS	Meeks, Garrett A.	N/A	N/A	\$	Spring
Boys Asst Volleyball Coach	OHS	Hirzel, Shelby L.	4	1	\$3,700.00	Spring
Boys Asst VB Coach/Vol	OHS	Hirzel, Dylan Z.	N/A	N/A	\$	Spring

B. Specific Human Resource Items—Classified Staff

1. Accept, with regret, the following classified resignations:

Heilman, Cynthia L., Orange High School, Food Service Worker, effective February 2, 2022

Clark, Jodie L., Transportation, Driver, effective February 28, 2022

2. Approve classified employment for the 2021-2022 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:

Akkaya, Dilek, Berkshire Middle School, Food Service Worker, effective January 26, 2022

Hurst, Shawn, District, Custodian — First Shift, Floater, effective January 25, 2022

Karnofel, Sienna M., District, Custodian — First Shift, Floater, effective January 25, 2022

Moree, Christy, Arrowhead Elementary School, Food Service Worker, effective January 28, 2022

Osborne, Jeffrey, District, Custodian — First Shift, Floater, effective January 25, 2022

Smith, Jennifer, Orange High School, Intervention Aide, effective February 11, 2022

Sparks, Cameron, Berkshire Middle School, Custodian, effective January 25, 2022

Ward, Michele L., Liberty Middle School, Building Secretary, effective January 25, 2022

3. Approve classified substitute workers for the 2021-2022 school years, specifically conditioned on and subject to successful background checks, receipt, and final administrative review of all application records, and receipt of all other necessary documentation

Jennifer Belinger

Meredith Day

Aura Gonzalez

Marcia Libertini

Taylor Sweet

Jessica Turner

Gordon Travis

Amy Weaver

Brandi Wilder

- C. Approve purchase from DC TS for replacement classroom devices for interactive classroom displays, wall and mobile mounts in the amount of \$336,340
- D. Approve a temporary easement to The Board of Delaware County Commissioners on district owned land at Berlin High School for the purpose of roadway expansion work in the amount of \$1.00
- E. Approve a Warranty Deed Agreement with The Board of Delaware County Commissioners for district owned land at Berlin High School for the purpose of roadway expansion work in the amount of \$1.00
- F. Approve both a temporary easement and an easement agreement with The Board of Delaware County Commissioners on district owned land at Liberty High School for the purpose of installing a multi-use pathway along the Home Road/Sawmill Parkway roadway systems in the amount of \$1.00
- G. Approve both a temporary easement and an easement agreement with The Board of Delaware County Commissioners on district owned land at Indian Springs Elementary School for the purpose of installing a multi-use pathway along the Home Road roadway system

Executive Session 22-113 Dr. K. Daberkow moved, Dr. L Wyse seconded to enter into executive session at 7:38 p.m. as permitted by Section 121.22(G)(1) of the Ohio Revised Code, to consider the employment of public employees

Vote: Dr. K. Daberkow, yes; Dr. L. Wyse, yes; B. Lester, yes; M. Patrick, yes; K. O'Brien, yes. Motion Carried

Executive Session adjourned at 9:44 p.m.

Adjourn 22-114 Dr. L. Wyse moved, Dr. K. Daberkow seconded that the business meeting of the Olentangy Local School District Board of Education be adjourned at 9:46 p.m.

Vote: Dr. L. Wyse, yes; Dr. K. Daberkow, yes; B. Lester, yes; M. Patrick yes; K. O'Brien, yes. Motion carried.

Kevin O'Brien, President

Emily Hatfield, Treasurer

Certificate Section 5705.412, Ohio Revised Code

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

Treasurer

Superintendent of Schools

President, Board of Education

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

Roll Call: Dr. K. Daberkow, present; B. Lester, present; K. O’Brien, present; M. Patrick, present; Dr. L. Wyse, present

Pledge of Allegiance

Approve B. Lester moved, M. Patrick seconded to approve the agenda for the
Agenda February 24, 2022 Regular Board of Education Meeting
22-115

Vote: B. Lester, yes; M. Patrick, yes;; Dr. K. Daberkow, yes; Dr. L. Wyse, yes
K. O’Brien yes. Motion carried.

Board President’s Report

Presentations

A. Summer Programming—Vince DeTillio, Director of Curriculum; Marty Arganbright,
Director of Pupil Services Erica Boone, Gifted Supervisor

B. Literature Review—Dr. Kristin Bourdage, Assistant Director of Secondary Curriculum

Superintendent’s Report

Treasurer’s Report

Public Participation Session

Cook, Sarah – Mask Mandate & Board meeting Behavior

Coleman, Mike – Board Policy

Forrest, Casey – Literacy Review

Treasurer Dr. L. Wyse moved, B. Lester seconded; to approve Treasurer

Action Action Items A – E

Items

22-116 Vote: Dr. L Wyse, yes; B. Lester, yes; Dr. K. Daberkow, yes; M. Patrick, yes;
K. O’Brien, yes. Motion carried

A. Approve financials for December 2021 and January 2022

B. Approve Amended FY22 Appropriations at the Fund Level

C. Approve board meeting minutes for January 27, 2022

D. Approve donations

1. \$500.00 Replacement of equipment and uniforms @ Hyatts MS Athletic Dept.
From: ZEP Cat Enterprises LLC
To: Olentangy Local Schools
2. \$500.00 Replacement of equipment and uniforms @ Hyatts MS Athletic Dept.
From: Shawn and Darci Wagner
To: Olentangy Local Schools
3. \$1,000.00 LTE storage shed
From: Olentangy Liberty Tree PTO
To: Olentangy Local Schools
4. \$3,769.15 for Supplemental Coaching Position
From: Olentangy Liberty Athletic Boosters
To: Olentangy Local Schools
5. \$4,271.65 for Supplemental Softball Coaching Position
From: Olentangy Liberty Athletic Boosters
To: Olentangy Local Schools

E. Approve estimated rates and revenue as certified by the Delaware County Auditor

Supt. M. Patrick moved; Dr. K. Daberkow seconded to approve the following
Action Superintendent Action Items A – H
Items
22-117 Vote: M. Patrick, yes; Dr. K. Daberkow, yes; B. Lester, yes; Dr. L Wyse, yes;
K. O'Brien, yes. Motion carried

A. Specific Human Resource Items—Certified Staff

1. Accept, with regret, for the purpose of retirement, the following certified resignation:
Bradbury, Karen M., Alum Creek Elementary School, Grade 4, effective at the end of the 2021-2022 school year
2. Accept the following supplemental resignations:
Fredriksen, Hannah E., Liberty Middle School, Spring Season, Girls Assistant Lacrosse Coach, Full Contract

Miley, Edward L., Hyatts Middle School, Spring Season, Boys 7th Grade Baseball Coach, Full Contract

Ramey, Brent A., Orange High School, Spring Season, Boys Assistant Track Coach, One-Half Contract

3. Approve certified Wednesday/Saturday School Instructors at \$50 per occurrence paid through memorandum billing for the 2021-2022 school year:

Koons, Amy M., Hyatts Middle School

Thompson, Jana L., Hyatts Middle School

4. Approve certified positions paid through memorandum billing

Employee Name	Position	Location	Total Days/ Hours/SessionsPer Hour		Salary Total
Academic Success					
Mason, Karen E.	Instructor	HES	40.00	\$ 25.00	\$ 1,000.00
Extracurricular Support					
Turner, Allison L.	Instructor	OHMS	4.00	\$ 25.00	\$ 100.00
Home Instruction					
Stamm, Lindsay N.	Instructor	OASIS	36.00	\$ 25.00	\$ 900.00
Turner, Allison L.	Instructor	OHMS	15.00	\$ 25.00	\$ 375.00
Wilson, Amanda L.	Instructor	OMES	50.00	\$ 25.00	\$ 1,250.00
Resilient Learners Book Study					
Arie, Diana C.	Instructor	JCES	1.00	\$	\$ 400.00
Spinosi, Rebecca J.	Instructor	JCES	1.00	\$	\$ 400.00
Summer School Academy 2022 (SSA '22)					
Fisher, Brent A.	APEX Math Inst	OHS	1.00	\$	\$ 2,662.00
Malinowski, Maureen R.	APEX Math Inst	OHS	1.00	\$	\$ 2,662.00
Stamm, Lindsay N.	APEX Math Inst	OASIS	1.00	\$	\$ 2,662.00
Heiman, Deborah K.	APEX Sci & SS Inst	OASIS	1.00	\$	\$ 2,662.00
Thuchowski, Tracy A.	APEX Sci & SS Inst	OASIS	1.00	\$	\$ 2,662.00
Boden, Martin E.	Schoology Eng Ins	OA	1.00	\$	\$ 2,662.00
Cable, Kelly A.	Schoology Eng Ins	OOHS	1.00	\$	\$ 2,662.00
McCleary, Amanda S.	Schoology Eng Ins	OA	1.00	\$	\$ 2,662.00
Taliani, Anthony V.	Schoology Eng Ins	OOHS	1.00	\$	\$ 2,662.00
Vitale, Gina A.	Schoology Eng Ins	OASIS	1.00	\$	\$ 2,662.00
Duy, Katie E.	Schoology Health & PE	OOHS	1.00	\$	\$ 2,662.00
Frye, Ginger D.	Schoology Health & PE	OOHS	1.00	\$	\$ 2,662.00
Fuchs, Samuel M.	Schoology Health & PE	OHS	1.00	\$	\$ 2,662.00
Lewis, Jennifer L.	Schoology Health & PE	OBHS	1.00	\$	\$ 2,662.00
Mohr, Drew K.	Schoology Health & PE	OLHS	1.00	\$	\$ 2,662.00
Nossaman, Greg C.	Schoology Health & PE	OLHS	1.00	\$	\$ 2,662.00

5. Approve supplemental contract employment for the 2021-2022 school year/season, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records and receipt of all other necessary documentation. Employment also is specifically conditioned on and subject to the activity/season occurring, with proration in the event of partial performance as determined by the administration and the supplemental committee

Supplemental Area	Location	Coach / Advisor	Group	Step	Amount	Season
Athletic Director						
Athletic Director	OLMS	Cikach, Nathaniel S.	1/3 of 4	1	\$1,221.00	Spring
Athletic Director	OLMS	Longley, Matthew W.	1/3 of 4	1	\$1,221.00	Spring
Baseball						
8th Grade Baseball Coach	OBMS	Little, Tyler D.	6	8	\$4,353.00	Spring
8th Grade Baseball Coach	OLMS	Longley, Matthew W.	6	12	\$4,788.00	Spring
Drama						
Drama Director	OBHS	Gibbons, Erin C.	4	11	\$5,659.00	Spring
Drama Director	OHS	McReynolds, Anna E.	4	0	\$3,482.00	Spring
Drama Director	OLHS	Skrovan, Daniel J.	4	23	\$5,659.00	Spring
Drama Asst Director	OLHS	Huber, Jane E.	7	14	\$4,353.00	Spring
Drama Technical Director	OLHS	Skrovan, Daniel J.	9	13	\$2,394.00	Spring
Drama Director	OOHS	Swain-Abrams, Cathy D.	4	14	\$5,659.00	Spring
Drama Instrumental Director	OOHS	Cox, Ishbah	10	15	\$1,306.00	Spring
Drama Technical Director	OOHS	Zech, Bradley A.	9	0	\$1,306.00	Spring
Lacrosse						
Boys Head Lacrosse Coach	OBHS	Alexander, Dominique C.	2	8	\$6,965.00	Spring
Boys Asst Lacrosse Coach	OBHS	Fannin, Scott B.	4	6	\$4,788.00	Spring
Boys Asst Lacrosse Coach	OBHS	Moss, Jacob A.	4	15	\$5,659.00	Spring
Softball						
Girls Asst Softball Coach	OLHS	Koke, Kelsey L.	4	1	\$3,700.00	Spring
8th Grade Softball Coach	OLMS	Emery, Erin E.	6	5	\$3,700.00	Spring
8th Grade Softball Coach	OSMS	Stoan, Krista M.	6	4	\$3,482.00	Spring
Track						
Boys Asst Track Coach	OHS	Vitale, Gina A.	1/2 of 4	4	\$2,176.50	Spring
Asst Track Coach Volunteer	OLHS	Gilbert, Jamie M.	N/A	N/A	\$	Spring
Girls Head Track Coach	OBMS	Murphy, Spencer M.	6	6	\$3,918.00	Spring
Girls Asst Track Coach	OSMS	Hecker, Rachel A.	7	2	\$2,612.00	Spring
Washington DC 8th Grade Trip						
Washington DC Chaperone	OBMS	Ebersole, Jennifer A.	11	9	\$827.00	Spring
Washington DC Chaperone	OBMS	Emrich, Justin D.	11	11	\$871.00	Spring
Washington DC Chaperone	OBMS	Kelley, Jessica G.	11	0	\$435.00	Spring
Washington DC Chaperone	OBMS	Mccord, Gavin J.	11	0	\$435.00	Spring
Washington DC Chaperone	OBMS	Tressel, Mark D.	11	0	\$435.00	Spring
Washington DC Chaperone	OBMS	Tweedy, Rachel K.	11	0	\$435.00	Spring
Washington DC Chaperone	OBMS	Whiteside, Jeffrey L.	11	6	\$696.00	Spring
Washington DC Volunteer	OBMS	Barone, Angela M.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Boroff, Holly P.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Callif, Holly M.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Farrow, Catherine B.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Gallagher, April E.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Harris, Allison C.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Hoehn, Amanda N.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Macko, Jill E.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Milligan, Heather A.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Rinehart, Christine N.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Scheetz, Jennifer V.	N/A	N/A	\$	Spring
Washington DC Volunteer	OBMS	Smith, Travis H.	N/A	N/A	\$	Spring
Weight Training						
Weight Training Coordinator	OBHS	Brooks, Ryan P.	5	10	\$5,223.00	Spring

6. Approve pupil activity supervisor supplemental contract employment for the 2021-2022 school year/season, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records and receipt of all other necessary documentation. Employment also is specifically conditioned on and subject to the activity/season occurring, with proration in the event of partial performance as determined by the administration and the supplemental committee

Supplemental Area	Location	Coach / Advisor	Group	Step	Amount	Season
Performing Arts Chaperone						
Performing Arts Chap/Vol	OLHS	Stewart, Matthew J.	N/A	N/A	\$	All Year
Swimming						
Asst Swim Coach	OLHS	Phillips, Daniel S.	3/4 of 6	8	\$3,264.75	Winter
Baseball						
Boys Asst Baseball Ch/ Vol	OLHS	Brown, Brandon S.	N/A	N/A	\$0.00	Spring
Boys 7th Grade Baseball Coach	OHMS	Roskovich, Chad R.	6	6	\$3,918.00	Spring
Boys 7th Grade Baseball Coach	OLMS	Natale, Brandon D.	6	3	\$3,265.00	Spring
Drama						
Drama Technical Director	OBHS	Gibbons, Douglas A.	9	3	\$1,632.00	Spring
Drama Asst Director	OHS	Smith, Timothy E.	7	7	\$3,700.00	Spring
Drama Choreographer	OHS	Smith, Sydney R.	8	6	\$2,394.00	Spring
Drama Instrumental Director	OHS	Domer, Tyler A.	10	5	\$1,088.00	Spring
Drama Technical Director	OHS	Curtis, Brandon P.	9	4	\$1,741.00	Spring
Drama Choreographer	OLHS	Gress, Cassandra	8	7	\$2,503.00	Spring
Drama Asst Director	OOHS	Braniger, Meredith K.	7	10	\$4,353.00	Spring
Drama Asst Director	OOHS	Gray, Brian C.	7	0	\$2,176.00	Spring
Drama Choreographer	OOHS	Fark-EI-Masri, Tracy L.	8	16	\$2,829.00	Spring
Drama Choreographer	OOHS	Simpson, Quianna L.	8	0	\$1,741.00	Spring
Drama Technical Director	OOHS	Rogers, Gregory W.	9	6	\$1,959.00	Spring
Lacrosse						
Boys Asst Lacrosse Coach	OBHS	Waldeck, Steven E.	4	1	\$3,700.00	Spring
Asst Lacrosse Coach Volunteer	OBHS	Milisauljevich, Matt E.	N/A	N/A	\$	Spring
Boys Asst Lacrosse Coach	OHS	Azzarello, Chris	4	2	\$3,918.00	Spring
Boys Head Lacrosse Coach	OBMS	Zingery, Matthew M.	6	0	\$2,612.00	Spring
Asst Lacrosse Coach Volunteer	OLMS	McDonnell, Thomas B.	N/A	N/A	\$	Spring
Softball						
Girls 8th Grade Softball Coach	OBMS	Sarbaugh, Jerry G.	6	4	\$3,482.00	Spring
Girls 7th Grade Softball Coach	OBMS	Gwyer, David K.	6	1	\$2,829.00	Spring
Girls 8th Grade Softball Coach	OHM	Slmholz, Jeffrey M.	6	0	\$2,612.00	Spring
Girls 7th Grade Softball Coach	OHMS	McCann, Jennifer J.	6	0	\$2,612.00	Spring
Girls 7th Grade Softball Coach	OLMS	Quisenberry, Belinda L.	6	14	\$4,788.00	Spring
Tennis						
Boys Asst Tennis Coach Volunteer	OLHS	Taegel, Kevin D.	N/A	N/A	\$	Spring
Track						
Boys Head Track Coach	OHS	Whalen, Kenneth E.	2	12	\$7,400.00	Spring
Boys Asst Track Coach	OHS	Cheek, Paul A.	4	13	\$5,659.00	Spring
Boys Asst Track Coach	OHS	Worthington, Keith	4	3	\$4,135.00	Spring
Boys Asst Track Coach	OLHS	Brean, Patrick E.	1/2of4	4	\$2,176.50	Spring
Volleyball						
Boys Asst Volleyball Coach	OOHS	Conkling, Caley R.	4	0	\$3,482.00	Spring
Washington DC 8th Grade Trip						
Washington DC Chaperones/Vol	OBMS	Ames, Tiffany	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Coverdale, Tonja	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Eckard, Justin	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Ellis, Wendy	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Genovesi, Elaina C.	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Genovesi, Giglio	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Koon, Lindley	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Loveland, Amy	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Loveland, Peter	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Mcclellan, Lasheta	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Torlone, Colleen	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Walder, Aaron	N/A	N/A	\$	Spring
Washington DC Chaperones/Vol	OBMS	Walder, Hollie	N/A	N/A	\$	Spring

B. Specific Human Resource Items—Classified Staff

1. Accept, with regret, for the purpose of retirement, the following classified resignations:

Edwards, Brenda K., Transportation, Driver, effective June 1, 2022

Hausman, Candace G., Wyandot Run Elementary School, Building Secretary, effective June 30, 2022

Schueren, Anne P., Wyandot Run Elementary School, Office Aide, effective June 30, 2022

2. Accept, with regret, the following classified resignations:

Brooks, Cameron, Shanahan Middle School, Intervention Aide, effective February 23, 2022

Jude, Tennis, Transportation, Driver, effective February 25, 2022

Perkins, Melissa, Liberty High School, Intervention Aide, effective February 14, 2022

3. Approve classified employment for the 2021-2022 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:

Smith, Jennifer L., Orange High School, Intervention Aide, effective February 25, 2022

4. Approve classified substitute workers for the 2021-2022 school years, specifically conditioned on and subject to successful background checks, receipt, and final administrative review of all application records, and receipt of all other necessary documentation

Nadira Latif
Catherine Maxwell
Dan Ritzerr

- C. Approve senior(s) for graduation, pending certification of completion of all district, state, and local requirements:

Olentangy High School: **Younoszai, Elaina Grace**

Orange High School: **Campbell, Isaac Davis; Wilcox, Larson Michael**

- D. Approve student overnight and out-of-town trips

School	Beginning Date	Return	Days Missed	No. of Volunteers	Event	Location	Transportation	# of Students
OOHS	2/24/2022	2/25/2022	1	0	OHSAA Swim Championship	Canton, OH	Parents	2-7
OSMS	5/23/2022	5/26/2022	4	14	Washington, D.C. Trip	Washington, D.C	Charter Bus	255
OHS	8/27/2022	8/28/2022	0	4	Girls Soccer	Toledo, OH	Parents	20
OHS	9/16/2022	9/18/2022	0	6	Girls Soccer	Louisville, KY	Charter Bus	40

- E. Declare transportation as impractical for students in accordance with the Resolution Impractical Transportation approved by the Board of Education on November 29, 2005

Student	Grade	Parent	School Attending
Bartholomew, Emily	K	Kristin Poldemann	Worthington Christian
Bolton, Bo	K	Kiley Bolton	Delaware Christian
Bourgeois, Elise	7	Tran Bourgeois	Worthington Christian
Bourgeois, Tori	7	Tran Bourgeois	Worthington Christian
Bourgeois, Evie	7	Tran Bourgeois	Worthington Christian

<u>Student (cont.)</u>	<u>Grade</u>	<u>Parent</u>	<u>School Attending</u>
Burns, William	K	Ashley Burns	Delaware Christian
Chinful, John	K	Judith Asiedu Chinful	Tree of Life
Georges, Delaney	3	Clarissa Georges	Genoa Christian Academy
Hayden, Joshua	K	Jerry Robinson	Tree of Life
Jagankumar, Dharshvik	K	Jagankumar Sundararaj	Cornerstone Academy
Jagankumar, Deekshaaya	4	Jadgankumar Sundararaj	Cornerstone Academy
Kastle, Anthony	5	Felicia Kulich	Delaware Christian
Kastle, Elizabeth	3	Felicia Kulich	Delaware Christian
Krupovlyansky, Gregory	K	Valeriya Poltavchenko	The Learning Spectrum
Kulich, Felicia	3	Felicia Kulich	Delaware Christian
Kusumo, Edeline	K	Monica Kok	Tree of Life
Kusumo, Cristen	5	Monica Kok	Tree of Life
Kwon, Soonah	2	Kelly Kwon	Genoa Christian Academy
Leverette, Hadassah	9	Shawn Leverette	Worthington Christian
Novosel, Keira	8	Amanda Novosel	Genoa Christian Academy
Rider, Caleb	9	Loretta Rider	Worthington Christian
Rode, Chelsea	K	Alicia Rode	Genoa Christian Academy
Rode, Baylor	3	Alicia Rode	Genoa Christian Academy
Sheryl, Jeana	5	Jerry Robinson	Tree of Life
Stewart, Tyler	6	Karrie Stewart	Tree of Life
Stewart, Molly	9	Karrie Stewart	Tree of Life

- F. Approve contracts with HR Imaging Partners Inc. for district photography services for a three-year period beginning with the 2022-2023 school year
- G. Acceptance of bid and approval to enter a contract with Sheets Construction and Restoration, LLC for roof and wall repairs at Liberty High School in the amount of \$143,202.93
- H. Acceptance of bid and approval to enter a contract with Sheedy Paving, Inc. for district paving improvements totaling \$758,350

Adjourn 22-118 B. Lester moved, Dr. L. Wyse seconded that the business meeting of the Olentangy Local School District Board of Education be adjourned at 8:08 p.m.

Vote: B. Lester, yes; Dr. L. Wyse, yes; Dr. K. Daberkow, yes; M. Patrick yes; K. O'Brien, yes. Motion carried.

Kevin O'Brien, President

Emily Hatfield, Treasurer

Certificate Section 5705.412, Ohio Revised Code

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

Treasurer

Superintendent of Schools

President, Board of Education

Donations for March 24, 2022

- 1) **\$20,576.24 In memory and honor of Denise Gatts to go to the Olentangy Schools Special Olympics program**
From: Anonymous
To: Olentangy Local Schools
- 2) **\$2,512.77 for Supplemental Track Coaching Position**
From: Olentangy Liberty Athletic Boosters
To: Olentangy Local Schools
- 3) **\$5,527.75 for Supplemental Cheer Coaching Position**
From: Olentangy High Athletic Boosters
To: Olentangy Local Schools
- 4) **\$2,009.98 for Supplemental Lacrosse Coaching Position**
From: Olentangy High Athletic Boosters
To: Olentangy Local Schools
- 5) **\$10,000.00 Grant for Olentangy Special Olympics program**
From: Buffalo Wild Wings Foundation
To: Olentangy Local Schools

CERTIFIED CONTRACTS

2022-2023 School Year

Presented to the Board of Education Approval on March 24, 2022

Employee Name			Position	Location	Contract		
Last Name	First Name	MI			Effective Date	Term	Salary
Buck	Sandra	A.	Intervention Specialist	OLMS	08/15/22	1-Year	\$ 50,641.00
Garred	Mallory	M.	Intervention Specialist, SLC	LTES	08/15/22	1-Year	\$ 44,385.00
Keffer	Christian	B.	English Language Learners	OOHS	08/15/22	1-Year	\$ 50,475.00
Williams	Alexis	T.	Intervention Specialist, SLC	OOHS	08/15/22	1-Year	\$ 46,709.00

CERTIFIED NEW TEACHER ACADEMY STIPEND PAID THROUGH MEMORANDUM BILLING
2022-2023 School Year

Presented to the Board of Education Approval on March 24, 2022

Last Name	First Name	MI
Buck	Sandra	A.
Garred	Mallory	M.
Keffer	Christian	B.
Williams	Alexis	T.

CERTIFIED POSITION(S) PAID THROUGH MEMORANDUM BILLING
2021-2022 School Year
Presented to the Board of Education for Approval on March 24, 2022

Employee			Position	Building	Courses / Sessions	Days	Hours	Salary	
Last Name	First Name	MI						Per Hour	Total
Home Instruction									
Durbin	Kristin	E.	Instructor	FTES	0.00	0.00	55.00	\$ 25.00	\$ 1,375.00
Snoke	Elizabeth	A.	Instructor	OOMS	0.00	0.00	80.00	\$ 25.00	\$ 2,000.00
Stuller	Kathleen	A.	Instructor	OHS	0.00	0.00	15.00	\$ 25.00	\$ 375.00
Summer ELL 2022 (June 27-July 21, 2022)									
Lather	Julie	A.	Administrative Liaison	OCES	2.00	0.00	0.00	\$ -	\$ 4,000.00
Summer Enrichment Experience 2022 (June 6-16, 2022)									
Fanning	Casie	R.	Visual Arts	ISES	2.00	0.00	0.00	\$ -	\$ 3,000.00
Smtih	Randall	V.	OLSD Ninja	OBHS	2.00	0.00	0.00	\$ -	\$ 3,000.00

SUPPLEMENTAL CONTRACTS

2021-22 School Year

Presented to the Board of Education for Approval on March 24, 2022

Supplemental Area	Location	Coach / Advisor			Contract			
		Last Name	First Name	Middle	Group	Step	Amount	Season
Elementary Advisors								
Elementary Enrichment Advisor	AES	Dittman	Rebecca	S.	1/2 of 8	0	\$ 870.50	All Year
Elementary Enrichment Advisor	AES	Travis	Sarah	M.	1/2 of 8	8	\$ 1,306.00	All Year
Music								
Elementary Music Enrichment	HES	Conner	Emily	K.	11	0	\$ 435.00	All Year
Elementary Music Enrichment	HES	Minnecci	Katie	M.	11	13	\$ 871.00	All Year
Elementary Music Enrichment	WRES	Wellman	Sarah	J.	11	5	\$ 653.00	All Year
Baseball								
Boys 8th Grade Baseball Coach	OOMS	Johnson	Joshua	L.	6	0	\$ 2,612.00	Spring
Lacrosse								
Girls 8th Grade Lacrosse Coach	OBMS	Moss	Jacob	A.	6	15	\$ 4,788.00	Spring
Volleyball								
Boys Volleyball Bus Volunteer	OHS	Gutierrez	Jamie	M.	N/A	N/A	\$ -	Spring
Washington, DC Trip Chaperones								
Washington, DC Trip Chaperone	OHMS	Benesh	Charles	F.	11	7	\$ 740.00	Spring
Washington, DC Trip Chaperone	OHMS	Dieckmann	Kristen	P.	11	3	\$ 566.00	Spring
Washington, DC Trip Chaperone	OHMS	Fike	Jordan	E.	11	0	\$ 435.00	Spring
Washington, DC Trip Chaperone	OHMS	Hite	Kimberly	J.	11	2	\$ 522.00	Spring
Washington, DC Trip Chaperone	OHMS	Moss	Jacob	A.	11	4	\$ 609.00	Spring
Washington, DC Trip Chaperone	OHMS	Muntean	Nicole	V.	11	2	\$ 522.00	Spring
Washington, DC Trip Chaperone	OHMS	Ortman	Kristen	M.	11	4	\$ 609.00	Spring
Washington, DC Trip Chaperone	OHMS	Slusser	Ann	K.	11	3	\$ 566.00	Spring
Washington, DC Trip Chaperone	OHMS	Turner	Justin	F.	11	8	\$ 784.00	Spring
Washington DC Trip Volunteer	OHMS	Brinton	Mckenna	C.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Byard	Melissa	M.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Imbrogno	Jason	M.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Kern	Tami	R.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Meyer	Elizabeth	A.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Nicolosi	Richard	A.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Polhemus	Eric	J.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Thompson	Jana	L.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Vicars	Jessica	N.	N/A	N/A	\$ -	Spring
Washington DC Trip Volunteer	OHMS	Voss	Samantha	J.	N/A	N/A	\$ -	Spring
Washington, DC Trip Chaperone	OSMS	Browning	Kyleigh	L.	11	6	\$ 696.00	Spring
Washington, DC Trip Chaperone	OSMS	Grimes	Melissa	J.	11	2	\$ 522.00	Spring
Washington, DC Trip Chaperone	OSMS	Luttrell	Thomas	J.	11	9	\$ 827.00	Spring
Washington, DC Trip Chaperone	OSMS	Mylander	Zack	C.	11	3	\$ 566.00	Spring
Washington, DC Trip Chaperone	OSMS	Ralph	Ashlee	M.	11	14	\$ 871.00	Spring
Washington, DC Trip Chaperone	OSMS	Ramey	Brent	A.	11	1	\$ 479.00	Spring
Washington, DC Trip Chaperone	OSMS	Ross	Chelsea	R.	11	5	\$ 653.00	Spring
Washington, DC Trip Chaperone	OSMS	Stoan	Krista	M.	11	0	\$ 435.00	Spring
Washington, DC Trip Chaperone	OSMS	Sydnor	Amara	L.	11	0	\$ 435.00	Spring
Washington, DC Trip Chaperone	OSMS	Withrow	Katrinna	R.	11	0	\$ 435.00	Spring
Washington, DC Trip Chaperone	OSMS	Ward	Rebecca	A.	11	3	\$ 566.00	Spring

PUPIL ACTIVITY SUPERVISOR CONTRACTS

2021-22 School Year

Presented to the Board of Education for Approval on March 24, 2022

Supplemental Area	Location	Coach / Advisor			Contract			
		Last Name	First Name	Middle	Group	Step	Amount	Season
Advisors								
Yearbook Advisors	OLMS	Shiner	Sally	J.	1/2 of 11	0	\$ 217.50	All Year
Baseball								
Asst Baseball Coach Volunteer	OOMS	Eichel	Shawn		N/A	N/A	\$ -	Spring
Drama								
Asst Director	OBHS	Clingo	Geoffrey	C.	7	2	\$ 2,612.00	Spring
Choreographer	OBHS	Grimm	Shabonne	M.	8	3	\$ 2,068.00	Spring
Faculty Manager								
Faculty Manager	OHS	Ballmer Jr.	John	C.	1/2 of 4	0	\$ 1,741.00	Spring
Faculty Manager	OLHS	Shope	Greg	A.	1/2 of 4	9	\$ 2,720.50	Spring
Lacrosse								
Boys Asst Lacrosse Coach	OBHS	Hibbitts	Brandon	H.	1/2 of 4	0	\$ 1,741.00	Spring
Boys Asst Lacrosse Coach	OBHS	Milisaulevich	Matthew	E.	1/2 of 4	0	\$ 1,741.00	Spring
Boys Asst Lacrosse Coach	OBHS	Petrone	Joshua	S.	4	0	\$ 3,482.00	Spring
Girls Asst Lacrosse Coach	OBMS	Pizzino	Daniel	W.	1/2 of 7	0	\$ 1,088.00	Spring
Boys Asst Lacrosse Coach	OOMS	Natalie	Justin	M.	7	0	\$ 2,176.00	Spring
Track								
Asst Track Coach	OLHS	Brean	Patrick	E.	1/2 of 4	4	\$ 2,176.50	Spring
Volleyball								
Boys Volleyball Bus Volunteer	OHS	Sharp	Sarah		N/A	N/A	\$ -	Spring
Washington, DC Trip Chaperones								
Washington, DC Trip Chaperone	OHMS	Burgan	Donna	A.	11	6	\$ 696.00	Spring
Washington, DC Trip Volunteers								
Washington, DC Trip Volunteers	OLMS	Daron-Withkowski	Kimberly	A.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OLMS	Gresham	Carrie	M.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OLMS	Parulkar	Sachin	S.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Balas	Zachary	W.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Boyd	Kristen	S.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Bradshaw	Adam	W.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Cathers	Kirsten	A.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Chandna	Jalaj		N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Geiger	Andrea	J.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Hennegan	Stephanie	J.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Keller	Amy	L.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Koon	Dennis	J.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Mellis	Brent	C.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Mitchell	Kelly	J.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Quisenberry	Mark	W.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Richeson	Jason	R.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Schuler	Dean	A.	N/A	N/A	\$ -	Spring
Washington, DC Trip Volunteers	OSMS	Ulrich	Nicole	S.	N/A	N/A	\$ -	Spring

Fee Description	2021-22 Approved Fee	2022-23 Proposed Fee	Comments/ Fee Change Rationale
Math, Science, Language Arts, and Social Studies	\$22.00	\$22.00	No change
Art	\$8.00	\$8.00	No change
Optional Summer Opportunity			
Summer Enrichment Experience (SEE 21) Grades 1-5	\$125 per course	\$125.00	No change

Grade / Fee Description	2021-22 Approved Fee	2022-23 Proposed Fee	2022-23 Change
Sixth Grade Fees			
Agenda Book	\$6.00	\$6.00	No change
Art	\$12.00	\$12.00	No change
R/LA Paperbacks/Materials	\$15.00	\$15.00	No change
Science	\$3.00	\$3.00	No change
Seventh Grade Fees			
Agenda Book	\$5.00	\$5.00	No change
Life Skills Mod Tech	\$10.00	\$10.00	No change
Mod Tech	\$9.00	\$9.00	No change
R/LA Paperbacks/Materials	\$20.00	\$20.00	No change
Science	\$3.00	\$3.00	No change
Eighth Grade Fees			
Agenda Book	\$5.00	\$5.00	No change
R/LA Paperbacks/Materials	\$20.00	\$20.00	No change
Science	\$3.00	\$3.00	No change
Activities			
Athletics (per sport)	\$80.00	\$80.00	No change
Co-curricular and Extra-curricular Activities (per activity or sport)	\$25.00	\$25.00	No change

Grade / Fee Description	2021-22 Approved	2022-23 Proposed Fee	2022-23 Change
Electives			
Band Book (Grade 6, 7, 8)	\$11.00	11.00	No change
School Instrument Usage / Cleaning / Maintenance	\$20.00	\$20.00	No change
Percussion Book (Grades 6, 7, 8)	\$16.00	\$16.00	No change
Ceramics	\$12.00	\$12.00	No change
Drawing	\$10.00	\$10.00	No change
Global Gourmet I	\$15.00	\$15.00	No change
Global Gourmet II	\$17.00	\$17.00	No change
Language I Workbook/Materials	\$22.25	\$22.25	No change
Painting	\$10.00	\$10.00	No change
Sculpture	\$12.00	\$12.00	No change
Woods	\$20.00	\$20.00	No change
Art A	\$10.00	\$10.00	No change
Art B	\$12.00	\$12.00	No change
Choir	\$7.00	\$7.00	No change
Strings	\$11.00	\$11.00	No change
Mod Tech	\$9.00	\$9.00	No change
Optional Summer Opportunity			
Summer Enrichment Experience – Grades 6-8	\$125 per course	\$125 per course	No change

OLENTANGY SCHOOLS

2022-23 HIGH SCHOOL PROPOSED FEES

GRADES 9-12

Presented to the Board of Education on March 24, 2022.

Course Number	Course Name	2021-22 Approved Fee	2022-23 Proposed Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
02110	Art I	\$30.00	\$30.00				\$30.00	--
02210	Ceramics I	\$50.00	\$50.00				\$50.00	--
02220	Ceramics II	\$50.00	\$50.00				\$50.00	--
02240	Ceramics III	\$50.00	\$50.00				\$50.00	--
02280IS	Ceramics IS	\$65.00	\$65.00				\$65.00	--
02230	Sculpture I	\$40.00	\$40.00				\$40.00	--
02260	Sculpture II	\$50.00	\$50.00				\$50.00	--
02261	Sculpture III	\$50.00	\$50.00				\$50.00	--
02270IS	Sculpture IS	\$65.00	\$65.00				\$65.00	--
02310	3-D Modeling & Animation I	\$35.00	\$35.00				\$35.00	--
02320	3-D Modeling & Animation II	\$40.00	\$40.00				\$40.00	--
02330	3-D Modeling & Animation III	\$40.00	\$40.00				\$40.00	--
02360IS	3-D Modeling & Animation Advanced Studies	\$65.00	\$65.00				\$65.00	--
02410	Drawing I	\$40.00	\$40.00				\$40.00	--
02420	Drawing II	\$40.00	\$40.00				\$40.00	--
02430	Drawing III	\$50.00	\$50.00				\$50.00	--
02440IS	Drawing IS	\$65.00	\$65.00				\$65.00	--
02510	AP Art History	\$140.00	\$15.00	\$100.00	\$25.00		\$140.00	--
02610	Jewelry & Metals I	\$50.00	\$50.00				\$50.00	--
02620	Jewelry & Metals II	\$65.00	\$65.00				\$65.00	--
02630	Jewelry & Metals III	\$65.00	\$65.00				\$65.00	--
02650IS	Jewelry & Metals Advanced Studies	\$65.00	\$65.00				\$65.00	--
02710	Painting I	\$50.00	\$50.00				\$50.00	--
02720	Painting II	\$50.00	\$50.00				\$50.00	--
02730	Painting III	\$50.00	\$50.00				\$50.00	--
02750IS	Painting IS	\$65.00	\$65.00				\$65.00	--
02810	Photography I	\$55.00	\$55.00				\$55.00	--
02820	Photography II	\$65.00	\$65.00				\$65.00	--
02821	Photography III	\$65.00	\$65.00				\$65.00	--
02870IS	Photography IS	\$65.00	\$65.00				\$65.00	--
02830	Digital Art & Design	\$45.00	\$45.00				\$45.00	--
02831	Digital Art & Design II	\$45.00	\$45.00				\$45.00	--
02832	Digital Art & Design III	\$45.00	\$45.00				\$45.00	--
02860IS	Digital Art & Design Advanced Studies	\$65.00	\$65.00				\$65.00	--
	Fine Arts Independent Study/Credit Flex	\$55.00	\$55.00				\$55.00	--
03750	Entrepreneurship	\$25.00	\$25.00				\$25.00	--
03810	Accounting	\$29.00			\$29.00		\$29.00	--
03840	Business Foundations	\$3.00	\$3.00				\$3.00	--
03860	Business Technology	\$5.00	\$5.00				\$5.00	--
03890	International Business/Econ	\$3.00	\$3.00				\$3.00	--
03930	Marketing Applications	\$75.00	\$75.00				\$75.00	--

Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY SCHOOLS

2022-23 HIGH SCHOOL PROPOSED FEES

GRADES 9-12

Presented to the Board of Education on March 24, 2022.

Course Number	Course Name	2021-22 Approved Fee	2022-23 Proposed Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
03940	Integrated Marketing Communications	\$75.00	\$75.00				\$75.00	--
05510	AP English Literature/Comp	\$119.00		\$100.00	\$19.00		\$119.00	--
05520	AP Language and Composition	\$134.00	\$15.00	\$100.00	\$19.00		\$134.00	--
05530	AP Seminar	\$190.00	\$45.00	\$145.00			\$190.00	--
05540	AP Research	\$190.00	\$45.00	\$145.00			\$190.00	--
05880	Etymology	\$17.66			\$17.66		\$17.66	--
05910	Introduction to Journalism	\$10.00	\$10.00				\$10.00	--
05910A	Broadcast and Video	\$10.00	\$10.00				\$10.00	--
05920	Newspaper Journalism	\$25.00				\$25.00	\$25.00	--
05930	Advanced News Journalism	\$25.00				\$25.00	\$25.00	--
05940	Yearbook Journalism	\$25.00				\$25.00	\$25.00	--
05950	Acting	\$15.00	\$15.00				\$15.00	--
05970	Stagecraft	\$25.00	\$25.00				\$25.00	--
05990	Introduction to Theater	\$15.00	\$15.00				\$15.00	--
05991	Theater Seminar	\$25.00	\$25.00				\$25.00	--
06110	French I	\$24.25			\$24.25		\$24.25	--
06120	French II	\$24.25			\$24.25		\$24.25	--
06130	French III	\$24.00			\$24.00		\$24.00	--
06140	French IV	\$23.00			\$23.00		\$23.00	--
06210	German I	\$17.00			\$17.00		\$17.00	--
06220	German II	\$17.00			\$17.00		\$17.00	--
06230	German III	\$18.00			\$18.00		\$18.00	--
06240	German IV	\$24.00			\$24.00		\$24.00	--
06310	Spanish I	\$15.00			\$15.00		\$15.00	--
06320	Spanish II	\$21.00			\$21.00		\$21.00	--
06330	Spanish III	\$22.00			\$22.00		\$22.00	--
06340	Spanish IV	\$40.00			\$40.00		\$40.00	--
06510	AP Spanish	\$178.00		\$100.00	\$78.00		\$178.00	--
06520	AP German	\$124.00		\$100.00	\$24.00		\$124.00	--
06520F	AP French	\$170.00		\$100.00	\$70.00		\$170.00	--
08110	Physical Education	\$5.00	\$5.00				\$5.00	--
08110DE	Lifetime Fitness I and II	\$75.00				\$75.00	\$75.00	--
08210	Health	\$5.00	\$5.00				\$5.00	--
08810	Conditioning and Weight Training	\$5.00	\$5.00				\$5.00	--
08810A	Conditioning and Weight Training	\$5.00	\$5.00				\$5.00	--
10810	CAD I	\$15.00	\$15.00				\$15.00	--
10820	CAD II	\$25.00	\$25.00				\$25.00	--
10860IS	CAD Adv. Studies	\$30.00	\$30.00				\$30.00	--
10830	Architectural Drafting	\$20.00	\$20.00				\$20.00	--
10830IS	Arch. Drafting Adv. Studies	\$30.00	\$30.00				\$30.00	--
10840	Engineering I	\$25.00	\$25.00				\$25.00	--
10850	Engineering II	\$30.00	\$30.00				\$30.00	--

Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY SCHOOLS

2022-23 HIGH SCHOOL PROPOSED FEES

GRADES 9-12

Presented to the Board of Education on March 24, 2022.

Course Number	Course Name	2021-22 Approved Fee	2022-23 Proposed Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
10910	Basic Wood Tech Does not include wood for individual projects.	\$25.00	\$25.00				\$25.00	--
10920	Intermediate Wood Tech Does not include wood for individual projects.	\$25.00	\$25.00				\$25.00	--
10930	Advanced Wood Tech Does not include wood for individual projects.	\$30.00	\$30.00				\$30.00	--
10940	Home Maintenance	\$30.00	\$30.00				\$30.00	--
11510	AP Calculus AB	\$125.00		\$100.00	\$25.00		\$125.00	--
11520	AP Calculus BC	\$125.00		\$100.00	\$25.00		\$125.00	--
11530	AP Statistics	\$130.00		\$100.00	\$30.00		\$130.00	--
11540	AP Computer Science	\$125.00		\$100.00	\$25.00		\$125.00	--
11550	AP Computer Science Principles	\$125.00		\$100.00	\$25.00		\$125.00	--
12510	AP Music Theory	\$161.01		\$100.00	\$61.01		\$161.01	--
12810	Concert/Marching Band	\$39.01	\$5.00		\$9.01	\$25.00	\$39.01	--
12811	Marching Flag Corp	\$25.00				\$25.00	\$25.00	--
12812	Concert Band	\$39.01	\$5.00		\$9.01	\$25.00	\$39.01	--
12814	Marching Band	\$39.01	\$5.00		\$9.01	\$25.00	\$39.01	--
12820	Jazz Band	\$39.01	\$5.00		\$9.01	\$25.00	\$39.01	--
12830	Orchestra	\$47.01			\$22.01	\$25.00	\$47.01	--
12830B	Orchestra (Bass/Cello)	\$45.00	\$45.00				\$45.00	--
12860	Performance Ensemble	\$20.00	\$20.00				\$20.00	--
12870	Music Theory	\$16.00	\$16.00				\$16.00	--
12910	Bass Chorus	\$46.01			\$21.01	\$25.00	\$46.01	--
12920	Treble Chorus	\$46.01			\$21.01	\$25.00	\$46.01	--
12930	Advanced Select Choir	\$49.01			\$24.01	\$25.00	\$49.01	--
12940	Concert Choir	\$49.01			\$24.01	\$25.00	\$49.01	--
12950	Show Choir	\$25.00				\$25.00	\$25.00	--
12960	Ensemble Choir	\$44.01			\$19.01	\$25.00	\$44.01	--
13110	Physical Science	\$7.50	\$7.50				\$7.50	--
13115	Honors Physical Science	\$7.50	\$7.50				\$7.50	--
13210	Biology	\$15.00	\$15.00				\$15.00	--
13215	Honors Biology	\$15.00	\$15.00				\$15.00	--
13310	Chemistry	\$10.00	\$10.00				\$10.00	--
13315	Honors Chemistry	\$10.00	\$10.00				\$10.00	--
13410	Physics	\$15.00	\$15.00				\$15.00	--
13413	Conceptual Physics	\$15.00	\$15.00				\$15.00	--
13510	AP Biology	\$155.00	\$40.00	\$100.00	\$15.00		\$155.00	--
13520	AP Chemistry	\$140.00	\$20.00	\$100.00	\$20.00		\$140.00	--
13530	AP Physics	\$140.00	\$15.00	\$100.00	\$25.00		\$140.00	--
13550	AP Physics I	\$145.00	\$15.00	\$100.00	\$30.00		\$145.00	--
13540	AP Environmental Science	\$160.00	\$35.00	\$100.00	\$25.00		\$160.00	--
13810	Anatomy and Physiology	\$30.00	\$30.00				\$30.00	--
13820	CP Earth Science	\$7.50	\$7.50				\$7.50	--

Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY SCHOOLS

2022-23 HIGH SCHOOL PROPOSED FEES

GRADES 9-12

Presented to the Board of Education on March 24, 2022.

Course Number	Course Name	2021-22 Approved Fee	2022-23 Proposed Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
13830	Forensics and Genetics	\$25.00	\$25.00				\$25.00	--
15510	AP US Government	\$118.00		\$100.00	\$18.00		\$118.00	--
15520	AP US History	\$120.00		\$100.00	\$20.00		\$120.00	--
15530	AP European History	\$125.00		\$100.00	\$25.00		\$125.00	--
15540	AP Macroeconomics The workbook fee is charged only once for either Micro or Macro. The AP exam fee applies to each course.	\$150.00		\$100.00	\$50.00		\$150.00	--
15550	AP Microeconomics The workbook fee is charged only once for either Micro or Macro. The AP exam fee applies to each course.	\$150.00		\$100.00	\$50.00		\$150.00	--
15560	AP Psychology	\$118.00		\$100.00	\$18.00		\$118.00	--
15570	AP World History	\$125.00		\$100.00	\$25.00		\$125.00	--
19010	Modified Arts *Inclusive of Modified Music and Visual Arts.	\$25.00	\$25.00				\$25.00	--
19691	Practical Daily Living (S1,S2,YR)	\$25.00	\$25.00				\$25.00	--
19055	SLC English 9	\$22.00	\$22.00				\$22.00	--
19056	SLC English 10	\$22.00	\$22.00				\$22.00	--
19057	SLC English 11	\$22.00	\$22.00				\$22.00	--
19058	SLC English 12	\$22.00	\$22.00				\$22.00	--
19112	SLC Math 9	\$20.00	\$20.00				\$20.00	--
19113	SLC Math 10	\$20.00	\$20.00				\$20.00	--
19114	SLC Math 11	\$20.00	\$20.00				\$20.00	--
19115	SLC Math 12	\$20.00	\$20.00				\$20.00	--
19231	SLC Career Lab	\$25.00	\$25.00				\$25.00	--
19410	SLC Social Studies 9	\$20.00	\$20.00				\$20.00	--
19152	SLC Social studies 10	\$20.00	\$20.00				\$20.00	--
19153	SLC Social Studies 11	\$20.00	\$20.00				\$20.00	--
19154	SLC Social Studies 12	\$20.00	\$20.00				\$20.00	--
19132	SLC Science 9	\$20.00	\$20.00				\$20.00	--
19133	SLC Science 10	\$20.00	\$20.00				\$20.00	--
19134	SLC Science 11	\$20.00	\$20.00				\$20.00	--
19135	SLC Science 12	\$20.00	\$20.00				\$20.00	--
19235	Independent Living Skills	\$25.00	\$25.00				\$25.00	--
19940	SLC Home Maintenance	\$20.00	\$20.00				\$20.00	--
19950	SLC Engineering I	\$25.00	\$25.00				\$25.00	--
23880	Design	\$30.00	\$30.00				\$30.00	--
23810	Food For Fitness	\$35.00	\$35.00				\$35.00	--
23820	Human Relationships	\$10.00	\$10.00				\$10.00	--
23840	On Your Own	\$20.00	\$20.00				\$20.00	--
23871	Post-Secondary Planning-College & Career	\$15.00	\$10.00		\$5.00		\$15.00	--
23890	Cultural Cuisine	\$40.00	\$40.00				\$40.00	--
23910	Mentorship I	\$30.00	\$30.00				\$30.00	--
23920	Mentorship II	\$10.00	\$10.00				\$10.00	--

Fees may differ by building but will not exceed the approved dollar amounts.

OLENTANGY SCHOOLS

2022-23 HIGH SCHOOL PROPOSED FEES

GRADES 9-12

Presented to the Board of Education on March 24, 2022.

Course Number	Course Name	2021-22 Approved Fee	2022-23 Proposed Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
23930	Service Learning	\$10.00	\$10.00				\$10.00	--
23940	Teacher Academy	\$35.00	\$35.00				\$35.00	--

Olentangy Academy: STEM and Related Programs

Course Number	Course Name	2021-22 Approved Fee	2022-23 Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
10860	Engineering Design	\$40.00	\$40.00				\$40.00	--
10861	Engineering Principles	\$45.00	\$45.00				\$45.00	--
10862	Advanced Engineering	\$65.00	\$65.00				\$65.00	--
10863	Engineering Capstone	\$40.00	\$40.00				\$40.00	--
13110STEM	Physical Science	\$7.50	\$7.50				\$7.50	--
13115STEM	Honors Physical Science	\$7.50	\$7.50				\$7.50	--
13210STEM	Biology	\$15.00	\$15.00				\$15.00	--
13215STEM	Honors Biology	\$15.00	\$15.00				\$15.00	--
13310STEM	Chemistry	\$10.00	\$10.00				\$10.00	--
13315STEM	Honors Chemistry	\$10.00	\$10.00				\$10.00	--
13910	Medical Interventions	\$65.00	\$65.00				\$65.00	--
13920	Biomedical Innovation	\$50.00	\$50.00				\$50.00	--
19231ACT	ACT (Academy for Community Transition)	\$30.00	\$30.00				\$30.00	--
23910STEM	Senior Mentorship	\$40.00	\$40.00				\$40.00	--

Other Fees

Course Number	Course Name	2021-22 Approved Fee	2022-23 Fees					2022-23 Change
			Supplies	AP Test	Print/Digital Materials	Pay to Participate	Total	
99999	APEX online courses	\$210.00				\$210.00	\$210.00	--
99999	Schoology online courses (per course)	\$210.00				\$210.00	\$210.00	--
99999	SEE 22 (per course)	\$125.00				\$125.00	\$125.00	--
99999	Athletics (per sport)	\$80.00				\$80.00	\$80.00	--
99999	Art Club	\$25.00				\$25.00	\$25.00	--
	College and Career Readiness Program	\$8.00	\$8.00				\$8.00	--
	Fall, Winter, Spring Play I (each)	\$25.00				\$25.00	\$25.00	--
	Fall, Winter, Spring Play II (each)	\$25.00				\$25.00	\$25.00	--
	In The Know Team	\$25.00				\$25.00	\$25.00	--
	Senior Fee	\$55.00	\$55.00				\$55.00	--
	Student Handbook	\$6.00			\$6.00		\$6.00	--
	Parking Permit Fee	\$35.00				\$35.00	\$35.00	--

Fees may differ by building but will not exceed the approved dollar amounts.

PRESCHOOL HANDBOOK

2022-2023



OLETANGY SCHOOLSSM
Flourish Here.

Presented to the Board of Education on March 24, 2022.

OLENTANGY SCHOOLS

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

BOARD OF EDUCATION

Mr. Kevin O'Brien	Board President
Dr. LaKesha Wyse	Board Vice President
Dr. Kevin Daberkow	Board Member
Mr. Brandon Lester	Board Member
Mrs. Mindy Patrick	Board Member

PRESCHOOL LOCATIONS

Alum Creek Elementary
2515 Parklawn Drive
Lewis Center, OH 43035

Arrowhead Elementary
2385 Hollenback Road
Lewis Center, OH 43035

Delaware Area Career Center
4565 Columbus Pike
Delaware, OH 43015

Indian Springs Elementary
3828 Home Road
Powell, OH 43065

Shale Meadows Elementary
4458 North Road
Lewis Center, OH 43035

Shanahan Preschool
814 Shanahan Road
Lewis Center, OH 43035

Wyandot Run Elementary
2800 Carriage Road
Powell, OH 43065

Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISTRICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	2
ONLINE ACCESS TO STUDENT INFORMATION	2
SCHOOL CLOSINGS AND DELAYS	2
PRESCHOOL SPECIFIC CLOSING AND DELAY INFORMATION	3
ATTENDANCE	4
PRESCHOOL SCHOOL HOURS	4
EXCUSED ABSENCES	4
UNEXCUSED ABSENCES	5
ILLNESS WHILE AT SCHOOL	5
WITHDRAWAL FROM SCHOOL	5
CODE OF CONDUCT	6
IMPORTANT NOTICE	6
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	6
DRESS CODE	6
CAFETERIA RULES	7
PLAYGROUND RULES	7
BEHAVIOR MANAGEMENT	8
PRESCHOOL MANDATORY HEAD COUNT PROCEDURES	9
TRANSPORTATION	10
STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT	13
PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS	13
SCREENING	13
ASSESSMENTS/PROGRESS REPORTS	13
EQUITY AND INCLUSION PROGRAM	14
HEALTH AND SAFETY	15
HEALTH REGULATIONS	15
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES	15
DISTRICT SAFETY PLAN	16
HEALTH SCREENINGS	16
CLINIC VISIT PROCEDURES – SICK OR INJURED AT SCHOOL	16
MEDICAL CONCERNS AND FIRST AID	16
PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE	16
STAY SAFE. SPEAK UP!	17
GENERAL INFORMATION	18
COPYRIGHT INFRINGEMENT	18
FOOD SERVICE	18
PHOTOS AND PUBLICATION	18
RELEASE OF STUDENT RECORDS	19
VALUABLE PERSONAL PROPERTY	19

INTRODUCTION

FOREWORD

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Olentangy. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all preschool through 12th grade students. The preschool specific handbook was written to address the requirements of the Ohio Department of Education as it pertains to the Preschool Program Rules Chapter 3301- Administrative Code 1-12 and to comply with program standards for Step Up To Quality. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or a preschool administrator. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website.

MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

VISION STATEMENT

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

DISTRICT INFORMATION SOURCES

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

- Website – [Regularly visit the district's website](#). The website offers a wealth of information about Olentangy, including building information, district policies, school closings and delays, registration, top news, the district strategic plan and learning standards. For preschool news and information, go to Our Schools and select Preschool.
- Email Notification System – Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the [Email Notification System](#) webpage.
- Calling System – Parent/guardian calling, email and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the [Back-to-School Forms and PowerSchool Update Instructions](#).
- Social Media – Follow the district on the following social media channels: [Facebook](#), [Twitter](#), [Instagram](#), and [Linkedin](#).
- Mobile App – The district's free mobile app makes it easy to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The Olentangy Schools app is available for download for iPhone and Android users in the app store (iTunes, Google Play).

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This ~~District~~ district provides an equal educational opportunity for all students. The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

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

Jaclyn Roscoe

Asst. Director of Pupil Services-Preschool

Jaclyn_Roscoe@olsd.us

740-657-4346

~~Mikela Thomas~~ To be Announced

Assistant Director of Equity and Inclusion

~~—— Mikela_Thomas@olsd.us~~

~~740-657-5068~~

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

Furthermore, Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

ONLINE ACCESS TO STUDENT INFORMATION

When applicable, parents can access student lunch account and transportation information via their PowerSchool account.

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted on [the district website](#). Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, local television stations (Channels 4, 6, 10 and 28), radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550), and the district's mobile app. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

PRESCHOOL SPECIFIC CLOSING AND DELAY INFORMATION

In the event of a two-hour delay, all morning preschool classes are canceled. Afternoon preschool classes will be held at their scheduled time, including afternoon phonology classes. Extended day preschool classes will operate on a two-hour delay. In the event of a school closure, all preschool classes are canceled.

ATTENDANCE

Attendance as a preschool peer model or a student with special needs is not compulsory and therefore, attendance cannot be required for a child ~~ages~~ 3 through 5 years of age. When a child is enrolled in preschool, it is at the discretion of the parent or guardian. At any time, a parent can decide to withdraw a student from school and discontinue the child's participation in the preschool program. Preschool peers should refer to the Tuition Agreement regarding the terms of attendance and withdrawing.

It is important to note that regular attendance enables children to receive the maximum benefits of participating in the preschool program. Late arrival/early dismissal and/or irregular attendance prohibit children from participation in all aspects of the preschool curriculum. Absences for preschool students must be coded as excused or unexcused.

PRESCHOOL SCHOOL HOURS

Preschool Building	Morning	Afternoon	Extended D -day	Phonology Class
Alum Creek	9:00 - 11:40 a.m.	1:00 - 3:40 p.m.	N/A	N/A
Arrowhead*	9:15 - 11:55 a.m.	1:15 - 3:55 p.m.	9:15 a.m. - 2:10 p.m.	N/A
Indian Springs	9:00 - 11:40 a.m.	1:00 - 3:40 p.m.	N/A	N/A
Preschool at DACC	8:00 - 10:40 a.m.	11:50 a.m. - 2:25 p.m.	N/A	N/A
Shale Meadows*	9:15 - 11:55 a.m.	1:15 - 3:55 p.m.	9:15 a.m. - 2:10 p.m.	N/A
Shanahan PS*	9:00 - 11:40 a.m.	1:00 - 3:40 p.m.	N/A	12:00 or 1:45 p.m.
Wyandot Run*	9:15 - 11:55 a.m.	1:15 - 3:55 p.m.	9:15 a.m. - 2:10 p.m.	N/A

*½-day SLC Locations

The parent or guardian is to notify the preschool receptionist at 740-657-4360 option 1 if his/her child is absent unless the parent has given previous notification of the absence. When applicable, the receptionist will contact transportation about the student absence as well. If an extended absence is planned, parents should send a note or email to the teacher indicating the dates the student will be absent and the reason for the absences.

EXCUSED ABSENCES

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

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

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

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

UNEXCUSED ABSENCES

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

ILLNESS WHILE AT SCHOOL

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

WITHDRAWAL FROM SCHOOL

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

When applicable, you must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

CODE OF CONDUCT

Olentangy Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student Conduct).

IMPORTANT NOTICE

Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

DRESS CODE

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

The following are guidelines for students:

1. Shoes must be worn at all time and should be safe for the school environment.
2. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
3. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
4. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.

5. Head coverings are only permitted for religious or medical purposes, unless approved by an administrator.
6. Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

CAFETERIA RULES

Limited preschool programming offers preschool during lunch hours. When applicable, preschool staff are in the lunch room providing supervision and to support students with learning the following common courtesies for school lunch time

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat.

Students may use designated restrooms during lunches.

PLAYGROUND RULES

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

1. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar, profane, or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
2. Running is not permitted when entering or leaving the building.
3. All items brought from home must be checked with classroom teachers before they are allowed on the playground.
4. The throwing of stones, snowballs, dirt, etc. is never permitted.
5. There is to be no fighting or rough games that include tackling, pushing, or shoving.
6. Swings, slides and other playground equipment are used only in a safe manner.
7. Students are not to retrieve balls or other items that go outside the playground.
8. Students are not to run through or otherwise disrupt someone else's game.

BEHAVIOR MANAGEMENT

Olentangy Preschool staff seeks to design supportive environments that guide students toward increasingly responsible and appropriate behavior. Behavior is best addressed through use of a system of positive behavior supports. Positive behavior interventions are a way to reduce challenging behaviors by increasing desirable behaviors through prevention, positive consequences, and the teaching of appropriate behaviors. Use of a system of positive behavior support can help to establish a climate in which positive, desired behavior is the norm. Use of a positive behavior support system will establish the social and behavioral supports students need to grow and excel.

Methods of discipline include, but are not limited to the following positive behavior support strategies:

Establish a clear set of expectations.

- Teach children expectations.
- Remind children of expected behaviors immediately before an activity.
- Consistently reinforce children who follow expectations.
- Use of visual cues for behavior.
- Teach, re-teach and practice social skills.
- Use stories about the social skills and behaviors that are desired.
- Determine the function of the behavior and teach an appropriate replacement.
- When necessary, develop behavior intervention plans for students in need of individualized behavior and social support.

As required for all preschool programs licensed by the Ohio Department of Education, Olentangy Preschool's methods of discipline apply to all persons on the premises and shall be restricted as follows:

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use, and food shall not be used as a reward for behavior.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

PRESCHOOL MANDATORY HEAD COUNT PROCEDURES

Both teacher and assistant are responsible for knowing the number of students present at any given point in the day.

1. Anytime the class travels from one environment to another, a staff member needs to be in front of the students and one needs to be behind the students. Most choose to use a line, but a line is not required. The staff member in the front is responsible for leading the group and the staff member in the back is responsible for making sure all students remain together as they travel from one environment to the next.
2. When traveling as a class and making any transition between environments, students should be counted before leaving one environment and upon arrival to another. For example: When using the restroom, students will be counted before they leave the classroom and upon arrival to the restroom. Students will also be counted before leaving the restroom to return to the classroom. Students will also be counted before entering the classroom.
3. When traveling to the playground, students will be counted before leaving the classroom and when they arrive on the playground (before allowing the children to run and play). When leaving the playground, students will gather at a designated location and be counted before entering the building. Once the students have entered the building, the students must have a designated stopping point. Another count must occur once the students are in the building. Additionally, another count must occur before entering the classroom or restroom.
4. Anytime the staff divides the group, each staff member must know the number of students in their care. The staff member with that group of children must keep the children within their sight at all times. Counts must occur before leaving one environment and entering another.
5. During dismissal time, you must keep track of how many students you have as students are picked up by parents or placed on buses. Continue to subtract students from your count until all students have been dismissed from your care. For those taking students to the bus, you are responsible for making sure each child in your care has boarded the correct bus. If you are taking students to the parent pick up area, it is your responsibility to make sure all students are connected with the adult responsible for taking the child home.
6. If a child becomes separated from the group and is unsupervised, the staff member's direct supervisor must be immediately notified. In the event that the supervisor cannot be reached, another administrator must be contacted. Parents must be immediately notified of the event as well. Face-to-face contact or a telephone call is the preferred method of notice for the parent. Email or third-party notification is not preferred.

TRANSPORTATION

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

All preschool students who ride the school bus are required to wear a safety vest. Safety vests are the property of Olentangy Local Schools. The district has a process for distribution and the collection of the safety vests.

More information is available on the Preschool page of the district website.

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

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. ~~(Ohio Administrative Code 3301-83-08 C4).~~
2. Students must wait quietly in a location clear of traffic and away from the bus stop ~~(Ohio Law 3301.83.08).~~
3. Student behavior at bus stops must not threaten life, limb, or property of any individual ~~(Ohio Law 3301.83.08).~~
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area ~~(Ohio Law 3301.83.08 B6).~~
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus ~~(Ohio Law 3301.83.08 C.6).~~
6. Students must go directly to an available or assigned seat ~~(Ohio Law 3301.83.08).~~
7. Students must remain seated, keeping aisles and exits clear ~~(Ohio Law 3301.83.08).~~
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully ~~(Ohio Law 3301.83.08).~~
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons ~~(Ohio Law 3301.83.08).~~
13. Students must not throw or pass objects on, from or into the bus ~~(Ohio Law 3301.83.08).~~
14. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted ~~(Ohio Law 3301.83.08).~~
15. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.

16. Students must not extend any part of their bodies out of the bus windows ~~(Ohio Law 3301.83-08)~~.
17. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk ~~(Ohio Law 3301.83-08)~~.
18. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise ~~(Ohio Law 3301.83-08)~~.

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

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

Bus information may be found in your child's PowerSchool account approximately one week prior to the start of school.

DESIGNATED PLACE OF SAFETY

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

IF YOUR STUDENT CROSSES THE STREET TO APPROACH A BUS

MORNING PICK UP	AFTERNOON DROP OFF – CROSSOVER
1. WAIT for the bus at the designated place of safety, at least 10 feet away from the bus.	1. STOP alongside the roadway, 10 feet from the front of the bus. LOOK for the drivers hand signal.
2. WATCH for the driver's hand signal	2. STOP at the front edge of the bus. LOOK for cars: left, right, left.
3. When driver gives signal, CHECK for traffic, then walk straight across the road 10 feet away from the bus to allow the driver to see students at all times.	3. STOP at your designated place of safety.
4. ENTER bus and promptly sit in assigned seat safely.	4. WAIT for the bus to depart, then proceed to residence.

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

MORNING PICK UP	AFTERNOON DROP OFF
1. WAIT for the bus at the designated place of safety, at least 10 feet away from the roadway.	1. WALK to designated place of safety, at least 10 feet away from roadway.
2. WAIT for the bus to stop completely, door to open and for the driver's hand signal to board the bus.	2. WAIT for the bus to depart, then proceed to residence.

- | | |
|---|--|
| 3. ENTER the bus and promptly sit is <u>in</u> assigned seat safely. | |
|---|--|

STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT

PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS

INTRODUCTION

Preschool staff design and implement lessons based on Ohio's Early Learning and Development Standards and uses a variety of curriculum supports.

Ohio's Early Learning and Development Standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment, and instructional practices with young children.

The standards present a continuum of learning and development from birth to age five in each of the domains, more information can be found at the Ohio Department of Education's website under Early Childhood.

SCREENING

Peer Role Models must participate in a screening within 60 days of entrance to the preschool program. Olentangy uses a screening that requires parent input. Parents of peers will be asked to complete a screening tool and return to the teacher within the first 60 days of the child's preschool program. The teacher will discuss the outcome with parents during parent teacher conferences, a phone conference or face-to-face meeting. Any student scoring below the range expected for the age of the child will be referred for additional follow-up.

All students with special needs have participated in a Multi-Factored Evaluation prior to preschool entry and have been determined eligible for preschool special education services. No additional screening is required upon entry to school, as an evaluation has already identified areas of need for intervention. All students with special needs receive the supports and services per the child's Individualized Education Program (IEP).

ASSESSMENTS/PROGRESS REPORTS

Ongoing/ Informal Assessment

All Olentangy Preschool sites use a variety of informal assessment processes on an ongoing basis throughout the school year for all students. Ongoing assessment is the process of gathering information in the context of everyday class activities to obtain a representative picture of children's abilities and progress. Standardized tests, such as a criterion-referenced scale, that measure an individual's performance against a set of predetermined criteria or performance standards may be used by staff throughout the school year to guide instruction and curricular decisions.

State-Required Assessments for Students with Special Needs

Teachers also use information from daily interactions, observations, and curriculum-based assessment to complete the state-required assessments. Results of these assessments help the state of Ohio, the district, and preschool staff to monitor whether students in Olentangy are making progress:

Early Childhood Outcome Summary Form (COSF)
Early Learning Assessment (ELA)

Parents of students with special needs receive quarterly progress reports regarding their child's progress on IEP goals and objectives. Teachers and related service staff collect weekly data regarding the child's progress on IEP goals and objectives.

IEP Progress reports will be made available electronically to parents/guardians through the PowerSchool parent portal.

All students will receive two progress reports that will be provided electronically or in paper form, one at the end of each semester.

The parents of all students are offered the opportunity for Parent Teacher Conferences two times annually in the Fall and Spring.

EQUITY AND INCLUSION PROGRAM

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences.

Every school in our district has a diversity liaison. At the preschool level, the diversity liaison's work focuses on education for staff and families.

Starting in school-age, the diversity liaison runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are interested in becoming involved with the program or if you would like assistance in this area, please reach out to the preschool diversity liaison or contact ~~Mikela Thomas~~ (to be announced) our Assistant Director of Equity and Inclusion.

HEALTH AND SAFETY

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Parents are required by state law to fill out an Emergency Medical Authorization Form, the preschool has additional requirements to the school-age Emergency Medication Authorization Form that are indicated for the parent/guardian. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year.

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

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email notification informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the ~~District~~ district's Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the ~~District~~ district's Safety Plan our staff routinely trains on many of these procedures.

To ensure that the district has accurate contact information, please review the [Back-to-School Forms and PowerSchool Update Instructions](#) and update your account as needed.

HEALTH SCREENINGS

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

CLINIC VISIT PROCEDURES – SICK OR INJURED AT SCHOOL

If a teacher or assistant feels a preschool student is ill, they will bring the child to the clinic or request the nurse come to the classroom to have their temperature taken. If the child is ill enough, the nurse will contact the parents to come and get the child. The child will be supervised in the clinic until a parent or authorized person arrives to pick up the child. Nurses and clinic aides keep a log of all clinic visits and parent notifications.

If a child is injured, the child will be taken to the office/clinic for further determination by the office staff and/or nurse. In the case of severe illness or injury, the child will be brought directly to the office or 911 will be called.

In all cases where a student has been injured or there is an incident an OLS Student Injury Report must be completed and filed in the nurse's office and in the classroom.

MEDICAL CONCERNS AND FIRST AID

It is the desire of the School District to provide the best possible care for the students when sickness or injury occurs. It is important that there be procedures in place to outline existing practices which are aimed at providing routine care in relation to a minor injury or illness and to monitor students with chronic medical conditions or food allergies as needed to allow the student to fully participate in the academic process.

PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE

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

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

STAY SAFE. SPEAK UP!

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

GENERAL INFORMATION

COPYRIGHT INFRINGEMENT

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

FOOD SERVICE

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

Olentangy also participates in the School Breakfast Program, and the free and reduced-price program applies to breakfast as well.

Information regarding the breakfast and lunch program, including menus and prices, is available on the district website. Information can be found by selecting Food Service under the Department heading. Students may pay with cash, check or they may utilize the debit card system which allows parents to put money on their child's account in advance to pay for meals. Deposits may be made online through the Lunch and Fee Payment section of PowerSchool parent accounts. Please refer to Administrative Guideline 8500D, Meal Charge Procedures, for current charging procedures.

If your child has a medically documented food allergy/disability, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

PHOTOS AND PUBLICATION

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

CLASSROOM USE

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

BUILDING or LOCAL NEWS ORGANIZATIONS

We request permission for your child to have their picture taken or to be videotaped by school staff or local news organizations. If permission is granted, your child's picture, first name only, work product, school, grade, or program may be used in newspaper articles, television stories, brochures, website, and other promotional publication and video products.

Any online release will follow the district's Web Guidelines

- Student's first name only;
- Student photographs, accompanied by not more than the first name of the student; and

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

FAMILY ROSTER RELEASE

We request permission for your child to have his/her name, address, telephone number and parent(s) name on the class roster for distribution to other classroom parents.

Olentangy Schools often has the opportunity to film and photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Guideline 8330-Student Records include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

VALUABLE PERSONAL PROPERTY

The school will not accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

ELEMENTARY STUDENT HANDBOOK

2022-2023



OLENTANGY SCHOOLSSM
Flourish Here.

Presented to the Board of Education on March 24, 2022.

OLENTANGY SCHOOLS

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

BOARD OF EDUCATION

Mr. Kevin O'Brien	Board President
Dr. LaKesha Wyse	Board Vice President
Dr. Kevin Daberkow	Board Member
Mr. Brandon Lester	Board member
Mrs. Mindy Patrick	Board Member

ELEMENTARY SCHOOLS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISTRICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	1
ONLINE ACCESS TO STUDENT INFORMATION	2
SCHOOL CLOSINGS AND DELAYS	2
ATTENDANCE	3
ELEMENTARY SCHOOL HOURS	3
PARENTAL CONTACT REGARDING STUDENT ABSENCES	3
ABSENCES, TARDINESS, AND TRUANCY	3
EXCUSED ABSENCES	4
UNEXCUSED ABSENCES	5
ILLNESS WHILE AT SCHOOL	5
EARLY DISMISSAL OF STUDENTS	5
CO-CURRICULAR PARTICIPATION	5
SPECIAL ABSENCES	5
WITHDRAWAL FROM SCHOOL	6
CODE OF CONDUCT	7
IMPORTANT NOTICES	7
CODE OF CONDUCT VIOLATIONS	8
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	11
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	16
DRESS CODE	17
CAFETERIA RULES	18
PLAYGROUND RULES	18
DISCIPLINE OPTIONS	19
DUE PROCESS AND RIGHT OF APPEAL	20
QUESTIONING OF STUDENTS BY LAW ENFORCEMENT	21
SCHOOL'S RIGHT TO SEARCH	21
TRANSPORTATION	22
BUS RULES	22
BUS PASSES	25
CURRICULUM, INSTRUCTION, AND ASSESSMENT	26
ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION	26
SCHOOL COUNSELOR SERVICES	26
EQUITY AND INCLUSION PROGRAM	27
FIELD TRIPS	27
GIFTED SERVICES	27
LIBRARY/MEDIA CENTER	27
TECHNOLOGY USAGE POLICY	28
GRADING	33
PERFORMANCE LEVELS	33
EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH	33
REPORT CARDS	33
HEALTH AND SAFETY	34
HEALTH REGULATIONS	34
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY	35
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES	35
DISTRICT SAFETY PLAN	35

HEALTH SCREENINGS	35
HOMEBOUND INSTRUCTION	36
ILLNESS/INJURY	36
MEDICAL CONCERNS	36
NON-SMOKING / VAPING POLICY	36
PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE	36
STAY SAFE. SPEAK UP!	37
SUICIDE PREVENTION RESOURCES	37
GENERAL INFORMATION	38
COPYRIGHT INFRINGEMENT	38
FEES	38
FEE COLLECTIONS AND FEE WAIVERS	38
FOOD SERVICE	38
FUNDRAISING ACTIVITIES	39
INTRADISTRICT TRANSFERS	39
LOCKER ASSIGNMENTS	39
LOST AND FOUND	40
PARTIES	40
POSTERS / COMMUNITY ANNOUNCEMENTS	40
PROCEDURES TO RESOLVE PARENT-TEACHER DISAGREEMENTS	40
RELEASE OF STUDENTS PHOTOS AND WORK ONLINE	41
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS	41
RELEASE OF STUDENT RECORDS	42
RIDING BIKES/SCOOTERS TO SCHOOL	42
UNAUTHORIZED USE OF THE BUILDING	42
VALUABLE PERSONAL PROPERTY	43

INTRODUCTION

FOREWORD

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Olentangy. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website.

MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

VISION STATEMENT

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

DISTRICT INFORMATION SOURCES

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

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

Email Notification System – Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the [Email Notification System](#) webpage.

Calling System – Parent/guardian calling, email and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the [Back-to-School Forms and PowerSchool Update Instructions.](#)

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

Mobile App – The district's free mobile app makes it easy to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The Olentangy Schools app is available for download for iPhone and Android users in the app store (iTunes, Google Play).

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This ~~District~~-district provides an equal educational opportunity for all students. The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and

school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color or national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

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

Randy Wright	Mikela Thomas To be Announced
Chief of Administrative Services	Assistant Director of Equity and Inclusion
Randy_Wright@olsd.us	Mikela_Thomas@olsd.us
740-657-4012 <u>740-657-4050</u>	740-657-5068

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

Furthermore, Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal ~~of the building~~ or the district compliance officer.

ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the Students dropdown menu on the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments, and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool from the Parents dropdown menu on the district website.

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

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted on [the district website](#). Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, local television stations (Channels 4, 6, 10 and 28), radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550), and the district's mobile app. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

ATTENDANCE

ELEMENTARY SCHOOL HOURS

8:50 a.m. – 3:30 p.m.†

Alum Creek (ACES), Indian Springs (ISES), Oak Creek (OCES), and Scioto Ridge (SRES)

9:05 a.m. – 3:45 p.m.†

Arrowhead (AES), Cheshire (CES), Freedom Trail (FTES), Glen Oak (GOES), Heritage (HES), Johnnycake Corners (JCES), Liberty Tree (LTES), Olentangy Meadows (OMES), Shale Meadows (SMES), Tyler Run (TRES), Walnut Creek (WCES), and Wyandot Run (WRES)

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

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

PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that, within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods:

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

ABSENCES, TARDINESS, AND TRUANCY

ABSENCES AND TARDIES

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

Tardy – Students who arrive within 90 minutes of the school starting time will be considered tardy.

Half-Day Absence – Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.

Full-Day Absence – Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.

Early Departure – Students who leave within 90 minutes of the end of the day will be considered a p.m. tardy.

EXCESSIVE ABSENCES

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

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

HABITUAL TRUANCY

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

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

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

Excessive Absences and Habitual Truancy Summary Chart

	<u>Consecutive Hours</u>	<u>Hours per School Month</u>	<u>Hours per School Year</u>
<u>Excessive Absences</u>	<u>Not Applicable</u>	<u>Thirty-eight (38) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>	<u>Sixty-five (65) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>
<u>Habitual Truancy</u>	<u>Thirty (30) Hours</u> <u>Without a legitimate excuse</u>	<u>Forty-two (42) Hours</u> <u>Without a legitimate excuse</u>	<u>Seventy-two (72) Hours</u> <u>Without a legitimate excuse</u>

EXCUSED ABSENCES

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

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

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

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

UNEXCUSED ABSENCES

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

ILLNESS WHILE AT SCHOOL

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

EARLY DISMISSAL OF STUDENTS

When leaving for early dismissal, students are not allowed to wait in front of the building or to enter cars unless accompanied by a parent or guardian. These rules are necessary to ensure student safety. An authorized adult must come to the office to sign a child out. The parent or guardian must send a note each time there will be a change in a child's dismissal time or procedure. We will ask to see identification of any person we do not know and will not release a child to a babysitter, stepparent, or friend without prior authorization. We will follow the child's normal routine without a note from the parent.

CO-CURRICULAR PARTICIPATION

In order to participate in a school day practice or co-curricular activity, an elementary student must be in attendance a minimum of a half day and follow the guidance for Illness/Injury for a child. Field trips, Alternate Learning Experiences, medical/dental appointments, and special family situations may be excused by an administrator.

SPECIAL ABSENCES

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

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

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

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

- c. deny the request.

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

To be granted an Alternate Learning Experience or vacation request, the student will meet the following criteria:

1. Submit an Alternate Learning Experience/Student Vacation Application one week prior to the proposed absence;
2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

WITHDRAWAL FROM SCHOOL

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

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

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

CODE OF CONDUCT

Olentangy Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. First and foremost, the district is committed to implementing a system of Positive Behavioral Interventions and Supports (PBIS) to promote school safety and good behavior. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State, and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student Conduct).

The Board believes that students should assume responsibility for their behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students. (Policy 5600-Student Discipline)

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

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

In addition, this Code of Conduct includes 1.) Misconduct by a student that occurs off school district but is connected to activities or incidents that have occurred on school district property; and 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Furthermore, participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights (see Policies 2431 – Interscholastic Athletics and 5610.05 – Prohibition from Extra-Curricular Activities).

Violation of the Code of Conduct may result in:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor
- In-School Detention (ISD)
- Out-of-School Suspension (OSS)
- Emergency removal
- Referral to law enforcement agencies
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

IMPORTANT NOTICES

Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where

applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).

Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Video Surveillance – For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.

CODE OF CONDUCT VIOLATIONS

1. **Disruption of School** – Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation** – Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)
3. **Intimidation and / or Threats** – Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. **Use of Obscene or Discriminatory Language / Materials / Actions / Gestures** – Students shall not use obscene, vulgar, profane, or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
5. **Attendance** – No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery** – Students shall not misrepresent a signature on any document.
7. **Damage of Property** – Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Assault** – Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)

- d. Unauthorized touching, pushing, shoving, slapping, snapping and/or hands on or threats to put hands on.
- 9. Failure to Obey Instructions/Insubordination/Disrespect – No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
- 10. Dangerous Weapons and Instruments – Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Ohio Revised Code §2923.122.) Specific violations include but are not limited to:

- a. Use, possession, sale, distribution, or knowledge of a firearm
- b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
- d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
- e. Use, possession, sale, distribution, or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
- f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
- g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury.
- h. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

- i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives.
11. Narcotics, Alcoholic Beverages and Drugs – Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:
 - a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. Tobacco – Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. Theft – Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. Academic Dishonesty – Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. Driving (applicable to High School only) – Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
16. Dress Code – Refer to the Dress Code, in the Code of Conduct section.
17. Inappropriate Display of Affection – Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. Unauthorized or Unsupervised Areas – Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. Hazing (Initiations) – Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. Technology Misuse / Abuse – Computers/technology are provided for student use for teacher assigned work in courses or programs at the elementary school. Students may not use cell phones or other electronic devices, except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
21. Violation of Bus Rules – Students must follow all bus rules as outlined in the Bus Rules Code of Conduct section.
22. General Misconduct – Students shall refrain from throwing objects, being abusive, or excessively disruptive in their behavior. Respect the rights and feeling of others.
23. Gross Misconduct – Repeated violations of the Code of Conduct.
24. Other violations – Other conduct violations not covered in the above rules.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply, or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a. Definitions

- i. "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii. "Use of mood-altering chemical" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii. "Tobacco" includes any product containing tobacco or nicotine that is smoked, chewed, inhaled, or placed against the gums.
- iv. "Mood-altering chemical" includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as Betel Nut, Wite-Out, glue, toxic markers and caffeine pills. Prescription drugs are included, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as a comprehensive list.
- v. "Counterfeit controlled substance" or look-alike drug is (Ohio Revised Code §2925.01(O)) means any of the following:
 1. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 2. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed,

packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

3. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
4. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b. Jurisdiction

This policy extends to use of the above:

- i. On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii. During normal school hours, including recess, lunch and class changes, and summer school.
- iii. At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

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

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials, and the board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse, or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or ~~principal's~~ designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS' RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff, and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c. The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d. School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

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

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES – See School's Right to Search

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. The penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer

suspensions (not to exceed ten days), expulsion or other appropriate action. At the hearing, the school official may consider matters in mitigation of the routine disciplinary measures.

School officials will follow the process below when handling level II & III offenses:

- a. The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
- b. Parents will be notified immediately and the student may be removed from classes or the school event.
- c. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d. Parents will consult with the principal or ~~the principal's~~ designee.

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

- Tobacco/Vaping
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- Level I Drug & Alcohol Offense
Possession, use or application of any mood-altering chemical, as defined above
- Level II Drug & Alcohol Offense
Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco/Vaping Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	One day In-School Detention	Ten days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation
Second Offense	Three days In-School Detention	Ten days Out of School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation
Third and Subsequent Offenses	Five days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation

Suspension/Discipline Reduction Options

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

10. SELF-REFERRAL

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

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

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

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

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

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to board policy 5517, 5517.01. The District's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.

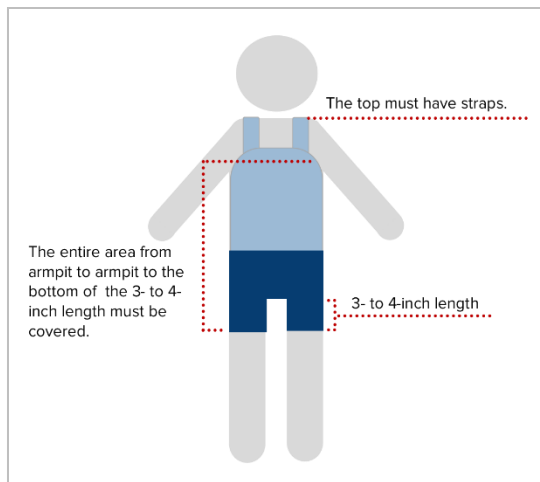
The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

DRESS CODE

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

The following are guidelines for students:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.



2. Shoes must be worn at all times and should be safe for the school environment.
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
4. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
5. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
6. Head coverings are only permitted for religious or medical purposes, unless approved by a principal.
7. Accessories featuring spikes or other sharp or dangerous objects are prohibited.
8. Elementary students are not permitted to carry book bags, backpacks, and/or other large bags during the school day. These bags are to be stored in the student's locker or an appropriate designated area.

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

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

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

Students may use designated restrooms during lunches.

PLAYGROUND RULES

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

1. Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar, profane, or discriminatory language or gestures. Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
2. Running is not permitted when entering or leaving the building.

3. All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones, pagers and electronic games or devices are not allowed on the playground.
4. The throwing of stones, snowballs, dirt, etc. is never permitted.
5. There is to be no fighting or rough games that include tackling, pushing, or shoving.
6. Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
7. Students are not to retrieve balls or other items that go outside the playground without staff permission.
8. Students are not to run through or otherwise disrupt someone else's game.

DISCIPLINE OPTIONS

DETENTION

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

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

LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period. Cafeteria privileges for that day are lost.

IN-SCHOOL DETENTION (ISD)

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.
4. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.

4. Students may not attend any school functions, home or away, while serving ~~OSS~~ Out-of-School Suspension.
5. Students serving ~~OSS~~ Out-of-School Suspension may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school, unless an exception is made by the school administrator.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal, or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

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

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

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

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to eighty (80) school days, and in some cases for an entire year. Expulsions may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an ~~out-of-school-suspension~~ Out-of-School Suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

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

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

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

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

SCHOOL'S RIGHT TO SEARCH

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

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

TRANSPORTATION

BUS RULES

Notice to students: The use of video and audio surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director.

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

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. ~~(Ohio Administrative Code 3301-83-08 C4).~~
2. Students must wait quietly in a location clear of traffic and away from the bus ~~stop (Ohio Law 3301.83.08).~~
3. Student behavior at bus stops must not threaten life, limb, or property of any individual ~~(Ohio Law 3301.83.08).~~
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area ~~(Ohio Law 3301.83.08 B6).~~
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus ~~(Ohio Law 3301.83.08 C.6).~~
6. Students must go directly to an available or assigned seat ~~(Ohio Law 3301.83.08).~~
7. Students must remain seated, keeping aisles and exits clear ~~(Ohio Law 3301.83.08).~~
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully ~~(Ohio Law 3301.83.08).~~
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.

12. Students must not use profane or abusive language ~~(Ohio Law 3301.83.08)~~.
13. Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons ~~(Ohio Law 3301.83.08)~~.
14. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device. (Ohio ~~Law~~ Administrative Code 3301.83.08 and Ohio Revised Code §2151.87).
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student ~~(Ohio Law 3301.83.08)~~.
16. Students must not throw or pass objects on, from or into the bus ~~(Ohio Law 3301.83.08)~~.
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted ~~(Ohio Law 3301.83.08)~~.
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows ~~(Ohio Law 3301.83.08)~~.
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk ~~(Ohio Law 3301.83.08)~~.
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise ~~(Ohio Law 3301.83.08)~~.

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

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

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

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions are:

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

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public.

Some examples are:

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

Recommended Consequences for Level I & II Bus Rules Infractions

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

FOLLOW-UP COMMUNICATION

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

SPECIAL MESSAGE TO PARENTS OF KINDERGARTEN AND FIRST GRADE STUDENTS

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

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

DESIGNATED PLACE OF SAFETY

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

IF YOUR STUDENT CROSSES THE STREET TO APPROACH A BUS

MORNING PICK UP	AFTERNOON DROP OFF – CROSSOVER
1. WAIT for the bus at the designated place of safety, at least 10 feet away from the bus.	1. STOP alongside the roadway, 10 feet from the front of the bus. LOOK for the drivers hand signal.
2. WATCH for the driver's hand signal	2. STOP at the front edge of the bus. LOOK for cars: left, right, left.
3. When driver gives signal, CHECK for traffic, then walk straight across the road 10 feet away from the bus to allow the driver to see students at all times.	3. STOP at your designated place of safety.
4. ENTER bus and promptly sit in assigned seat safely.	4. WAIT for the bus to depart, then proceed to residence.

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

MORNING PICK UP	AFTERNOON DROP OFF
1. WAIT for the bus at the designated place of safety, at least 10 feet away from the roadway.	1. WALK to designated place of safety, at least 10 feet away from roadway.
2. WAIT for the bus to stop completely, door to open and for the driver's hand signal to board the bus.	2. WAIT for the bus to depart, then proceed to residence.
3. ENTER the bus and promptly sit is in assigned seat safely.	

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator or designee.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

The Board of Education furnishes all necessary instructional materials and assesses fees when appropriate for consumable supplies as identified in the fee schedule. Each student is responsible for all instructional materials loaned to him or her and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

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

The Olentangy Acceleration Policy provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school. A teacher, administrator, gifted education specialist, school counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

Copies of referral forms for evaluation for possible early entrance, whole-grade acceleration and individual subject acceleration are available to district staff and parents at each school building or visit the [Gifted Services](#) webpage.

SCHOOL COUNSELOR SERVICES

Elementary school counselors help students achieve success through academic, personal/social, and career development. A school counselor is on staff in every elementary building in the Olentangy Local School District. School counselors are professional educators who assist students in the development of their self-concept, decision making skills, communication skills and character. Elementary school counselors provide services including individual counseling, group counseling and classroom-based lessons. School counseling is a part of regular education services and is available to students without parent consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety of someone else. For students who also receive outside counseling services, parents and guardians may choose to sign a release of information to allow for collaboration between school counselors and outside professionals.

GIFTED SERVICES

~~The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement areas, and/or visual/ performing arts areas through state approved assessment procedures and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.~~

~~The Gifted Intervention Specialist (GIS) and General Education teachers collaborate to provide direct services in the areas of Reading and Math.~~

~~For additional information, visit Olentangy's Gifted Services webpage.~~

EQUITY AND INCLUSION PROGRAM

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

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (Policy 2340-Field and Other District –Sponsored Trips). In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Olentangy Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission is required in advance of field trips. Students will travel by school vehicles, but the Board of Education authorizes the use of incidental transportation by private vehicle when necessary. Students will only be released during the course of the trip to parents or guardians. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure.

GIFTED SERVICES

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement areas, and/ or visual/ performing arts areas through state approved assessment procedures and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

The Gifted Intervention Specialist (GIS) and General Education teachers collaborate to provide direct services in the areas of Reading and Math.

For additional information, visit Olentangy's Gifted Services webpage.

LIBRARY/MEDIA CENTER

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers, network, internet connection, and their assigned student account(s) for teacher assigned, educational work. All references to schools in this section will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to electronic devices, personal or school owned, that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Student accounts are defined as accounts provided for student use by the district or a teacher to access resources or materials to complete educational work either within a school building or while at an offsite location.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violation of these rules, may result in cancellation of ~~the~~ privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

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

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any (not all encompassing):

- Directories
- Files
- Documents
- Messages
- Network Activity

If these items are residing on, sent through, or created using the network or a student account. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Students using computers are expected to abide by the following rules:

1. Students may only access district resources by using their assigned account. Use of another person's account or password is prohibited. Students may not allow others to utilize their password.

2. Students may not intentionally seek ~~out information on~~, obtain copies of or modify ~~files, data, or~~ passwords belonging to other users ~~or misrepresent other users~~. Students may not portray or imitate other user's accounts.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be ran, as required, for that course of study's requirements with teacher supervision.
4. Students may not download programs from the internet, nor may they copy programs from any removable device or other outside media. Students may not install or delete programs, extensions, or apps on the school's computers without express permission.
5. Students may not use the internet to engage in hacking or other unlawful activities. These activities may include but are not limited to: privilege escalation, exploitation of system vulnerabilities, data harvesting, or user impersonation.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
7. Students should only use computer programs or websites approved by the classroom teacher.
8. The district staff may review computer files, messages, or other communications that are created by the student. Material may be reviewed for grading, appropriate content, or misuse. It may also be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
9. Students may utilize district technology to participate in online learning or related group discussion as directed by teachers. This may include the use of district-approved technology, such as Microsoft Teams, to chat or communicate with staff and other students. Students ~~should~~ will utilize applications as directed and should practice proper digital citizenship including not disrupting other students, participating in cyberbullying, using profanity, or making transient threats of harm.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced. Illegally downloading, displaying, or sharing copyrighted works such as movies, songs, books, or games is prohibited.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate any other computer system and/or damage the software components of a computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt the network's use by others.
18. Students are not to remove, modify, damage, or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.

21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise school staff when a school's computer malfunctions in any way (example: a program is not opening or closing properly) the teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing content including but not limited to: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. ~~Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action. This can include use of public social networks or communication applications not provided by the district.~~ Students should practice proper digital citizenship and digital civility while interacting with others on the network. Communication on the network that threatens, harasses, or bullies others should be reported to the building administrator or another trusted adult.
25. Students should not make transient threats of harm using district technology, applications, or accounts. Any threat of harm may be reviewed, and disciplinary actions taken.
26. The use of electronic devices for recording purposes must have prior approval.
- ~~26-27.~~ Students may not send unsolicited or unwanted documents, messages, images, or data to other students or staff. Receiving unsolicited or unwanted content should be reported to staff or building leadership. Content found to violate the student code of conduct may result in disciplinary actions being taken.
- ~~27-28.~~ Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
- ~~28-29.~~ Olentangy will provide access to filtered wireless internet and the my.olsd.us platform (Schoology, PowerSchool, Google Drive, ~~District Email~~ district email, etc.) for personally owned computing devices for educational purposes. ~~Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).~~ The Technology Usage Policy fully applies to personal computing devices. Configuration changes, installed software, or tools which violate the Code of Conduct or negatively impact the network may result in the loss of privilege to utilize a personal device. This privilege may be restored when the device is determined to no longer violate this policy or negatively impact the network.
- ~~29-30.~~ District computers should not be used for playing games unless sanctioned through a classroom or club activity and only during times directed by a club advisor or teacher. If gaming activities are disruptive or negatively impact the learning environment, they may be blocked.

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

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

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the ~~technology usage policy~~ Technology Usage Policy or any other Board policies, guidelines or laws. ~~Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.~~ Passwords, passkeys, or access codes are not to be shared with others. Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

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

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

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

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

or guardians have ~~signed a release of claims for damages against the Board~~ acknowledged the Student Handbook and this Technology Usage Policy.

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

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

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

GRADING

Olentangy Local Schools uses a variety of assessments as tools for evaluating students' strengths, weaknesses, and academic progress. In addition to formal evaluation tools, classroom teachers use observations, project work, writing samples, checklists, and periodic paper and pencil tests to assess children's knowledge and skills. The data gathered from ongoing formal and informal assessments provide the evidence for marks on the elementary report card. To learn more about the elementary report card and standards based grading, click on the following link: [Olentangy Standards-Based Report Cards](#).

PERFORMANCE LEVELS

The chart below describes report card Performance Levels.

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

EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH

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

+	Consistently demonstrates
\	Sometimes demonstrates
-	Needs improvements

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

REPORT CARDS

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

HEALTH AND SAFETY

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. The Emergency Medical Authorization form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the [School+school](#) in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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

A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request Form must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic, and administered by the clinic staff. Medication forms are available in the school office and on the district website, and expire at the end of each school year.

ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on ~~District~~district property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email notification informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the ~~District~~district's Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the ~~District~~district's Safety Plan, our staff routinely trains on many of these procedures.

To ensure that the district has accurate contact information, please review the [Back-to-School Forms and PowerSchool Update Instructions](#) and update your account as needed.

HEALTH SCREENINGS

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

HOMEBOUND INSTRUCTION

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

ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called. If you and the other people on your emergency contact list are unavailable, and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

NON-SMOKING / VAPING POLICY

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

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

PLAYGROUND SAFETY/ACCEPTABLE TEMPERATURE

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

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

STAY SAFE. SPEAK UP!

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

SUICIDE PREVENTION RESOURCES

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

In an urgent situation, please use the resources below:

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

GENERAL INFORMATION

COPYRIGHT INFRINGEMENT

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

FEES

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

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

FEE COLLECTIONS AND FEE WAIVERS

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

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

If you receive a notice from your bank about a non-sufficient funds check, contact CheckRedi at 800-239-1222.

FOOD SERVICE

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

Olentangy also participates in the School Breakfast Program, and the free and reduced-price program applies to breakfast as well.

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

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

If your child has a medically documented food allergy/disability, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school as approved by the principal according to Policy 5830-Student Fundraising. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550-Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (Policy 5113.01-Intra-District Open Enrollment). The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740-657-4050 or by visiting the Olentangy Local Schools website <https://www.olentangy.k12.oh.us>.

LOCKER ASSIGNMENTS

Subject to availability, a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, if applicable. The only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked, and the combination numbers used only by the assigned student. Students are advised not to share lockers or combination numbers! Students violating the locker policy are subject to the Code of Conduct.

LOST AND FOUND

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

PARTIES

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

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal must approve all posters/announcements.

PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

Step 1 – Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

Step 2 – Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step 1. This step is to be informal and verbal. No further action will be taken beyond Step 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

Step 3 – Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

Dispositions

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

Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step 3 – Formal Process.

Relation to Other Procedures

This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENTS PHOTOS AND WORK ONLINE

Olentangy Schools believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website and social media channels. The district's Web Guidelines allow for the following student information to be used online at the elementary school level (unless parents/guardians grant additional permission):

- Student's first name only;
- Student photographs, accompanied by not more than the first name of the student; and
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

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

RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

Olentangy Schools often has the opportunity to film and photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media such as interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information listed above. Direct the written request or any questions to the Communications Department, Olentangy Local School District 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Guideline 8330-Student Records include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, [mailing](#) address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

RIDING BIKES/SCOOTERS TO SCHOOL

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

UNAUTHORIZED USE OF THE BUILDING

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

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.



MIDDLE SCHOOL STUDENT HANDBOOK

2022-2023



OLENTANGY SCHOOLSSM
Flourish Here.

Presented to the Board of Education on March 24, 2022.

OLENTANGY SCHOOLS

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

BOARD OF EDUCATION

Mr. Kevin O'Brien	Board President
Dr. LaKesha Wyse	Board Vice President
Dr. Kevin Daberkow	Board Member
Mr. Brandon Lester	Board Member
Mrs. Mindy Patrick	Board Member

MIDDLE SCHOOLS

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

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

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

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

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

Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISTRICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	1
ONLINE ACCESS TO STUDENT INFORMATION	2
SCHOOL CLOSINGS AND DELAYS	2
ATTENDANCE	3
MIDDLE SCHOOL HOURS	3
PARENTAL CONTACT REGARDING STUDENT ABSENCES	3
ABSENCES, TARDINESS, AND TRUANCY	3
EXCUSED ABSENCES	4
UNEXCUSED ABSENCES	5
ILLNESS WHILE AT SCHOOL	5
EARLY DISMISSAL OF STUDENTS	5
EXTRA- AND CO-CURRICULAR DAY PARTICIPATION	6
SPECIAL ABSENCES	6
WITHDRAWAL FROM SCHOOL	6
CODE OF CONDUCT	8
IMPORTANT NOTICES	8
CODE OF CONDUCT VIOLATIONS	9
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	11
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	16
DRESS CODE	18
CAFETERIA RULES	18
DISCIPLINE OPTIONS	19
DUE PROCESS AND RIGHT OF APPEAL	21
DANCES	22
HALL PASSES	22
QUESTIONING OF STUDENTS BY LAW ENFORCEMENT	22
SCHOOL'S RIGHT TO SEARCH	23
TRANSPORTATION	24
BUS RULES	24
BUS PASSES	26
CURRICULUM, INSTRUCTION, AND ASSESSMENT	27
ALTERNATE EDUCATION PROGRAMS	27
CLASS SCHEDULES	27
SCHOOL COUNSELOR SERVICES	28
COLLEGE CREDIT PLUS (CCP)	28
EQUITY AND INCLUSION	28
FIELD TRIPS	28
GIFTED SERVICES	29
LIBRARY/MEDIA CENTER	29
TECHNOLOGY USAGE POLICY	30
GRADING	35
STUDENT AVERAGE	35
GRADING SCALE	35
GRADING INFORMATION	35
REPORT CARDS	35
ACADEMIC RECOGNITION ROLLS	35

RETENTION	36
HIGH SCHOOL CREDIT BELOW THE NINTH GRADE	36
GRADUATION REQUIREMENTS	36
ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION	36
HEALTH AND SAFETY	38
HEALTH REGULATIONS	38
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY	38
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES	39
DISTRICT SAFETY PLAN	39
HEALTH SCREENINGS	39
HOMEBOUND INSTRUCTION	39
ILLNESS/INJURY	40
MEDICAL CONCERNS	40
NON-SMOKING / VAPING POLICY	40
STAY SAFE. SPEAK UP!	40
SUICIDE PREVENTION RESOURCES	40
GENERAL INFORMATION	41
COPYRIGHT INFRINGEMENT	41
FEES	41
FEE COLLECTIONS AND FEE WAIVERS	41
FOOD SERVICE	41
FUNDRAISING ACTIVITIES	42
INTRADISTRICT TRANSFERS	42
LOCKER ASSIGNMENTS	43
LOST AND FOUND	43
PARTIES	43
POSTERS / COMMUNITY ANNOUNCEMENTS	43
PROCEDURES TO RESOLVE PARENT-TEACHER DISAGREEMENTS	43
RELEASE OF STUDENT PHOTOS AND WORK ONLINE	44
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS	44
RELEASE OF RECORDS	45
UNAUTHORIZED USE OF THE BUILDING	45
VALUABLE PERSONAL PROPERTY	46
CO- AND EXTRA-CURRICULAR ACTIVITIES	47
EXTRA-CURRICULAR ACTIVITIES	47
ATHLETIC ELIGIBILITY	47
PAY TO PARTICIPATE	47
SCHOOL CLUBS AND ORGANIZATIONS	48

INTRODUCTION

FOREWORD

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Olentangy. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current Board policies and administrative guidelines are available on the district's website.

MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

VISION STATEMENT

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

DISTRICT INFORMATION SOURCES

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

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

Email Notification System: Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. Parents/guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the [Email Notification System](#) webpage.

Calling System: Parent/guardian calling, email, and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the [Back-to-School Forms and PowerSchool Update Instructions](#).

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

Mobile App: The district's free mobile app makes it easy to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The Olentangy Schools app is available for download for iPhone and Android users in the app store (iTunes, Google Play).

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This ~~District~~ district provides an equal educational opportunity for all students. The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and

school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The ~~District~~-district employee responsible for receiving and/or investigating reports of harassment are:

Randy Wright
Chief of Administrative Services
Randy_Wright@olsd.us
~~740-657-4012~~740-657-4050

~~Mikela Thomas~~To be Announced
Assistant Director of Equity and Inclusion
~~Mikela_Thomas@olsd.us~~
~~740-657-5068~~

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

Furthermore, Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal ~~of the building~~ or the district compliance officer.

ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the Students dropdown menu on the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments, and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool from the Parents dropdown menu on the district website.

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

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted on the district website. Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, local television stations (Channels 4, 6, 10 and 28), radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550), and the district's mobile app. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

ATTENDANCE

MIDDLE SCHOOL HOURS

7:40 a.m. – 2:45 p.m.

Hyatts Middle School [\(OHMS\)](#), Orange Middle School [\(OOMS\)](#), and Shanahan Middle School [\(OSMS\)](#) ~~are in session from 7:40 a.m. – 2:45 p.m.~~

8:05 a.m. – 3:10 p.m.

Liberty Middle School [\(OLMS\)](#) ~~is in session from 8:05 a.m. – 3:10 p.m.~~

8:10 a.m. – 3:15 p.m.

Berkshire Middle School [\(OBMS\)](#) ~~is in session from 8:10 a.m. – 3:15 p.m.~~

PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that, within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods:

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

ABSENCES, TARDINESS, AND TRUANCY

ABSENCES/TARDIES

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

Tardy – Students who arrive within 90 minutes of the school starting time will be considered tardy.

Half-Day Absence – Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.

Full-Day Absence – Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.

Early Departure – Students who leave within 90 minutes of the end of the day will be considered a p.m. tardy.

After school begins, students are required to report to the attendance office immediately upon arrival to obtain an Admit Slip.

- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued and a parent conference may be requested.

- On the fifth and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, may be issued and a parent conference may be requested.

EXCESSIVE ABSENCES

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

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

HABITUAL TRUANCY

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

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

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

Excessive Absences and Habitual Truancy Summary Chart

	Consecutive Hours	Hours per School Month	Hours per School Year
<u>Excessive Absences</u>	<u>Not Applicable</u>	<u>Thirty-eight (38) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>	<u>Sixty-five (65) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>
<u>Habitual Truancy</u>	<u>Thirty (30) Hours</u> <u>Without a legitimate excuse</u>	<u>Forty-two (42) Hours</u> <u>Without a legitimate excuse</u>	<u>Seventy-two (72) Hours</u> <u>Without a legitimate excuse</u>

EXCUSED ABSENCES

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

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

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

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

The student should report to the attendance office the day he/she returns to school. All students must obtain an Admit Slip the day of return. Absences documented with medical verification notes for each date absent will be excused.

UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second and subsequent offenses a student may be issued a Wednesday or Saturday School.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctor's notes may be accepted by fax or e-mail in the main office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office.

If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

EARLY DISMISSAL OF STUDENTS

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

EXTRA- AND CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day (or the half-day equivalent), not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments, and special family situations may be excused by an administrator.

SPECIAL ABSENCES

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

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

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

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

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

To be granted an Alternate Learning Experience or vacation request, the student will meet all the criteria listed below:

1. Submit an Alternate Learning Experience/Student Vacation Application one week prior to the proposed absence;
2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

WITHDRAWAL FROM SCHOOL

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

- a. All fees are paid, including library fines, etc.;

- b. Books are returned in satisfactory condition; and
- c. Assigned work is completed.

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

CODE OF CONDUCT

Olentangy Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. First and foremost, the district is committed to implementing a system of Positive Behavioral Interventions and Supports (PBIS) to promote school safety, and good behavior. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State, and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500- Student Conduct).

The Board believes that students should assume responsibility for their behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students. (Policy 5600-Student Discipline)

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

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

In addition, this Code of Conduct includes 1.) Misconduct that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension (OSS)
- Emergency removal
- Referral to law enforcement agencies
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of other privileges

IMPORTANT NOTICES

Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).

Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Video Surveillance – For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action.

CODE OF CONDUCT VIOLATIONS

1. Disruption of School – Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation – Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)
3. Intimidation and / or Threats – Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. Use of Obscene or Discriminatory Language / Materials / Actions / Gestures – Students shall not use obscene, vulgar, profane, or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
5. Attendance – No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. Forgery – Students shall not misrepresent a signature on any document.
7. Damage of Property – Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. Assault – Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, slapping, snapping, and/or hands on or threats to put hands on.
9. Failure to Obey Instructions/Insubordination/Disrespect – No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.

10. Dangerous Weapons and Instruments – Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Ohio Revised Code §2923.122.) Specific violations include but are not limited to:

- a. Use, possession, sale, distribution, or knowledge of a firearm
 - b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
 - c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
 - d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
 - e. Use, possession, sale, distribution, or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
 - f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
 - g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury.
 - h. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
 - i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives.
11. Narcotics, Alcoholic Beverages and Drugs – Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:

- a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. Tobacco – Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
 13. Theft – Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
 14. Academic Dishonesty – Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
 15. Driving (applicable to High School only) – Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
 16. Dress Code – Refer to the Dress Code, in the Code of Conduct section.
 17. Inappropriate Display of Affection – Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
 18. Unauthorized or Unsupervised Areas – Students may not be in areas for which they have not been authorized or areas that are unsupervised.
 19. Hazing (Initiations) – Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
 20. Technology Misuse / Abuse – Computers/technology are provided for student use for teacher assigned work in courses or programs at the middle school. Students may not use cell phones or other electronic devices except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
 21. Violation of Bus Rules – Students must follow all bus rules as outlined in the Bus Rules Code of Conduct section.
 22. General Misconduct – Students shall refrain from throwing objects or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
 23. Gross Misconduct – Repeated violations of the Code of Conduct.
 24. Other violations – Other conduct violations not covered in the above rules.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply, or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a. Definitions

- i. "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii. "Use of mood-altering chemical" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii. "Tobacco" includes any product containing tobacco or nicotine that is smoked, chewed, inhaled, or placed against the gums.
- iv. "Mood-altering chemical" includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as Betel Nuts, Wite-Out, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as a comprehensive list.
- v. "Counterfeit controlled substance" or look-alike drug is (Ohio Revised Code §2925.01(O)) means any of the following:
 1. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to that trademark, trade name or identifying mark.
 2. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
 3. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.

4. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b. Jurisdiction

This policy extends to use of the above:

- i. On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii. During normal school hours, including recess, lunch and class changes, and summer school.
- iii. At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

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

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials and the Board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse, or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or ~~principal's~~ designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS' RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.

- c. The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d. School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

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

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES – See School's Right to Search

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. The penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. At the hearing, the school official may consider matters in mitigation of the routine disciplinary measures.

School officials will follow the process below when handling level II & III offenses:

- a. The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.

- b. Parents will be notified immediately, and the student may be removed from classes or the school event.
- c. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d. Parents will consult with the principal or ~~the principal's~~ designee.

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

- Tobacco/Vaping
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- Level I Drug & Alcohol Offense
Possession, use or application of any mood-altering chemical, as defined above
- Level II Drug & Alcohol Offense
Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco/Vaping Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Three days Out-of-School Suspension	Ten days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation
Second Offense	Three days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation
Third and Subsequent Offenses	Five days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation

Suspension/Discipline Reduction Options

- Three (3) days Out-of-School Suspension may be reduced to one (1) day at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.
- Ten (10) ~~day days out of school suspension~~ Out-of-School Suspension may be reduced to five (5) days at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10.

10. SELF-REFERRAL

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

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

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

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

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

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to Board Policy 5517, 5517.01. The ~~District's~~ district's policy and consequences for violations of the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.

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

DRESS CODE

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

Following are guidelines for students:

1. Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
2. Tops must have shoulder straps.
3. Shorts and skirts must reach the mid-thigh.
4. Appropriate footwear must be worn at all times and should be safe for the school environment.
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
6. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
7. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
8. Head coverings are only permitted for religious or medical purposes, unless approved by a principal.
9. Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.
2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.

- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

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

DISCIPLINE OPTIONS

DETENTION

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

LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period. Cafeteria privileges for that day are lost.

SATURDAY OR WEDNESDAY SCHOOL

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

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork.
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

IN-SCHOOL DETENTION (ISD)

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.

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

SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned for students in lieu of Out-of-School Suspension.

- Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.
- Besides work (e.g., picking up litter in the parks) students will have a short break, lunch, and a study session.
- Upon completing the program, students will have earned the right to make up work missed while serving SAP.
- The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at DACC and take the Olentangy bus back to their home school. The bus will arrive at the student's home school prior to the student's normal dismissal time.
- The program supervisor will transport the students to the work area.
- Students will receive credit for participation based on their work performance and overall behavior.
- Students may be required to repeat any segment of the program if they only earn partial credit.
- The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.
- Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.
- Students must follow all school and juvenile court policies.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

- Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving ~~Out-of-School~~ Suspension for full credit.
- Parents will be notified of the student's rights to appeal.
- Students may not attend any school functions, home or away, while serving ~~OSS~~ Out-of-School Suspension.
- Students serving ~~OSS~~ Out-of-School Suspension may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school, unless an exception is made by the school administrator.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal, or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a

student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

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

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

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

PERMANENT EXCLUSION

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

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board; and/or
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration;
2. Murder, manslaughter, felonious or aggravated assault;
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to eighty (80) school days, and in some cases for an entire year. Expulsions may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an ~~out-of-school suspension~~ Out-of-School Suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

DANCES

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

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

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

HALL PASSES

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

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

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

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

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

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

SCHOOL'S RIGHT TO SEARCH

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

TRANSPORTATION

BUS RULES

Notice to students: The use of video and audio surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director.

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

1. To provide maximum safety, direct procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. ~~Pupils shall arrive at the bus stop before the bus is scheduled to arrive (Ohio Law 3301.83.08 C4).~~
2. Students must wait quietly in a location clear of traffic and away from the bus stop ~~(Ohio Law 3301.83.08).~~
3. Student behavior at bus stops must not threaten life, limb, or property of any individual ~~(Ohio Law 3301.83.08).~~
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area ~~(Ohio Law 3301.83.08 B6).~~
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus ~~(Ohio Law 3301.83.08 C.6).~~
6. Students must go directly to an available or assigned seat ~~(Ohio Law 3301.83.08).~~
7. Students must remain seated, keeping aisles and exits clear ~~(Ohio Law 3301.83.08).~~
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully ~~(Ohio Law 3301.83.08).~~
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.

12. Students must not use profane or abusive language ~~(Ohio Law 3301.83.08)~~.
13. Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons ~~(Ohio Law 3301.83.08)~~.
14. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device (Ohio ~~Law~~ Administrative Code 3301.83.08 and Ohio Revised Code §2151.87).
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student ~~(Ohio Law 3301.83.08)~~.
16. Students must not throw or pass objects on, from or into the bus ~~(Ohio Law 3301.83.08)~~.
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted ~~(Ohio Law 3301.83.08)~~.
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows ~~(Ohio Law 3301.83.08)~~.
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk ~~(Ohio Law 3301.83.08)~~.
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise ~~(Ohio Law 3301.83.08)~~.

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

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

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

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions are:

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

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.

Some examples are:

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

Recommended Consequences for Level I & II Bus Rules Infractions

Middle School	Level I	Level II
First Written Report	Principal action	Principal action
Second Written Report	3 days off bus	5 days off bus
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Expelled

FOLLOW-UP COMMUNICATION

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

DESIGNATED PLACES OF SAFETY

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

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator or designee.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course/scheduling guide and fee schedule. Each student is responsible for all instructional materials loaned to him or her and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

ALTERNATE EDUCATION PROGRAMS

Olentangy Academy: Supporting Individualized Success (OASIS)

The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.

Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)

The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office provided they follow the regulations listed below. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Students or parents may request schedule changes through the school counselor. Written permission from the parent is required for the change. Administration reserves the right to make the final decision. Band, choir and other electives may only be added or dropped at the beginning of the nine-week grading period, with the written permission of a parent/guardian and teacher. Ultimately, it is the administration's responsibility to create student schedules and to make decisions about the assignment of students to classes.

SCHOOL COUNSELOR SERVICES

School counselor services may include:

- Assistance in planning future education
- Interpretation of test scores
- Occupational information
- Career information
- Help in improving study skills
- Scheduling assistance
- Help with home, school or social concerns

A student desiring to speak with a school counselor should leave a note in the school office requesting that the counselor contact him or her as soon as possible.

COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. The Board will approve participation by students who apply to the participating college or university (^uinstitute of higher education^u or ^uIHE^u) and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

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

Student Code of Conduct in CCP Settings: Students enrolled in CCP courses remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled. Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests.

EQUITY AND INCLUSION

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences. Every school in our district has a diversity liaison who runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are interested in becoming involved with the program or if you would like assistance in this area, please reach out to your school's diversity liaison or contact our Assistant Director of Equity and Inclusion, ~~Mikela Thomas~~ (~~mikela_thomas@olsd.us~~ (to be announced)) for support.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (Policy 2340-Field and Other District –Sponsored Trips).

Parent permission is required in advance of field trips. Students will travel by school vehicles, but the Board of Education authorizes the incidental transportation by private vehicle when necessary. Students will only be released during the course of the trip to parents or guardians. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure.

LIBRARY/MEDIA CENTER

~~Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.~~

GIFTED SERVICES

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement, visual / performing arts areas, and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

Students who meet the criteria for direct services are deliberately placed in a class in which they receive differentiated instruction and curriculum as well as instructional supports that may include cluster grouping, co-teaching, small group instruction, and subject/whole grade acceleration.

For additional information, visit Olentangy's [Gifted Services](#) webpage.

LIBRARY/MEDIA CENTER

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers, network, internet connection, and their assigned student account(s) for teacher assigned, educational work. All references to schools in this section will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to electronic devices, personal or school owned, that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Student accounts are defined as accounts provided for student use by the district or a teacher to access resources or materials to complete educational work either within a school building or while at an offsite location.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violation of these rules, may result in cancellation of ~~the~~ privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

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

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any (not all encompassing):

- Directories
- Files
- Documents
- Messages
- Network Activity

If these items are residing on, sent through, or created using the network or a student account. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Students using computers are expected to abide by the following rules:

1. Students may only access district resources by using their assigned account. Use of another person's account or password is prohibited. Students may not allow others to utilize their password.

2. Students may not intentionally seek ~~out information on~~, obtain copies of or modify ~~files~~, data or passwords belonging to other users ~~or misrepresent other users~~. Students may not portray or imitate other user's accounts
3. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be ran, as required, for that course of study's requirements with teacher supervision.
4. Students may not download programs from the internet, nor may they copy programs from any removable device or other outside media. Students may not install or delete programs, extensions, or apps on the school's computers without express permission.
5. Students may not use the internet to engage in hacking or other unlawful activities. These activities may include but are not limited to: privilege escalation, exploitation of system vulnerabilities, data harvesting, or user impersonation.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
7. Students should only use computer programs or websites approved by the classroom teacher.
8. The district staff may review computer files, messages, or other communications that are created by the student. Material may be reviewed for grading, appropriate content, or misuse. It may also be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
9. Students may utilize district technology to participate in online learning or related group discussion as directed by teachers. This may include the use of district-approved technology, such as Microsoft Teams, to chat or communicate with staff and other students. Students ~~should will~~ utilize applications as directed and should practice proper digital citizenship including not disrupting other students, participating in cyberbullying, using profanity, or making transient threats of harm.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced. Illegally downloading, displaying, or sharing copyrighted works such as movies, songs, books, or games is prohibited.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate any other computer system and/or damage the software components of a computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt the network's use by others.
18. Students are not to remove, modify, damage, or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.

21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise school staff when a school's computer malfunctions in any way (example: a program is not opening or closing properly) the teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing content including but not limited to: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. ~~Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action. This can include use of public social networks or communication applications not provided by the district.~~ Students should practice proper digital citizenship and digital civility while interacting with others on the network. Communication on the network that threatens, harasses, or bullies others should be reported to building administration or another trusted adult.
25. Students should not make transient threats of harm using district technology, applications, or accounts. Any threat of harm may be reviewed, and disciplinary actions taken.
26. The use of electronic devices for recording purposes must have prior approval.
- ~~26-27.~~ Students may not send unsolicited or unwanted documents, messages, images, or data to other students or staff. Receiving unsolicited or unwanted content should be reported to staff or building leadership. Content found to violate the student code of conduct may result in disciplinary actions being taken.
- ~~27-28.~~ Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
- ~~28-29.~~ Olentangy will provide access to filtered wireless internet and the my.olsd.us platform (Schoology, PowerSchool, Google Drive, ~~District Email~~ district email, etc.) for personally owned computing devices for educational purposes. ~~Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).~~ The Technology Usage Policy fully applies to personal computing devices. Configuration changes, installed software, or tools which violate the Code of Conduct or negatively impact the network may result in the loss of privilege to utilize a personal device. This privilege may be restored when the device is determined to no longer violate this policy or negatively impact the network.
- ~~29-30.~~ District computers should not be used for playing games unless sanctioned through a classroom or club activity and only during times directed by a club advisor or teacher. If gaming activities are disruptive or negatively impact the learning environment, they may be blocked.

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

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

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the ~~technology usage policy~~ Technology Usage Policy or any other Board policies, guidelines or laws. ~~Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.~~ Passwords, passkeys, or access codes are not to be shared with others. Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

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

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

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

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

or guardians ~~have signed a release of claims for damages against the Board~~ acknowledged the Student Handbook and this Technology Usage Policy.

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

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

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

GRADING

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

STUDENT AVERAGE

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

GRADING SCALE

Middle School Grading Scale						
Letter Grade	Percentage	Point Value		Letter Grade	Percentage	Point Value
A	93-100%	4.00		C	73-76%	2.00
A-	90-92%	3.67		C-	70-72%	1.67
B+	87-89%	3.33		D+	67-69%	1.33
B	83-86%	3.00		D	63-66%	1.00
B-	80-82%	2.67		D-	60-62%	0.67
C+	77-79%	2.33		F	0-59%	0.00

GRADING INFORMATION

An “incomplete” is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during absences may be made up (see attendance policy for details). Students should take the responsibility for contacting teachers for make-up work.

REPORT CARDS

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

ACADEMIC RECOGNITION ROLLS

The middle schools will honor students for the following standards of achievement (based on their cumulative GPA):

- Distinguished Roll 3.75-4.00
- Honor Roll 3.50-3.74
- Merit Roll 3.00-3.49

Academic rolls will be calculated after each quarter. Students earning a grade point average of 3.75 or higher without any D's, F's, or I's, will achieve the Distinguished Roll. Students earning a grade point average of 3.5 - 3.74 without any D's, F's, or I's will achieve the Honor Roll. Students earning a grade point of 3.0 - 3.49 will achieve the Merit Roll.

RETENTION

Students who fail two or more year-long academic subjects will be retained unless, in the judgment of the teachers, counselors and the principal, circumstances would warrant assigning them to the next grade. Any student planning to attend summer school for credit to make up failed courses must obtain prior approval of their program from the principal. Only programs held at a school and taught by a certified teacher will be approved.

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

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

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

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

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

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy 5408 provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, school counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

For additional information, visit Olentangy's [Gifted Services](#) webpage.

HEALTH AND SAFETY

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

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

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

A Physician's Medication Procedure Request Form and *Parent's Medication Procedure Request Form* must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the *Physician's Medication Procedure Request Form* must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a Parent's Non-Prescription Medication Request Form is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic, and administered by the clinic staff. Medication forms are available in the school office and on the district website and expire at the end of each school year.

ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on ~~District~~district property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability, those that serve as service animals as required by Federal and State law,

or those that conduct random searches for illegal substances. All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the ~~District~~ district's Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the ~~District~~ district's Safety Plan our staff routinely trains on many of these procedures.

To ensure that the district has accurate contact information, please review the [Back-to-School Forms and PowerSchool Update Instructions](#) and update your account as needed.

HEALTH SCREENINGS

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

HOMEBOUND INSTRUCTION

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

ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

NON-SMOKING / VAPING POLICY

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

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

STAY SAFE. SPEAK UP!

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

SUICIDE PREVENTION RESOURCES

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

In an urgent situation, please use the resources below:

- The National Suicide Prevention Lifeline provides 24/7 free confidential support for people in distress, prevention and crisis resources are also available: 1-800-273-TALK (8255).
- The Helpline of Delaware and Morrow Counties: Need to talk? Call 211 or 1-800-684-2324 or text 898211 to connect with a Suicide Prevention Coordinator.

GENERAL INFORMATION

COPYRIGHT INFRINGEMENT

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

FEES

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

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

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

FEE COLLECTIONS AND FEE WAIVERS

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

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

If you receive a notice from your bank about a non-sufficient funds check, contact CheckRedi at 800-239-1222.

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

FOOD SERVICE

Olentangy schools participate in the National School Lunch Program, providing nutritious, well-balanced lunches meeting the Federal and state guidelines including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. The lunch program

provides meals at free or reduced prices for qualified students. Applications are available on the district website or at any school office. You may apply at any time during the school year. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service and 8531-Free and Reduced-Price Meals.

Olentangy also participates in the School Breakfast Program, and the free and reduced-price program applies to breakfast as well.

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

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

If your child has a medically documented food allergy/disability, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school as approved by the principal according to Policy 5830-Student Fundraising. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550, Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740-657-4050 or by visiting the Olentangy Local Schools website: <https://www.olentangy.k12.oh.us>.

LOCKER ASSIGNMENTS

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

LOST AND FOUND

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

PARTIES

No parties are to be held during the school day unless permission is granted by the principal.

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal must approve all posters/announcements.

PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the board as a whole, a board member as an individual, the superintendent, principal, or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

Step 1 – Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

Step 2 – Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step 1. This step is to be informal and verbal. No further action will be taken beyond Step 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

Step 3 – Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all

meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

Dispositions

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

Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step 3 - Formal Process.

Relation to Other Procedures

This Article does not limit or affect the actions or procedures available to the administration and/or board based on an investigation of alleged misconduct and an administrative or board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

Olentangy Schools believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website and social media channels. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels (unless parents/guardians grant additional permission):

- Student's first name and last initial only;
- Student photographs; and,
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

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

RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

Olentangy Schools often has the opportunity to film and photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media such as interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information listed above. Direct the written

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

RELEASE OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Guideline 8330-Student Records include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, [mailing](#) address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

UNAUTHORIZED USE OF THE BUILDING

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

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

CO- AND EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to middle school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

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

For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact ~~Nexcheck~~ [CheckRedi](https://www.checkredi.com) at ~~(800) 639-2435~~ [800-239-1222](https://www.checkredi.com).

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

SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to middle school or community students. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office.

HIGH SCHOOL STUDENT HANDBOOK

2022-2023



OLENTANGY SCHOOLSSM
Flourish Here.

Presented to the Board of Education on March 24, 2022.

OLENTANGY SCHOOLS

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

BOARD OF EDUCATION

Mr. Kevin O'Brien	Board President
Dr. LaKesha Wyse	Board Vice President
Dr. Kevin Daberkow	Board Member
Mr. Brandon Lester	Board Member
Mrs. Mindy Patrick	Board Member

HIGH SCHOOLS

Olentangy Berlin High School 3140 Berlin Station Road Delaware, OH 43015 740-657-5900	Olentangy High School 675 Lewis Center Road Lewis Center, OH 43035 740-657-4100
Olentangy Liberty High School 3584 Home Road Powell, OH 43065 740-657-4200	Olentangy Orange High School 2840 East Orange Road Lewis Center, OH 43035 740-657-5100

PROGRAMS

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

Olentangy Academy
774 Graphics Way
Lewis Center, OH 43035
740-657-5800

Academy for Community Transition (ACT)
STEM Academy (science, technology, engineering, and math)

Table of Contents

INTRODUCTION	1
FOREWORD	1
MISSION STATEMENT	1
VISION STATEMENT	1
DISTRICT INFORMATION SOURCES	1
EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION	1
ONLINE ACCESS TO STUDENT INFORMATION	2
SCHOOL CLOSINGS AND DELAYS	2
ATTENDANCE	3
HIGH SCHOOL HOURS	3
PARENTAL CONTACT REGARDING STUDENT ABSENCES	3
ABSENCES, TARDINESS, AND TRUANCY	3
EXCUSED ABSENCES	4
UNEXCUSED ABSENCES	5
ILLNESS WHILE AT SCHOOL	5
EARLY DISMISSAL OF STUDENTS	5
EXTRA- AND CO-CURRICULAR DAY PARTICIPATION	6
REVIEW PANEL	6
INCENTIVE PROGRAMS	6
COLLEGE VISITATION PROCEDURES	6
SPECIAL ABSENCES	6
WITHDRAWAL FROM SCHOOL	7
CODE OF CONDUCT	8
IMPORTANT NOTICES	8
CODE OF CONDUCT VIOLATIONS	9
ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	12
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	16
DRESS CODE	18
CAFETERIA RULES	19
DISCIPLINE OPTIONS	19
DUE PROCESS AND RIGHT OF APPEAL	22
DANCES	22
DRIVING REGULATIONS	23
HALL PASSES	24
QUESTIONING OF STUDENTS BY LAW ENFORCEMENT	24
SCHOOL'S RIGHT TO SEARCH	24
TRANSPORTATION	26
BUS RULES	26
BUS PASSES	28
CURRICULUM, INSTRUCTION, AND ASSESSMENT	29
ALTERNATE EDUCATION PROGRAMS	29
CLASS SCHEDULES	29
SCHOOL COUNSELOR SERVICES	30
COLLEGE CREDIT PLUS (CCP)	30
CREDIT FLEXIBILITY	31
EQUITY AND INCLUSION PROGRAM	31
FIELD TRIPS	31
GIFTED SERVICES	32
LIBRARY/MEDIA CENTER	32
PE WAIVER	32
WORK PERMITS	32

TECHNOLOGY USAGE POLICY	33
GRADING	38
CLASS RANK	38
GRADE CLASSIFICATION	38
GRADING INFORMATION	38
GRADING SCALES	39
HIGH SCHOOL CREDIT BELOW THE NINTH GRADE	39
NATIONAL HONOR SOCIETY	40
REPORT CARDS	40
GRADUATION	41
DIPLOMA DEFERRAL	41
EARLY GRADUATION	41
GRADUATION REQUIREMENTS	41
GRADUATE ACADEMIC RECOGNITION	41
POLICY ON ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION	42
TRANSCRIPTS	43
HEALTH AND SAFETY	44
HEALTH REGULATIONS	44
ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY	44
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES	45
DISTRICT SAFETY PLAN	45
HEALTH SCREENINGS	45
HOMEBOUND INSTRUCTION	45
ILLNESS / INJURY	46
MEDICAL CONCERNS	46
NON-SMOKING / VAPING POLICY	46
STAY SAFE. SPEAK UP!	46
SUICIDE PREVENTION RESOURCES	46
GENERAL INFORMATION	47
COPYRIGHT INFRINGEMENT	47
FEES	47
FEE COLLECTIONS AND FEE WAIVERS	47
FOOD SERVICE	47
FUNDRAISING ACTIVITIES	48
INTRADISTRICT TRANSFERS	48
LOCKER ASSIGNMENTS	48
LOST AND FOUND	49
POSTERS / COMMUNITY ANNOUNCEMENTS	49
PROCEDURES TO RESOLVE PARENT-TEACHER DISAGREEMENTS	49
RELEASE OF STUDENT PHOTOS AND WORK ONLINE	50
RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS	50
RELEASE OF STUDENT RECORDS	51
UNAUTHORIZED USE OF THE BUILDING	51
VALUABLE PERSONAL PROPERTY	51
CO- AND EXTRA-CURRICULAR ACTIVITIES.....	52
EXTRA-CURRICULAR ACTIVITIES	52
ATHLETIC ELIGIBILITY	52
PAY TO PARTICIPATE	52
SCHOOL CLUBS AND ORGANIZATIONS	53

INTRODUCTION

FOREWORD

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Olentangy. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current Board policies and administrative guidelines are available on the district's website.

MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

VISION STATEMENT

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

DISTRICT INFORMATION SOURCES

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

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

Email Notification System – Parents/guardians will receive news, announcements and updates via email from the district and the schools their children attend. Parents / guardians of Olentangy Schools students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit the [Email Notification System](#) webpage.

Calling System – Parent / guardian calling, email and text message contact information is based on their PowerSchool account. For instructions on how to update your PowerSchool account information, please view the [Back-to-School Forms and PowerSchool Update Instructions](#).

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

Mobile App – The district's free mobile app makes it easy to receive customizable school news, school building and district calendars, push notifications, texts messages, phone calls and more – all sent directly to your smartphone and mobile devices. The Olentangy Schools app is available for download for iPhone and Android users in the app store (iTunes, Google Play).

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This ~~District~~ district provides an equal educational opportunity for all students. The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and

school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

The ~~District~~-district employee responsible for receiving and/or investigating reports of harassment are:

Randy Wright
Chief of Administrative Services

Randy_Wright@olsd.us

~~740-657-4012~~740-657-4050

~~Mikela Thomas~~To be Announced

Assistant Director of Equity and Inclusion

~~Mikela_Thomas@olsd.us~~

~~740-657-5068~~

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

Furthermore, Olentangy Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olentangy Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal ~~of the building~~ or the district compliance officer.

ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the Students dropdown menu on the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments, and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool from the Parents dropdown menu on the district website.

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

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, school delays and closings will be posted on the district website. Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, local television stations (Channels 4, 6, 10 and 28), radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7 and 107.9 and AM Channels 610, 920, 1490 and 1550), and the district's mobile app. There may be times when it is necessary to dismiss school during the day because of an emergency. In such instances, parents will be contacted using the district's automated phone system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

ATTENDANCE

HIGH SCHOOL HOURS

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

PARENTAL CONTACT REGARDING STUDENT ABSENCES

If a student is absent from school, a parent or guardian must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that, within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian, or other person having care of the student. Contact shall be made through one of the following methods:

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

ABSENCES, TARDINESS, AND TRUANCY

ABSENCES AND TARDIES

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

Tardy – Students who arrive within 90 minutes of the school starting time will be considered tardy.

Half-Day Absence – Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.

Full-Day Absence – Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.

Early Departure – Students who leave within 90 minutes of the end of the day will be considered a p.m. tardy.

After school begins, students are required to report to the attendance office immediately upon arrival to obtain an Admit Slip.

- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued and a parent conference may be requested.
- On the fifth and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, may be issued and a parent conference may be requested.

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

EXCESSIVE ABSENCES

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

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

HABITUAL TRUANCY

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

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

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

Excessive Absences and Habitual Truancy Summary Chart

	<u>Consecutive Hours</u>	<u>Hours per School Month</u>	<u>Hours per School Year</u>
<u>Excessive Absences</u>	<u>Not Applicable</u>	<u>Thirty-eight (38) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>	<u>Sixty-five (65) Hours</u> <u>With combined nonmedical</u> <u>excused absences and</u> <u>unexcused absences</u>
<u>Habitual Truancy</u>	<u>Thirty (30) Hours</u> <u>Without a legitimate excuse</u>	<u>Forty-two (42) Hours</u> <u>Without a legitimate excuse</u>	<u>Seventy-two (72) Hours</u> <u>Without a legitimate excuse</u>

EXCUSED ABSENCES

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

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

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

1. the dates of absences,
2. the reason for the absences,
3. the parent or guardian signature; and,
4. the parent or guardian phone number.

The student should report to the attendance office the day he/she returns to school. All students must obtain an Admit Slip the day of return. Absences documented with medical verification notes for each date absent will be excused.

UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second offense a student may be issued a Wednesday or Saturday School.
3. On the third offense a student may be issued In-School Detention.
4. On the fourth or subsequent offenses a student may be issued Out-of-School Suspension.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit. Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctor's notes may be accepted by fax or e-mail in the attendance office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office.

If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the

school building without permission and/or without signing out in the attendance office with custodial parent(s) or guardian approval. Failure to follow this procedure may result in school discipline.

EXTRA- AND CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day (or the half-day equivalent), not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments, and special family situations may be excused by an administrator.

REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

INCENTIVE PROGRAMS

Blue Card- Students who are not tardy or late to school during a grading period will be awarded a Blue Card which entitles them to one “free tardy” to school for any tardy in which the student arrives within the first twenty minutes after school begins. Blue Cards may not be used on scheduled two-hour late starts or weather-related delayed starts to the school day. The Blue Card is not transferrable to another student.

Gold/Platinum/Orange/Bear Card- Students who have perfect attendance during a grading period will be awarded a Gold/Platinum/Orange/Bear Card which entitles them to one free absence. The following restrictions apply to the use of this card:

1. Students must have their parent’s permission in writing;
2. All teachers must acknowledge the absence on the acknowledgement form;
3. Students must inform the attendance office in advance of the planned absence;
4. The card is not transferrable to another student;
5. The cards may not be used during the last two weeks of a semester, or during district testing dates;
6. Cards must be used within the same school year, except for those earned during the last nine weeks (they must be used in the first quarter of the new school year).

COLLEGE VISITATION PROCEDURES

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

SPECIAL ABSENCES

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

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

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

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

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

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

To be granted an Alternate Learning Experience or vacation request, the student will meet the following criteria:

1. Submit an Alternate Learning Experience/Student Vacation Request Application one week prior to the proposed absence;
2. Document a valid learning content to the alternate experience, if applicable;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

WITHDRAWAL FROM SCHOOL

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

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

You must provide the address of the new school and your family's forwarding address. Your child's records will be sent within 14 days of our receiving a request for records from the new school.

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

CODE OF CONDUCT

Olentangy Local Schools' Code of Conduct seeks to foster self-discipline in all students and maintain an appropriate educational atmosphere. First and foremost, the district is committed to implementing a system of Positive Behavioral Interventions and Supports (PBIS) to promote school safety and good behavior. All students are expected to be responsible citizens and to conduct themselves properly and in accordance with Federal, State and local laws, Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others (Policy 5500-Student Conduct).

The Board believes that students should assume responsibility for their behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students. (Policy 5600-Student Discipline)

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

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

In addition, this Code of Conduct includes 1.) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Furthermore, participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Students may be prohibited from all or part of their participation in such activities for offenses or violations of the Student Code of Conduct or Athletic Code of Conduct. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing and/or appeal rights (see Policies 2431 – Interscholastic Athletics and 5610.05 – Prohibition from Extra-Curricular Activities).

Violation of the Code of Conduct may result in:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension
- Emergency removal
- Referral to law enforcement agencies
- Expulsion
- Permanent Exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of other privileges

IMPORTANT NOTICES

Discipline of Students with Disabilities – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where

applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).

Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Video Surveillance – For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.

CODE OF CONDUCT VIOLATIONS

1. **Disruption of School** – Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment, Sexual Harassment/Violence, Bullying and/or Retaliation** – Students or groups of students shall not harass, sexually harass, bully and/or retaliate against other students, school employees, persons that are guests of the school or persons conducting business for the school. This applies to but not limited to act or acts that create a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. (Refer to Hazing, Harassment, Intimidation, Bullying, and Sexual Harassment/Violence section below)
3. **Intimidation and / or Threats** – Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in a recommendation of expulsion from school.
4. **Use of Obscene or Discriminatory Language / Materials / Actions / Gestures** – Students shall not use obscene, vulgar, profane, or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.
5. **Attendance** – No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery** – Students shall not misrepresent a signature on any document.
7. **Damage of Property** – Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Assault** – Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats or intentions of fighting, violence, or serious bodily injury (see #3 – Threats)

- d. Unauthorized touching, pushing, shoving, slapping, snapping and/or hands on or threats to put hands on.
- 9. Failure to Obey Instructions / Insubordination/Disrespect – No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, principals, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
- 10. Dangerous Weapons and Instruments – Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Ohio Revised Code §2923.122.) Specific violations include but are not limited to:

- a. Use, possession, sale, distribution, or knowledge of a firearm
- b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
- d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
- e. Use, possession, sale, distribution, or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
- f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
- g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury.
- h. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

- i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives.
11. Narcotics, Alcoholic Beverages and Drugs – Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:
 - a. Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages
 - b. Use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol
12. Tobacco – Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. Theft – Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. Academic Dishonesty – Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. Driving (applicable to High School only) – Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. (Refer to the Code of Conduct – Driving Regulations section).
16. Dress Code – Refer to the Dress Code, in the Code of Conduct section.
17. Inappropriate Display of Affection – Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
18. Unauthorized or Unsupervised Areas – Students may not be in areas for which they have not been authorized or areas that are unsupervised.
19. Hazing (Initiations) – Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
20. Technology Misuse/Abuse – Computers/technology is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones, including wearable technology and other electronic communication devices, except in designated areas and at designated times. (Refer to the Technology Usage Policy.)
21. Violation of Bus Rules – Students must follow all bus rules as outlined in the Bus Rules Code of Conduct section.
22. General Misconduct – Students shall refrain from throwing objects or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
23. Gross Misconduct – Repeated violations of the Code of Conduct.

24. Other violations – Other conduct violations not covered in the above rules.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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

It is the primary objective of Olentangy Local Schools to assure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9.

1. STATEMENT OF POLICY REGARDING STUDENTS

Students of Olentangy Local Schools, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply, or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event or at any time while on school premises.

a. Definitions

- i. "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions, or vehicles parked on school property or at school functions.
- ii. "Use of mood-altering chemical" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- iii. "Tobacco" includes any product containing tobacco or nicotine that is smoked, chewed, inhaled, or placed against the gums.
- iv. "Mood-altering chemical" Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as Betel Nuts, Wite-Out, glue, toxic markers and caffeine pills. Prescription drugs are included, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to Policy 5330-Use of Medications. See also Medication section of this policy. This list is intended for example only and not as comprehensive list.
- v. "Counterfeit controlled substance" or look-alike drug is (Ohio Revised Code §2925.01(O)) means any of the following:
 1. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to that trademark, trade name or identifying mark.

2. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
4. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b. Jurisdiction

This policy extends to use of the above:

- i. On or in close proximity to any property owned, leased by or under the control of the Olentangy Board of Education, including vehicles used for the transportation of students.
- ii. During normal school hours, including recess, lunch and class changes, and summer school.
- iii. At any school-sponsored or sanctioned activity or event away from or within the school district.

2. STUDENT RESPONSIBILITY

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

3. PARENT RESPONSIBILITIES

The Olentangy Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of these Alcohol, Tobacco, and Drug Prevention Guidelines will be assisted by the cooperative effort of the family, the school officials and the Board.

4. STAFF RESPONSIBILITIES

All Olentangy staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse, or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling, or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or ~~principal's~~ designee and may be required to submit a written report at a later time.

5. SCHOOL OFFICIALS' RESPONSIBILITIES

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol code of conduct, the following action will be taken:

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.
- c. The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- d. School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- e. Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

6. MEDICATION

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

7. DRUG PARAPHERNALIA

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or (student and/or district) vehicles and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

8. SEARCHES – See School's Right to Search

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. The penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified

actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. At the hearing, the school official may consider matters in mitigation of the routine disciplinary measures.

School officials will follow the process below when handling level II & III offenses:

- a. The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
- b. Parents will be notified immediately, and the student may be removed from classes or the school event.
- c. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d. Parents will consult with the principal or ~~the principal's~~ designee.

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

- Tobacco/Vaping
Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products including e-cigarettes/vaping devices
- Level I Drug & Alcohol Offense
Possession, use or application of any mood-altering chemical, as defined above
- Level II Drug & Alcohol Offense
Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

Offenses	Tobacco/Vaping Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Three days Out-of-School Suspension	Ten days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation
Second Offense	Three days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation
Third and Subsequent Offenses	Five days Out-of-School Suspension	Ten days Out-of-School Suspension with an expulsion recommendation	Ten days Out-of-School Suspension with an expulsion recommendation

Suspension/Discipline Reduction Options

- Three (3) days Out-of-School Suspension may be reduced to one at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10. Following the assessment, the student must complete the required education program.

- Ten ~~(10) day-days out of school suspension~~ Out-of-School Suspension may be reduced to five ~~(5)~~ days at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10. Following the assessment, the student must complete the required education program.

10. SELF-REFERRAL

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

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

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

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

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

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

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

is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to Board Policy 5517, 5517.01. The ~~District's~~ district's policy and consequences for violations of **the policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.**

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

DRESS CODE

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

Following are guidelines for students:

1. Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
2. Tops must have shoulder straps.
3. Shorts and skirts must reach the mid-thigh.
4. Appropriate footwear must be worn at all times and should be safe for the school environment.
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
6. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
7. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
8. Head coverings are only permitted for religious or medical purposes, unless approved by a principal.
9. Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the school Dress Code:

1. **First Offense:** The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.
2. **Second Offense:** Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.

3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school).

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

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

DISCIPLINE OPTIONS

DETENTION

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

LUNCHTIME DETENTION

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

SATURDAY OR WEDNESDAY SCHOOL

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

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

2. Students are to sign in upon arrival.
3. Students are to bring schoolwork.
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

IN-SCHOOL DETENTION (ISD)

1. Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention.
4. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned for students in lieu of Out-of-School Suspension.

1. Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.
2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch, and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at DACC to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at DACC and take the Olentangy bus back to their home school. The bus will arrive at the student's home school prior to the student's normal dismissal time.
5. The program supervisor will transport the students to the work area.
6. Students will receive credit for participation based on their work performance and overall behavior.
7. Students may be required to repeat any segment of the program if they only earn partial credit.
8. The supervisor will report the student's behavior to the school and to the probation counselor, if applicable.
9. Students must dress appropriately for the weather and wear hard shoes. Students should bring their own lunch, including a drink.
10. Students must follow all school and juvenile court policies.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.

2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving ~~Out-of-School Suspension~~ for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Students may not attend any school functions, home or away, while serving ~~OSS~~ Out-of-School Suspension.
5. Students serving ~~OSS~~ Out-of-School Suspension may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school, unless an exception is made by the school administrator.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal, or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises. If school personnel make an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practical. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply.

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

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

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

PERMANENT EXCLUSION

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

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board; and/or
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration;
2. Murder, manslaughter, felonious or aggravated assault;
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to eighty (80) school days, and in some cases for an entire year. Expulsions may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

DUE PROCESS AND RIGHT OF APPEAL

When a student is being considered for an ~~out-of-school-suspension~~ Out-of-School Suspension by the superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students may be permitted to make up class work, tests, papers, and/or major projects missed while serving Out-of-School Suspension for full credit.

If the assigned school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice of appeal in writing with the treasurer within 14 calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

DANCES

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

For middle school, only students from the sponsoring middle school will be admitted. No guests will be allowed. Also, the sponsoring organization is expected to assist with cleanup after the dance. Expectations for both middle and high school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave they are not permitted to return, and chaperones are required at all school dances.

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

- Dance admission fees are non-refundable.

- Use or possession of tobacco, drugs, alcohol, and any mind-altering substances are not permitted for the protection and safety of everyone.
- The parking lot is off-limits unless students are entering or leaving the dance. Loitering will not be permitted.
- There are no re-entries. Once the student leaves the dance, he/she may not return.
- Students will be required to demonstrate good character, maintain high community standards, follow all dance rules, and be courteous to all students and chaperones.
- Sexually explicit or dangerous dancing will not be permitted at any time. Sexually explicit dancing includes: freaking, grinding, inappropriate or vulgar backside dancing or any other type of dancing which could be construed as provocative or vulgar. Dangerous dancing includes violent or “mosh pit” style dancing.

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

DRIVING REGULATIONS

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. In order to obtain a parking permit, students may be placed in the random drug testing pool.

The Olentangy Local Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by all applicable state laws and the following rules:

1. Students with a probationary license must obey all applicable restrictions.
2. Students must observe a proper speed while on the school grounds.
3. Students must park only in the designated parking spots within the proper student parking lot.
4. Students may not park in faculty or visitor parking lots.
5. Students are not to drive on the grass.
6. School buses have the right-of-way at all times.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. To be issued a parking permit, students are to complete a Pupil Driving Permit Registration and Agreement form. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school.
9. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or ~~principal's~~ designee.

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

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

2. Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
3. Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,
4. Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A), (B), (D) and (E) (1), knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

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

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

HALL PASSES

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

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

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

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

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

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

SCHOOL'S RIGHT TO SEARCH

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the

student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

TRANSPORTATION

BUS RULES

Notice to students: The use of video and audio surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment. Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Olentangy school buses, safety precautions are a must!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director.

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

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait ~~(Ohio Law 3301.83.08-C4)~~.
2. Students must wait quietly in a location clear of traffic and away from the bus stop ~~(Ohio Law 3301.83.08)~~.
3. Student behavior at bus stops must not threaten life, limb, or property of any individual ~~(Ohio Law 3301.83.08)~~.
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area ~~(Ohio Law 3301.83.08-B6)~~.
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus ~~(Ohio Law 3301.83.08-C6)~~.
6. Students must go directly to an available or assigned seat ~~(Ohio Law 3301.83.08)~~.
7. Students must remain seated, keeping aisles and exits clear ~~(Ohio Law 3301.83.08)~~.
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully ~~(Ohio Law 3301.83.08)~~.
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language ~~(Ohio Law 3301.83.08)~~.

13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons ~~(Ohio Law 3301.83.08)~~.
14. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device (Ohio ~~Law~~ Administrative Code 3301.83.08 and ~~ORC~~ Ohio Revised Code 2151.87).
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student ~~(Ohio Law 3301.83.08)~~.
16. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted ~~(Ohio Law 3301.83.08)~~.
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows ~~(Ohio Law 3301.83.08)~~.
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk ~~(Ohio Law 3301.83.08)~~.
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise ~~(Ohio Law 3301.83.08)~~.

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

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

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

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others.

Some other Level I infractions are:

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

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.

Some examples are:

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

Recommended Consequences for Level I & II Bus Rules Infractions

High School	Level I	Level II
First Written Report	Principal action	Up to 5 days off bus
Second Written Report	5 days off bus	10 days off bus
Third Written Report	10 days off bus	Expelled
Fourth Written Report	Expelled	

FOLLOW-UP COMMUNICATION

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent, the transportation supervisor and/or ~~route monitor~~ [transportation specialist](#) of the disciplinary action taken [via the bus conduct system](#). It is then the transportation supervisor or ~~route monitor's~~ [transportation specialist's](#) responsibility to inform the driver of that action.

DESIGNATED PLACES OF SAFETY

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

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. The request must be submitted at the beginning of the school day to the appropriate designated party. The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator [or designee](#).

CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course guide and fee schedule. Each student is responsible for all instructional materials loaned to him or her and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

ALTERNATE EDUCATION PROGRAMS

- **Olentangy Academy: Supporting Individualized Success (OASIS):** The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.
- **Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)**
The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office provided they follow the regulations listed below. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

The following regulations will be followed for schedule changes:

- I. Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 1st except for the following reasons:
 - Mechanical error changes.
 - Changes necessitated by failures.
 - Class balancing (guidance and administrative).
 - Subject-level changes (teacher recommendation).

- Addition of a class in lieu of study hall the same period.
 - Administrative (teacher/guidance) recommendation.
- II. If a student wishes to appeal the schedule change, the following steps will be adhered to:
1. Appeal Form must be obtained from the student services office.
 2. Teachers, parents, and students must properly sign the Appeal Form.
 3. The form must be returned to the student services office for consideration by the Appeal Committee.
 4. The school counselor will then notify the student of the committee's decision.
 5. Schedule change appeals must be submitted by the end of the 25th day of the school year.
- III. If a student is permitted to withdraw from a course after the beginning of the school year, the **student may receive a Withdraw Pass "WP" or withdraw fail "WF" on his/her transcript.**

SCHOOL COUNSELOR SERVICES

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

The school counselor offices are located in Student Services in the high school. A student might want to see a school counselor concerning the following:

- Schedule changes
- Career information
- College information
- Test information
- Study help
- Job opportunities
- Personal problems
- High school program
- Summer school
- Transcript requests
- Financial aid
- Other

COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. The Board will approve participation by students who apply to the participating college or

university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

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

Student Code of Conduct in CCP Settings

Students enrolled in CCP courses remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled. Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests.

CREDIT FLEXIBILITY

The ~~District~~district's Credit Flexibility Plan offers options to students to earn high school credit by:

- a. testing out or showing mastery of course content;
- b. pursuing an educational option and/or an individually approved option; and/or
- c. any combination of the above.

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

EQUITY AND INCLUSION PROGRAM

Our equity and inclusion program supports students, families, and teachers by educating and promoting understanding, exposure, and acceptance of individual differences. Every school in our district has a diversity liaison who runs an open student group focused on these principles, as well as helping students understand their identity, build friendships across cultures, and provide service to others. If you are interested in becoming involved with the program or if you would like assistance in this area, please reach out to your school's diversity liaison or contact our Assistant Director of Equity and Inclusion, ~~Mikela~~ Thomas (mikela_thomas@olsd.us) (to be announced) for support.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (Policy 2340-Field and Other District –Sponsored Trips).

Parent permission is required in advance of field trips. Students will travel by school vehicles, but the Board of Education authorizes the incidental transportation by private vehicle when necessary. Students will only be released during the course of the trip to parents or guardians. These releases should be arranged in advance by submitting a written request to the teacher or adviser in charge of the trip. In addition, parents will be asked to sign out their child at the time of departure.

GIFTED SERVICES

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, specific academic achievement, visual / performing arts areas, and creative thinking through state approved assessment procedures. Olentangy Local Schools provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

For additional information, visit Olentangy's [Gifted Services](#) webpage.

LIBRARY/MEDIA CENTER

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

PE WAIVER

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

WORK PERMITS

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

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers, network, internet connection, and their assigned student account(s) for teacher assigned, educational work. All references to schools in this section will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to electronic devices, personal or school owned, that are used on school property (including on district-owned vehicles) or during district-sponsored trips. Student accounts are defined as accounts provided for student use by the district or a teacher to access resources or materials to complete educational work either within a school building or while at an offsite location.

Students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violation of these rules, may result in cancellation of ~~the~~ privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

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

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any (not all encompassing):

- Directories
- Files
- Documents
- Messages
- Network Activity

If these items are residing on, sent through, or created using the network or a student account. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Students using computers are expected to abide by the following rules:

1. Students may only access district resources by using their assigned account. Use of another person's account or password is prohibited. Students may not allow others to utilize their password.

2. Students may not intentionally seek ~~out information on~~, obtain copies of or modify ~~files~~, data or passwords belonging to other users. ~~or misrepresent other users.~~ Students may not portray or imitate other user's accounts.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be ran, as required, for that course of study's requirements with teacher supervision.
4. Students may not download programs from the internet, nor may they copy programs from any removable device or other outside media. Students may not install or delete programs, extensions, or apps on the school's computers without express permission.
5. Students may not use the internet to engage in hacking or other unlawful activities. These activities may include but are not limited to: privilege escalation, exploitation of system vulnerabilities, data harvesting, or user impersonation.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
7. Students should only use computer programs or websites approved by the classroom teacher.
8. The district staff may review computer files, messages, or other communications that are created by the student. Material may be reviewed for grading, appropriate content, or misuse. It may also be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
9. Students may utilize district technology to participate in online learning or related group discussion as directed by teachers. This may include the use of district-approved technology, such as Microsoft Teams, to chat or communicate with staff and other students. Students ~~should~~ will utilize applications as directed and should practice proper digital citizenship including not disrupting other students, participating in cyberbullying, using profanity, or making transient threats of harm.
10. A teacher may authorize the copying of student-created work to a removable device or other outside media. The use of a removable device or other outside media is not permitted without permission from a teacher.
11. Students may not have food or drink when working on school computers.
12. All copyright laws are to be enforced. Illegally downloading, displaying, or sharing copyrighted works such as movies, songs, books, or games is prohibited.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings.
15. Students are not to change any program's toolbars or settings.
16. Students are not to add or delete any program icons on the desktop or Start Menu.
17. Malicious use of computers or the school's network to develop programs that harass other users or infiltrate any other computer system and/or damage the software components of a computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt the network's use by others.
18. Students are not to remove, modify, damage, or destroy any computer or networking equipment.
19. Students are not to modify or remove any identifying labels on computer equipment.
20. Students are not to modify or remove any printer settings.

21. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
22. Students are to advise school staff when a school's computer malfunctions in any way (example: a program is not opening or closing properly) the teacher will notify the technical support staff so that the computer can be repaired.
23. The possession of; or the taking, disseminating, transferring or sharing content including but not limited to: nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. ~~Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action. This can include use of public social networks or communication applications not provided by the district.~~ Students should practice proper digital citizenship and digital civility while interacting with others on the network. Communication on the network that threatens, harasses, or bullies others should be reported to building administration or another trusted adult.
25. Students should not make transient threats of harm using district technology, applications, or accounts. Any threat of harm may be reviewed, and disciplinary actions taken.
26. The use of electronic devices for recording purposes must have prior approval.
27. Students may not send unsolicited or unwanted documents, messages, images, or data to other students or staff. Receiving unsolicited or unwanted content should be reported to staff or building leadership. Content found to violate the student Code of Conduct may result in disciplinary actions being taken.
- ~~27:~~28. Students are permitted to use their cellular phones or electronic devices in designated areas during designated times only. Designated times and areas will be determined at the discretion of the building administration. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. At the building leadership's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian.
- ~~28:~~29. Olentangy will provide access to filtered wireless internet and the my.olsd.us platform (Schoology, PowerSchool, Google Drive, ~~District Email~~ district email, etc.) for personally owned computing devices for educational purposes. The Technology Usage Policy fully applies to personal computing devices. Configuration changes, installed software, or tools which violate the Code of Conduct or negatively impact the network may result in the loss of privilege to utilize a personal device. This privilege may be restored when the device is determined to no longer violate this policy or negatively impact the network. ~~Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).~~
- ~~29:~~30. District computers should not be used for playing games unless sanctioned through a classroom or club activity and only during times directed by a club advisor or teacher. If gaming activities are disruptive or negatively impact the learning environment, they may be blocked.

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

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

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the ~~technology usage policy~~ Technology Usage Policy or any other Board policies, guidelines or laws. ~~Students will receive the wireless passkey from a teacher or the school office upon submission of the handbook awareness statement with the appropriate signatures.~~ Passwords, passkeys, or access codes are not to be shared with others. Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to detention, Wednesday School, Saturday School, Suspension Alternative Program and/or suspension. Violations also may result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

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

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

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

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

or guardians have ~~signed a release of claims for damages against the Board~~ acknowledged the Student Handbook and this Technology Usage Policy.

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

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

Technology Usage Agreement: If you do NOT desire for your child to use district-provided technology while at school, please submit a letter to your building principal. In the event that we do not receive this information, ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy.

GRADING

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

CLASS RANK

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

GRADE CLASSIFICATION

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

- Freshman must have completed 8th grade
- Sophomore must have five credits
- Junior must have ten credits
- Senior must have fifteen credits

GRADING INFORMATION

- A student should receive a grade if enrolled for three or more weeks of the grading period.
- Students receiving an “incomplete” must make up the work with a reasonable time or credit may be denied for the course. It is suggested the student be granted the same amount of time to make up the work, as they were absent from school. The time of the grading period may influence this guideline.
- Counting each quarter letter grade as 2/5 and the exam letter grade as 1/5 of the total grade determine semester grades. (Example: first quarter = 2/5; second quarter = 2/5; exam = 1/5.). The final grade is determined by averaging the first and second semester letter grade.
- Transfer credit – Only those grades on transcripts for AP courses and College Credit Plus courses ~~that are comparable to current Olentangy AP courses~~ will be converted to the weighted scale and quality points.

GRADING SCALES

High School Regular Grading Scale					
Letter Grade	Percentage	Point Value	Letter Grade	Percentage	Point Value
A	93-100%	4.000	C	73-76%	2.000
A-	90-92%	3.670	C-	70-72%	1.670
B+	87-89%	3.330	D+	67-69%	1.330
B	83-86%	3.000	D	63-66%	1.000
B-	80-82%	2.670	D-	60-62%	0.670
C+	77-79%	2.330	F	0-59%	0.000

High School Weighted Grade Scale AP & CCP Courses Only					
Letter Grade	Percentage	Point Value	Letter Grade	Percentage	Point Value
A	93-100%	5.00	C	73-76%	3.00
A-	90-92%	4.67	C-	70-72%	2.67
B+	87-89%	4.33	D+	67-69%	2.33
B	83-86%	4.00	D	63-66%	2.00
B-	80-82%	3.67	D-	60-62%	1.67
C+	77-79%	3.33	F	0-59%	0.00

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

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

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

NATIONAL HONOR SOCIETY

Qualifications:

1. Students must have attained 11th or 12th grade standing.
2. Students should secure an application from the National Honor Society (NHS) adviser.
3. Students applying to NHS must have attended an Olentangy high school at least two semesters prior to application.
4. Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

REPORT CARDS

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

GRADUATION

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

DIPLOMA DEFERRAL

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

EARLY GRADUATION

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

Requirements for early graduation include:

1. Scheduling accordingly in the spring of the sophomore year
2. Plans to attend an institution of higher learning after graduation
3. A cumulative grade point average of 3.0 or higher
4. A required four credits of English

GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

Specific information regarding graduation requirements is available in the Course Planning Guide, which is posted on each high school's website.

GRADUATE ACADEMIC RECOGNITION

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

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

- Summa Cum Laude 4.000 GPA and above
- Magna Cum Laude 3.800 to 3.999
- Cum Laude 3.670 to 3.799

Beginning with the class of 2020, the high schools will recognize as valedictorian(s) at the end of seven or eight semesters anyone who achieves the highest cumulative GPA in the class.

In order to be eligible, a student must have attended an Olentangy high school for his/her entire fifth through eighth semesters.

This ranking is used for certain senior honors.

1. Class rank shall be computed by the final grade in specific subjects.
2. The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.
3. In recognition of the heavier burden of Advanced Placement classes, grade point averages shall be weighted by awarding up to 1.0 extra unit.
4. A student's grade point average and rank in class shall be entered only on his/her record and shall be subject to Board Policy 8330 on release of student records. A student's class rank is used for internal purposes and is not released to colleges and/or other institutions or agencies without prior written consent from the individual or his/her parents/legal guardians if the student is less than eighteen (18) years of age.

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

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy 5408 provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

A teacher, administrator, gifted education specialist, school counselor, school psychologist, or parent/ legal guardian of the student may submit referrals for possible accelerated placement to the school principal. A student may refer himself, herself, or a peer through a district staff member who has knowledge of the abilities of the student. Accelerated placement is a team decision and includes a review of classroom performance and standardized testing history, information regarding student work habits, motivation and desire for acceleration, and possible additional assessments as needed. The acceleration process evaluates the academic, social, and emotional readiness of students in order to determine a placement to best meet the needs of the whole child.

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

TRANSCRIPTS

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

HEALTH AND SAFETY

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school, including compliance with state immunization laws. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within 14 calendar days after the student's first day of school. Written statements of objection to immunizations due to parent's or guardian's philosophical or religious reasons are filed in the student's health folder. Medical exemption for immunization must be signed by the child's physician.

Parents are required by state law to fill out an Emergency Medical Authorization Form. The Emergency Medical Authorization Form is online and should be completed at the time of enrollment and checked for accuracy at the beginning of each school year. A complete Emergency Medical Authorization Form must be on file with the [School](#) in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

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

A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, signed and on file in the office before any medication, including over-the-counter and essential oils will be given by the clinic staff. Children are NOT permitted to transport any medication to school. All medications must be brought to school by a parent or guardian and must be locked in a storage place unless medically prescribed to self-carry. This is critical to the health and safety of all children. In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the *Physician's Medication Procedure Request Form* must be signed and contain those instructions.

Middle and high school students are permitted to carry a one-day's supply of non-prescription medication, including essential oils, to self-administer if a *Parent's Non-Prescription Medication Request form* is signed by the parent and on file in the school office.

A parent note is required for elementary students to use cough drops at school. Cough drops must be supplied by the parent or guardian, kept in the clinic, and administered by the clinic staff. Medication forms are available in the school office and on the district website and expire at the end of each school year.

ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on [District](#) property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability, those that serve as service animals as required by Federal and State law, or those that conduct random searches for illegal substances. All animals must meet veterinary

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

In cases of communicable disease, a letter may be sent home and/or a notice may be passed on to the school community via email informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease. If your child has head lice, it will be necessary for you to bring him/her to be checked in at the clinic to verify that he/she has no live lice before he/she can be readmitted to school. The school nurse or designee will make the final decision on re-admittance to school.

DISTRICT SAFETY PLAN

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. In case of an emergency, district personnel will follow the ~~District~~district's Safety Plan. This plan specifies steps to be followed should an emergency arise that threaten the well-being of students, staff and the public while utilizing school property. In addition to the steps outlined in the ~~District~~district's Safety Plan, our staff routinely trains on many of these procedures.

To ensure that the district has accurate contact information, please review the [Back-to-School and PowerSchool Update Instructions](#) and update your account as needed.

HEALTH SCREENINGS

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

HOMEBOUND INSTRUCTION

The ~~School~~school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of

documentation of the student's condition from a physician (Policy 2412-Homebound Instruction). For more information, contact the building administrator or guidance counselor.

ILLNESS / INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called.

MEDICAL CONCERNS

Notify the school nurse of any health concerns that impact your child's school day. If your student is transported to school by bus, the bus drivers should also be provided with this information. Each year, Food Service must have an updated statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the National School Breakfast and/or Lunch Program.

NON-SMOKING / VAPING POLICY

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

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

STAY SAFE. SPEAK UP!

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

SUICIDE PREVENTION RESOURCES

If you or someone you know is in crisis, please reach out to someone who can help. Do not wait, contact any staff member or administrator (see AG 5350). In an urgent situation, please use the resources below:

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

GENERAL INFORMATION

COPYRIGHT INFRINGEMENT

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

FEES

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

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

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

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

FEE COLLECTIONS AND FEE WAIVERS

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

If you receive a notice from your bank about a non-sufficient funds check, contact CheckRedi at 800-239-1222.

FOOD SERVICE

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

Olentangy also participates in the School Breakfast Program, and the free and reduced-price program applies to breakfast as well.

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

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

If your child has a medically documented food allergy/disability, Olentangy Food Service will work with you to make the necessary accommodations. Please contact the cafeteria manager at your school or the Food Service Department at 740-657-4053.

FUNDRAISING ACTIVITIES

Student fundraising by approved school organizations, (those whose funds are managed by the treasurer) may be permitted in school as approved by the principal according to Policy 5830-Student Fundraising. Any fund-raiser that involves the sale of food items and/or beverages to students that will be consumed on the school campus during the school day to thirty (30) minutes after the end of the day must comply with the current USDA Dietary Guidelines set forth in Policy 8550-Competitive Foods. Fundraisers also include giving away goods or services, but suggesting a monetary donation. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the superintendent.

INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: <https://www.olentangy.k12.oh.us>. For specific information concerning athletic bylaws, grades 9 through 12 only, contact your athletic director.

LOCKER ASSIGNMENTS

Subject to availability, a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, if applicable. The

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

LOST AND FOUND

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

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal will approve all posters/announcements.

PROCEDURES TO RESOLVE PARENT-TEACHER DISAGREEMENTS

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the superintendent, principal, or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

Step 1 – Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

Step 2 – Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step 1. This step is to be informal and verbal. No further action will be taken beyond Step 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

Step 3 – Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the Board.

Dispositions

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

Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step 3 – Formal Process.

Relation to Other Procedures

This Article does not limit or affect the actions or procedures available to the administration and/or Board based on an investigation of alleged misconduct and an administrative or Board conclusion based on that investigation that action adverse to the teacher is warranted. Any such action against the teacher is subject to applicable laws and other articles of this Agreement.

RELEASE OF STUDENT PHOTOS AND WORK ONLINE

Olentangy Schools believes it is important to share accurate and timely information about the district with stakeholders. In addition, many online tools provide educational opportunities for student learning. As such, from time to time the district may share student information with the public in a web-based environment such as, but not limited to, the district's website and social media channels. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels (unless additional permission is granted by the parent/guardian:

- Student's first name and last initial only;
- Student photographs.; and
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.).

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

RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

Olentangy Schools often has the opportunity to film and photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, videos and photographs may be used in communication tools such as the district newsletter, district website, social media, community publications, and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in Olentangy Board of Education Policy and Guideline 8330-Student Records include:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, mailing address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations and the media. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

UNAUTHORIZED USE OF THE BUILDING

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

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

CO- AND EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to high school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Payments should be made in full by credit card online or by cash/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent account and select Lunch and Fee Payments. If you are paying by check, please make it payable to Olentangy Local Schools. We appreciate your prompt attention to school fees. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact ~~Nexcheck~~ [CheckRedi](#) at ~~(800) 639-2435~~ [800-239-1222](#).

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

SCHOOL CLUBS AND ORGANIZATIONS

The clubs at Olentangy appeal to a variety of interests and are available to high school or community students. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office.

ATHLETIC HANDBOOK

2022-2023



OLENTANGY SCHOOLSSM
Flourish Here.

Presented to the Board of Education on March 24, 2022.

OLENTANGY SCHOOLS

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

BOARD OF EDUCATION

Mr. Kevin O'Brien	Board President
Dr. LaKesha Wyse	Board Vice President
Dr. Kevin Daberkow	Board Member
Mr. Brandon Lester	Board member
Mrs. Mindy Patrick	Board Member

Table of Contents

A MESSAGE FROM THE ATHLETIC DIRECTORS	1
STATEMENT OF ATHLETIC PHILOSOPHY	1
ATHLETIC GOAL AND OBJECTIVES	2
RESPONSIBILITIES OF AN OLENTANGY SCHOOLS ATHLETE	3
SPORTSMANSHIP PHILOSOPHY AND GUIDELINES	4
OVERVIEW	4
PLAYERS / CHEERLEADERS	4
SPECTATORS	5
STUDENT MANAGERS / STATISTICIANS / TRAINERS	6
EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS	6
COACHES	7
EJECTION OF COACHES FROM ATHLETIC CONTESTS	7
PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS	7
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS	9
CONDUCT OF ATHLETES/CITIZENSHIP	9
SCHOOL DISCIPLINE REFERRAL	9
RIGHT TO APPEAL SUSPENSION	9
PROHIBITION AGAINST DISCRIMINATION	10
ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES	11
PRINCIPALS AND PHILOSOPHIES	11
DEFINITIONS	11
SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS	13
VOLUNTARY REFERRAL OPPORTUNITY	13
RANDOM URINE DRUG TESTING OF OLENTANGY DISTRICT HIGH SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS	15
OVERVIEW	15
A STATEMENT OF NEED AND PURPOSE	15
SUPPORTING DATA	15
DEFINITIONS	15
PROCEDURES	16
DUE PROCESS	20
ACADEMIC REQUIREMENTS	21
STUDENTS ENROLLED IN GRADES 9-12	21
STUDENTS ENROLLED IN GRADES 7-8	21
ADDITIONAL ACADEMIC STANDARDS FOR GRADES 7-12	22
OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS	23
AGE LIMITATION – OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULE	23
RESIDENCE AND TRANSFER REQUIREMENTS	23
ATHLETIC DEPARTMENT POLICIES	24
ATHLETIC PARTICIPATION/CONCUSSIONS	24

ATTENDANCE POLICY	24
AWARDS	25
BANQUET	26
CANCELLATIONS DUE TO WEATHER.....	26
CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS.....	26
EQUIPMENT	26
FAILING TO COMPLETE A SEASON.....	27
GAME DAY PARTICIPATION.....	27
HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT	27
HOME-EDUCATED / NON-ENROLLED STUDENT PARTICIPATION	29
INDIVIDUAL COACH'S RULE.....	29
INSURANCE	29
LOCKERS	29
PAY TO PARTICIPATE.....	30
REQUIRED FORMS.....	30
RISK OF PARTICIPATION	31
SALARY OF COACHES.....	31
SOCIAL MEDIA POLICY	31
TRANSPORTATION	31
TWO-SPORT PARTICIPATION	31
UNIFORMS	32
COLLEGE INFORMATION.....	33
PROSPECTIVE STUDENT ATHLETES – NCAA CLEARINGHOUSE RULES.....	33

A MESSAGE FROM THE ATHLETIC DIRECTORS

This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents, and coaches.

Yours in scholarship, sportsmanship, and success,

High School Athletic Directors and Middle School Athletic Managers

STATEMENT OF ATHLETIC PHILOSOPHY

The Olentangy Local School District's athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. The board discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. The athletic program must at all times be conducted in such a way as to justify it as an educational activity.

If an unusual or extreme circumstance warrants it, exception to athletic policies may be made at the discretion of the superintendent of schools. The superintendent may only make an exception within the applicable regulations of the Ohio High School Athletic Association (OHSAA) and the statutes of the State of Ohio.

ATHLETIC GOAL AND OBJECTIVES

GOAL

The student shall become a more effective citizen in a democratic society.

SPECIFIC OBJECTIVES

1. To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
2. To have fun – the main reason people participate in sports and games
3. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
4. Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
5. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
6. Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
7. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

RESPONSIBILITIES OF AN OLENTANGY SCHOOLS ATHLETE

Being a member of an Olentangy Schools athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- Responsibilities to Yourself – The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- Responsibilities to Your School – Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- Responsibilities to Others – As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.

SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

OVERVIEW

The Olentangy Local Schools Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association (OHSAA) should be governed by the basic principles of good sportsmanship. This document has been prepared to ensure that all participants have a common understanding of those basic principles.

We believe that participation is as important as winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors, and coaches) and is directed to the behavior of spectators, coaches, and players. An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics.

We, therefore, expect school administrators, coaches, athletes, cheerleaders, and spectators to know and embrace the following fundamentals of sportsmanship:

1. Respect should be demonstrated for athletic opponents and for their school at all times. Olentangy should treat visiting teams and their supporters as guests and accord them the consideration everyone deserves. Visiting schools should respect the property and dignity of their host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome of the contest.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the rules.
4. All participants should strive to maintain self-control at all times. The desire to win cannot be accepted as a reason for irrational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

PLAYERS / CHEERLEADERS

Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of spectators. It is important that they embrace the following behaviors:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.

4. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
5. Accept seriously the responsibility and privilege of representing the school and community.
6. Athletes must follow team rules established by coaches as well as the Code of Conduct.

Athletes are to refrain from the following inappropriate behaviors:

- Taunting officials, opponents, or spectators
- Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, the athlete will be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season. If an athlete leaves the bench area and is involved in an altercation in the stands, the athlete will be suspended from contests for one calendar year.
- Racist, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension and additional school consequences.
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

1. Denial of participation in an event
2. Removal from contest
3. Suspension for a portion of the season
4. Restitution
5. Conference/hearing with school official
6. Violations of the Code of Conduct may result in school discipline

SPECTATORS

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following before, during, and after the contest:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is inappropriate.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches

- Profanity, and/or racist, sexist, or abusive comments or actions directed at officials, opponents, coaches, or team representatives will not be tolerated and will result in removal from contest and could result in prohibition from future contests at all levels.
- Berating players, coaches or other spectators through chants, signs and/or cheers
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior

Disciplinary actions include:

1. Removal from contest
2. Conference/hearing with school officials
3. Removal from future athletic contests
4. Violations of the Code of Conduct may result in school discipline
5. Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event

STUDENT MANAGERS / STATISTICIANS / TRAINERS

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. ~~A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).~~

A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.

COACHES

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body, and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Shall establish team rules beyond the Code of Conduct
2. Teach the value of conforming to the rules
3. Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
4. Instruct their players in the fundamentals of sportsmanship
5. Respect the officials' judgment and interpretation of the rules
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

EJECTION OF COACHES FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal, or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

Step 1 Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances and the head coach (if applicable) surrounding the concern. The coach(es) will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach(es) has/have been notified of the concern (subject to change by mutual agreement).

Step 2 Fact and Possible Resolution

If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, middle school athletic manager, or high school athletic director and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

Step 3 Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the principal in writing. At that time another meeting will be arranged at the convenience of the complainant and coach directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The coach has the right to be at all meetings with or without a representative as he/she so determines.

Dispositions

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

Decision

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

CONDUCT OF ATHLETES/CITIZENSHIP

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. In the classroom – Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
2. On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
3. In the community - All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated. The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation.

SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities at all levels of competition for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal, or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach, or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

RIGHT TO APPEAL SUSPENSION

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

- The student will be informed of the potential suspension or denial of participation and the reasons for the proposed action. The student may be afforded an opportunity for an informal hearing to challenge the reason for the intended suspension or denial of participation and to explain his/her

actions. An attempt will be made to notify parents or guardians by telephone if a suspension or denial of participation is issued.

- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student may practice but may not participate during an appeal in any official contest at all levels of competition pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

PROHIBITION AGAINST DISCRIMINATION

The Olentangy Local School District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, or national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying on in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the DISCIPLINE section of this handbook.

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, or national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of his/her complaint through the district's complaint procedures.

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

Randy Wright
Chief of Administrative Services
Randy_Wright@olsd.us
740-657-4012

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

ATHLETIC ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

PRINCIPALS AND PHILOSOPHIES

The policy is designed to help students and parents cope with drug, alcohol, and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.

The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

DEFINITIONS

Assessment & Follow-Up Program – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Athletic Year – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

Banned Substance – A substance defined by school policy as being banned from use by students.

Code of Conduct – Anything in this handbook.

Controlled Substance – A drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.

Counterfeit or Look-Alike Drug

- Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
- Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
- Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

High School Career – The day after completion of middle school, through graduation or the completion of the athlete's career representing their high school, whichever is later.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Mood-Altering Chemicals – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance such as “Wite Out”, glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student's name and the directions for proper use.

Possession – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance.

Paraphernalia – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

Student Athlete – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well.

Tobacco – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens.

Trafficking – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture, or otherwise engage in any part of the production of a controlled substance.

Transmission – The action or process of giving a controlled substance to another individual.

POSSESSION / USE OF ALCOHOL, CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS AND TOBACCO

A. First Offense

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman, and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee

apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.

5. For infractions involving alcohol, controlled substances/mood-altering chemicals, and tobacco the denial period may be reduced to twenty-five percent (25%) of the scheduled contests (excluding scrimmages), rounded up to the next whole contest if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The principal's designee will monitor the progress of the assessment program and report to the principal any failure to comply.
 6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- B. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
 - C. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS

- A. First Offense
 1. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
 2. Dismissal from all athletics for one calendar year from the date of suspension.
 3. Information collected related to trafficking may be reported to appropriate law enforcement authorities.
- B. Any Additional Offense will result in denial of participation in athletics for the remainder of the student's high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

VOLUNTARY REFERRAL OPPORTUNITY

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

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

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a release of information to the school designee so that the student's progress in the program can be followed and written verification of completion given to the designee. The student must complete the program or receive the original discipline.

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

OVERVIEW

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls*.

DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance – A substance defined by school policy as being banned from use by students.

Student Athlete – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well.

SAMHSA – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS – Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels – The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml).

Chain-of-Custody Form – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine.

False Sample – A sample of urine that is not from the athlete being tested or not from the athlete on the date of the test.

Athletic Year – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

PROCEDURES

1. Procedures for Students

A. Informed Consent for Testing

At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools Athletic Code of Conduct and Expectations Informed Consent Agreement. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.

B. Urine Drug Testing Frequency

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

C. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be

completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

2. Confidentiality of Results

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

3. Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

A. Random Selection of Student Athletes

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

B. Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. Chain of Custody forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

C. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years of experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy). The building principal may specify specific classes or substances to be tested.

D. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

- E. Reporting of Random Urine Test Results by Vendor
The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.
 - F. Statistical Reporting and Confidentiality of Urine Drug Test Results
The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.
4. Procedures in the Event of a Positive Result
- A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:
 - 1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. The building principal may keep all test results for a period up to one year.
 - 2. The student will be notified and be required to submit weekly urine specimens, via the Vendor outside of the school day at the Vendor's location, for five weeks.
 - 3. If the parent, guardian, or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
 - 4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
 - B. First Positive Result
 - 1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
 - 2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
 - 3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman, and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete

or the date on which a violation of the substance abuse policy has been determined.

4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.
 5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
 6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.
- C. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
 - D. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.
5. Non-Punitive Nature of Policy
No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.
 6. Illicit or Banned Substances
For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

DUE PROCESS

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

ACADEMIC REQUIREMENTS

In order that local eligibility standards reflect a greater emphasis on classroom achievements and with participation in athletics viewed as a privilege, the following are the Olentangy Local School District policies for athletic eligibility for grades 7-12.

STUDENTS ENROLLED IN GRADES 9-12

1. A student's eligibility will be determined according to his/her GPA (grade point average) for the immediately preceding nine week grading period. Semester and final exams are not to be calculated in the nine week GPA assessment because of the comprehensive nature of exams. A student's eligibility will be determined by examining each student's nine week grade independent of prior grading periods. Students must maintain a quarterly GPA of at least 1.5 (based on a 4.0 scale).
2. In the grading period immediately preceding, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
3. Incoming freshmen must be passing a minimum of four courses taken during the final grading period of their eighth grade year to be eligible and have a GPA of 1.5 for the fourth quarter. A student may apply for a one-time GPA waiver to be used during his or her freshman year. The passage of four (4) one-credit courses must be met, per OHSAA regulations, in order to make application. Application to the athletic director may occur after the 4th quarter of the 8th grade through the 3rd quarter of the freshman year.
4. A grade of "incomplete" will be considered a failing grade until work is completed per O.H.S.A.A By-law 4-4-1, exception 3.
5. Summer School and other educational options may NOT be used to substitute for failure to meet the academic standards during the last grading period of the school year.
6. A student enrolled in credit flex courses must, at the conclusion of the high school's grading period, provide proof of "passing" their credit flex course in order for this course to be counted toward the five-one credit (or equivalent) courses used to establish athletic eligibility.
7. Students who are being home-schooled and who desire to participate in athletics and extracurricular activities must fulfill the requirements as established by the Olentangy School District related to eligibility, attendance, enrollment, and participation guidelines (please refer to policy 2431.03).
8. Year-long on-line courses may not be used to compensate for a lack of courses taken in the preceding grading period.

STUDENTS ENROLLED IN GRADES 7-8

1. In order to participate in an interscholastic sport or to cheerlead, a student must be passing four courses and have a minimum 1.5 GPA in the preceding nine week grading period.
2. A student enrolled in the first grading period after advancement from the seventh to eighth grade must have passed a minimum of four of classes during the preceding grading period in which the student was enrolled.
3. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of four of those subjects in which the student received grades.

4. Students who do not meet the minimum eligibility requirements at the end of a quarter will be ineligible to participate for the entire following quarter.
5. Individuals declared academically ineligible may not attend practices, games or travel with the team during the period of ineligibility unless approved by the head coach and administration.

ADDITIONAL ACADEMIC STANDARDS FOR GRADES 7-12

1. The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility of athletes for the first grading period begins with the start of the fall sports season.
2. The following conditions will be established for a student who is ineligible for a grading period:
 - a. A student will be permitted to try out for any sport or activity in which the number of participants is restricted by team selection.
 - b. With approval from the athletic director/coach and parent/guardian/custodian, a student can practice with a team or group.
 - c. The student cannot participate in any athletic contest or scrimmage situations during the period of ineligibility, nor will activity fees be refunded.
3. A student who would become ineligible for two consecutive grading periods would lose all practice condition privileges and would be released from any athletic squad.

OTHER O.H.S.A.A. ELIGIBILITY REQUIREMENTS

AGE LIMITATION – OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULE

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for inter-scholastic athletics. There is an exception to this regulation, so please arrange a meeting with your principal or athletic administrator to review this exception.

RESIDENCE AND TRANSFER REQUIREMENTS

If the parent's district of residence is a multiple high school public school district (like Olentangy Local Schools), the student shall be eligible only at the public high school which is located in the attendance zone within which the parents' residence is located.

There are many complicated rules governing residence. Generally, an athlete's parents or legal guardian must live in the Olentangy Local School District for the student to be eligible. If you have a residency or transfer question, discuss it with the principal/athletic director. All school district and O.H.S.A.A. by-laws apply.

O.H.S.A.A. transfer bylaws (section 7) have been developed which permits a student to become eligible to participate in interscholastic athletics when moving from one school district to another, from a private school to a public school or vice versa, and from different high schools in the same district insofar as the transfer bylaw is concerned.

1. When moving from one school district to another, a bona fide legal change of residence form must be on file with the new district and the O.H.S.A.A. to participate in athletics. Please note, merely signing a lease for an apartment/house in the new district does not constitute a bona fide legal change of residence. The form required for legal change of residence may be obtained from the OLSD New Student Welcome Center (NSWC), school athletic offices, or on-line at www.ohsaa.org
2. When moving from a private to public school, an O.H.S.A.A. Exception Form Six must be on file with the new district and O.H.S.A.A. in order to participate in athletics. This form may be obtained from the NSWC, school athletic offices, or on-line at www.ohsaa.org.
3. When moving from different schools in the same district, an ~~Intra-District~~Intradistrict Transfer Request Application must be submitted by the district's required date of submission. Be advised that student's approved for an ~~intra-district~~intradistrict transfer may be denied participation in athletics for one calendar year.
4. In the event that a student's family moves from one attendance area to another within the Olentangy Local School District after the start of the school year, an ~~Intra-District~~Intradistrict Transfer Request Application must be submitted as soon as possible. Be advised that students approved for an ~~intra-district~~intradistrict transfer may be denied participation in athletics for one calendar year.

ATHLETIC DEPARTMENT POLICIES

ATHLETIC PARTICIPATION/CONCUSSIONS

If a concussion is suspected by a physical education teacher or coach, the student will be removed from the class, practice, or game. The student will not be permitted to return to full participation on the same day as the removal and not until s/he is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional. Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention. Please refer to board policies 2431, 2431.01, and 5340 for more information.

ATTENDANCE POLICY

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day (or the half-day equivalent), not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments, and special family situations may be excused by an administrator.

~~In order for an athlete to participate in a physical team event (contest, practice, or other training) on a given scheduled school day, they must be in attendance for four (4) full periods (not including lunch) that same day. Athletes participating in school field trips and/or scheduled College Visits will be considered "in attendance."~~

1. Absence from Practice

A. Excused

1. The athlete must provide, in writing, advance notice to the appropriate coach. At the middle school level, absences must be approved by the athletic director.
2. Reasons considered unavoidable and excusable by the coaches. At the middle school level, the absences must be approved by the athletic director.
3. A return to practice note is required for doctor/physical therapy appointments.
 - a. A return to participate date is required from the doctor if practices and/or games are missed due to injury/illness per doctor's orders.

Consequence

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest(s).

- ##### B. Unexcused - All absences not falling into the excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

Consequences

First offense Suspension for the next contest

Second offense Suspended for the next two contests

Third offense Suspension for the remainder of the season

2. Absence from Contest (including Saturday)

A. Excused

1. Advance notice to the coach. At the middle school level, the absence must be approved by the middle school athletic director.
2. In emergency situations, notify the coach as soon as possible.

Consequences are the discretion of the coach and athletic director and may result in exclusion from future contest(s).

Unexcused – All other types of absences not falling into the Excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

Consequences

First offense- Suspension from next two contests

Second offense-Suspension for the remainder of the season

3. Absence from Last Game of Season and/or End of Season Tournament Play

A. Excused

1. Advance notice in writing to coach and approved by athletic director.
2. Reasons considered unavoidable and excusable by the coach and approved by athletic director.

B. Unexcused

All other types of absences not falling into the Excused category above.

Consequences

The athlete will not receive an end-of-year certificate and will not be permitted to attend the end-of-year celebration/banquet.

4. Holidays/Vacations

- A. Excused – If an athlete is going on a family vacation with a parent or guardian or is attending a school-related activity during a school recess, advance notice must be given to the coach by the first day of official team practice. The coach will then inform the athletic director. At the middle school level, all requests must be approved by the athletic director.

Consequences - If a contest is missed, the consequences are:

1. Suspended one subsequent contest for each contest missed
2. If practice is missed: See 1A

- B. Unexcused – Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

AWARDS

Earning an Athletic Letter – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.

Wearing of Awards – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.

Booster Scholar Athlete Awards – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.500 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.

Managers/Statisticians/Student Trainers – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

BANQUET

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

Middle school banquets/end of season celebrations will be held on middle school grounds.

CANCELLATIONS DUE TO WEATHER

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. If, however, there is a conflict with a graded class activity, the class takes priority.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying those involved immediately when a conflict does arise.

EQUIPMENT

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.

- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. Any exception must be approved by the coach or athletic director.
- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

FAILING TO COMPLETE A SEASON

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

1. Talk with your immediate school coach and then the head coach.
2. Return all equipment issued or pay established rate for keeping the equipment, prior to participation in a subsequent school sport.

~~Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date.~~ Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

GAME DAY PARTICIPATION

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments, and special family situations may be excused by an administrator.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and/or sexual harassment toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the ~~District~~district, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation, or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It

would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the ~~District's~~ district's Sexual Harassment and Sexual Violence procedures, please see Board Policy 5517.03.

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

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

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

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

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

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, and/or sexual harassment is

prohibited. Deliberately making false reports about harassment, intimidation, bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the district's website. For more information, please refer to Board Policy 5517, 5517.01. The ~~District's~~ district's policy and consequences for violations of the **policy shall be sent annually to each student's custodial parent or guardian. The statement may be delivered electronically.** The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

HOME-EDUCATED / NON-ENROLLED STUDENT PARTICIPATION

Eligibility for Chartered ~~or Nonchartered~~ Nonpublic Schools

All students enrolled in chartered or non-chartered nonpublic schools are permitted to participate in a particular extracurricular activity if the student is of appropriate age and grade level and: (1) the student is entitled by law to attend the schools of this ~~District~~ district; and (2) the chartered or non-chartered nonpublic school in which the student is enrolled does not offer the particular extracurricular activity. Students who meet these criteria are permitted to participate in the particular extracurricular activity at the district school to which the student otherwise would be assigned during that school year provided that the student meets the eligibility requirements stated in the student and/or athletic handbooks.

It shall be the parent/guardian's responsibility to obtain appropriate documentation for the Superintendent, or designee, to verify the student's eligibility prior to the start of the first practice or other activity of the extracurricular activity in which the student chooses to participate. Thereafter, the parent/guardian of a student participating in an extracurricular activity under this policy shall obtain additional verification of eligibility every nine (9) weeks on or before 5:00 p.m. of the fifth school day of the beginning of the nine (9) week period until the conclusion of the extracurricular activity in which the student is participating. All documentation related to a student's eligibility shall be verified by the school in which the student is currently enrolled. A student will be deemed ineligible to participate in extracurricular activities until all eligibility requirements are met and verified. For purposes of this policy, "parent/guardian" also means a student that is eighteen years of age.

INDIVIDUAL COACH'S RULE

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents, and the athletic director at the beginning of each season.

INSURANCE

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

LOCKERS

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers

for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES

~~Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.~~

PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool parent account and select Lunch and Fee Payments. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact CheckRedi at 800-239-1222.

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

REQUIRED FORMS

The following forms must be completed and on file in the Athletic Office or submitted online via Final Forms prior to the first day of practice or try-outs (in cut sports):

Please note: Item number one will be completed in paper form and turned in to the Athletic Office and items 2-9 will be submitted via Final Forms.

1. OHSAA Pre-Participation Physical Form-this form must be printed and completed by a certified physician and kept on file with the Athletic Office.
2. Athletic Code of Conduct Agreement
- ~~2~~3. Parent Acknowledgment of Athletic Policies
- ~~3~~4. Emergency Medical Form
- ~~4~~5. Insurance or an Insurance Waiver
- ~~5~~6. Permission to Treat Form
- ~~6~~7. Concussion Form

~~7.8.~~ Informed Consent Agreement~~8.9.~~ Alternate Transportation Form

Most forms are distributed to students but are also available on the district Web site or athletic offices.

RISK OF PARTICIPATION

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death which may be a result of athletic participation.

SALARY OF COACHES

The Olentangy Local School District will maintain sole authority of O.H.S.A.A. Bylaw 6-2-1. The Board of Education or other similar governing body shall have exclusive jurisdiction on matters of salary, stipend or compensation of its coaches.

SOCIAL MEDIA POLICY

The use of e-mail messages, text messages, blogs, websites, or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion gender or sexual orientation. Any violation of our social media policy may result disciplinary consequences up to and including suspension and/or dismissal from the team.

TRANSPORTATION

All athletes are expected to travel to and from contests in a district bus or van when the district provides transportation. In special situations a parent or guardian may provide transportation with advance written permission approved by the Athletic Director.

TWO-SPORT PARTICIPATION

Athletes may participate in more than one sport at Olentangy Local Schools in any one sport season (fall, winter, or spring) if both coaches concur and cooperatively work out the details of practices, games, etc. with the athlete. The athlete who is attempting to "double up" must declare one of the sports as a "sport of first priority". This means the athlete will attend all "events" (contests, practices, meetings, etc.) connected with that squad. The athlete can participate with the other squad during the time there are no obligations to the sport of first priority. Student athletes have a responsibility to avoid continuous conflicts.

Notes:

1. Cheerleading is considered to be a sport at both middle and high school levels.
2. Middle school athletes will only be allowed to participate in one sport per season.

Middle School Cheerleaders

1. Cheer for football or basketball. Eighth grade cheerleaders cheer for both seasons.
2. Cheerleaders may not participate in another sport during the season they are cheering.
3. Football cheerleaders will cheer for all games, home and away.
4. Basketball cheerleaders will cheer for all home games, both boys and girls.

UNIFORMS

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

COLLEGE INFORMATION

PROSPECTIVE STUDENT ATHLETES – NCAA CLEARINGHOUSE RULES

As a prospective student athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found in The Guide for College-Bound Student Athletes, located on the NCAA Clearinghouse Web site. This link can be accessed at www.ncaaclearinghouse.net. Click on “Prospective Student-Athletes” link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student athletes in college. If there are any questions concerning this important part of becoming a student athlete in college, you should make arrangements to see the athletic director.



An AEP Company

BOUNDLESS ENERGY

Eas. _____

Easement & Right of Way

Olentangy Local School District Board of Education, "Grantor", in consideration of \$1.00, the easement terms, and other good and valuable consideration from Ohio Power Company, an Ohio corporation and a unit of American Electric Power, 700 Morrison Road, Gahanna, OH 43230, "Grantee", the receipt and sufficiency of which is acknowledged, grants and conveys with general warranty covenants to Grantee, its successors, assigns, lessees, licensees and tenants, a right of way and easement, "Easement" for electric and other current/future energy or communication purposes underground, in, on, through and across the following described lands situated in the State of Ohio, County of Delaware, Township of Berlin, lying in part of Farm Lots 9 and 24, Section 3, Township 4 North, Range 18 – United States Military Lands. Being part of a 44.983 acre tract of land as described in Official Records Volume 1809, Page 833 of the Delaware County Recorder's Office (Parcel #418-320-01-001-001).

Said lines and facilities shall be constructed within a certain strip of land fifteen (15) feet in width, the centerline being the facilities as installed. The approximate location of said easement is depicted on Exhibit A, attached hereto and incorporated herein.

This Easement conveys all necessary and convenient rights for the Easement's use, including, without limitation, the rights to: construct, operate, maintain, inspect, protect, repair, replace, enlarge, upgrade, extend or remove utility facilities and relocate within the Easement, all necessary and convenient facilities which include but are not limited to: conductors, conduits, enclosures, grounding systems, foundations, manholes, and associated equipment, adding thereto from time to time; perform grading or filling for such facilities; cut, trim, remove and/or otherwise control, with herbicides or by other means, at Grantee's option (without any liability to Grantor), any trees, limbs or branches, brush, shrubs, undergrowth, of whatever size, buildings, structures, pavement, or other obstructions that in Grantee's reasonable judgment endanger or interfere with the safety or use of its facilities, both within and adjoining the Easement. Within the Easement, Grantor shall not: place any structures, piles or debris, change the level of the ground by excavation or mounding without Grantee's written consent, allow any construction that would be inconsistent with the National Electric Safety Code or Grantee's design standards, nor permit or cause any excavation, except for other utilities, provided such utilities rights do not conflict with this Easement. This Easement also conveys the right of ingress and egress in and over any reasonable routes at all times. If any governmental authority requires Grantee to relocate the facilities contemplated by this grant, this Easement

conveys the right to relocate such facilities to a comparable location of Grantee's choosing, without the need for a new easement.

Grantor may use its property for all purposes not inconsistent with the full enjoyment of the Easement, but Grantor acknowledges high voltage electric lines will be constructed within the Easement and Grantor shall use its property in a manner consistent with all applicable safety rules and regulations for working near electric lines. Safety/required clearance issues may be referred to Grantee's Engineering Group. Grantee shall restore the premises or pay reasonable damages done to fences, drains, seeded lawns (not landscaping), gates, ditches and crops caused by Grantee's use of the Easement. Grantor has authority to grant this Easement. No delay or omission by Grantee in exercising any right hereunder shall operate as a waiver or forfeiture of such right. This Easement grant is effective and binding upon the parties, their successors, assigns, lessees, licensees, heirs and legal representatives, and if any term hereunder is held invalid, the remainder shall not be affected thereby.

WITNESS, Grantor signed this Easement on the _____ day of _____, 2022.

Olentangy Local School District Board of Education,

By: _____

Print Name: _____

Title: _____

STATE OF _____, }

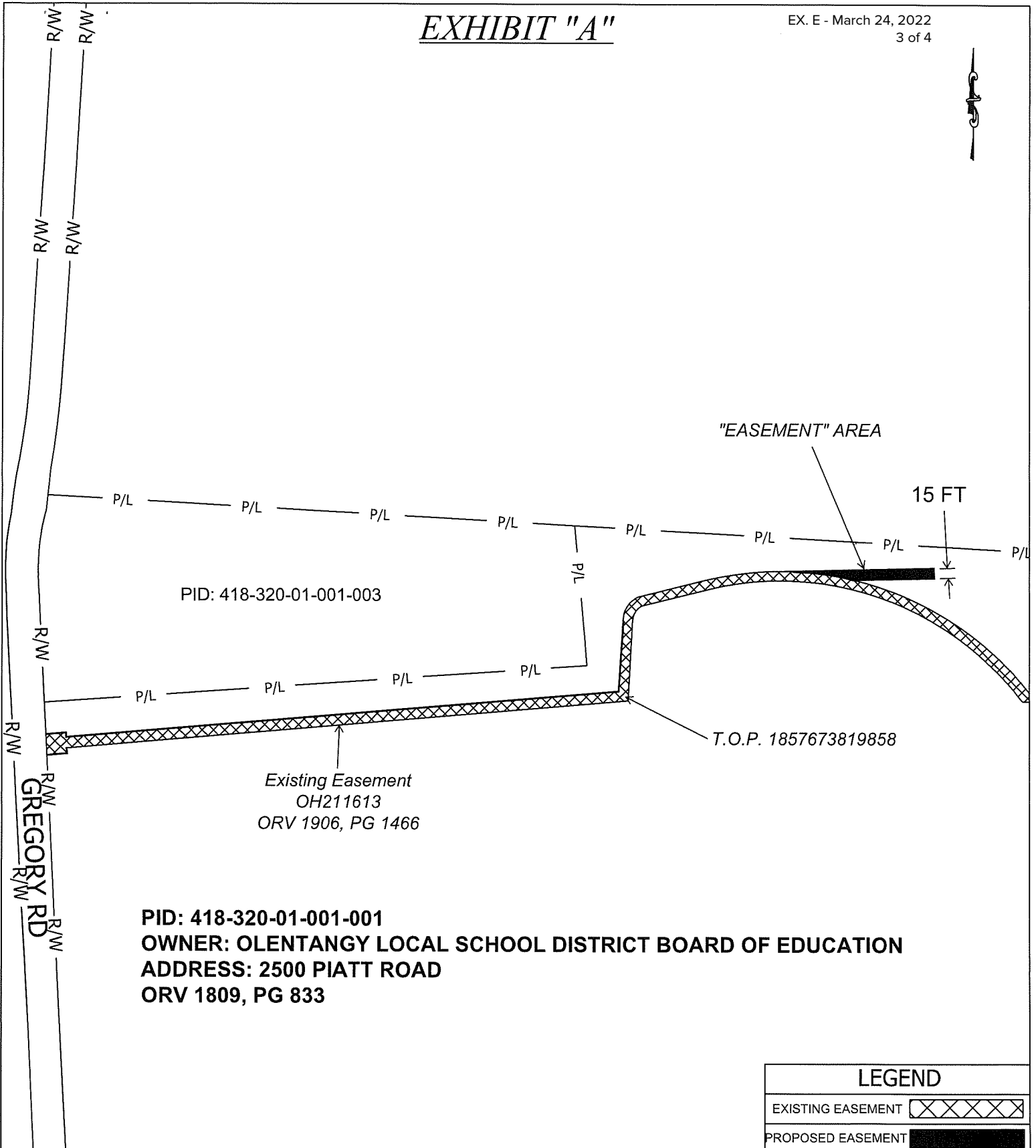
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this _____ day of _____, 2022,
by _____ (Name), _____ (Title of Officer) of
Olentangy Local School District Board of Education.

Notary Public
My Commission Expires _____

EXHIBIT "A"

EX. E - March 24, 2022
3 of 4



PID: 418-320-01-001-001
OWNER: OLENTANGY LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
ADDRESS: 2500 PIATT ROAD
ORV 1809, PG 833

LEGEND

EXISTING EASEMENT 
PROPOSED EASEMENT 



OHIO POWER COMPANY

DRAWN BY: NICHOLAS LAWRENCE

COUNTY: DELAWARE

WR# 80912757

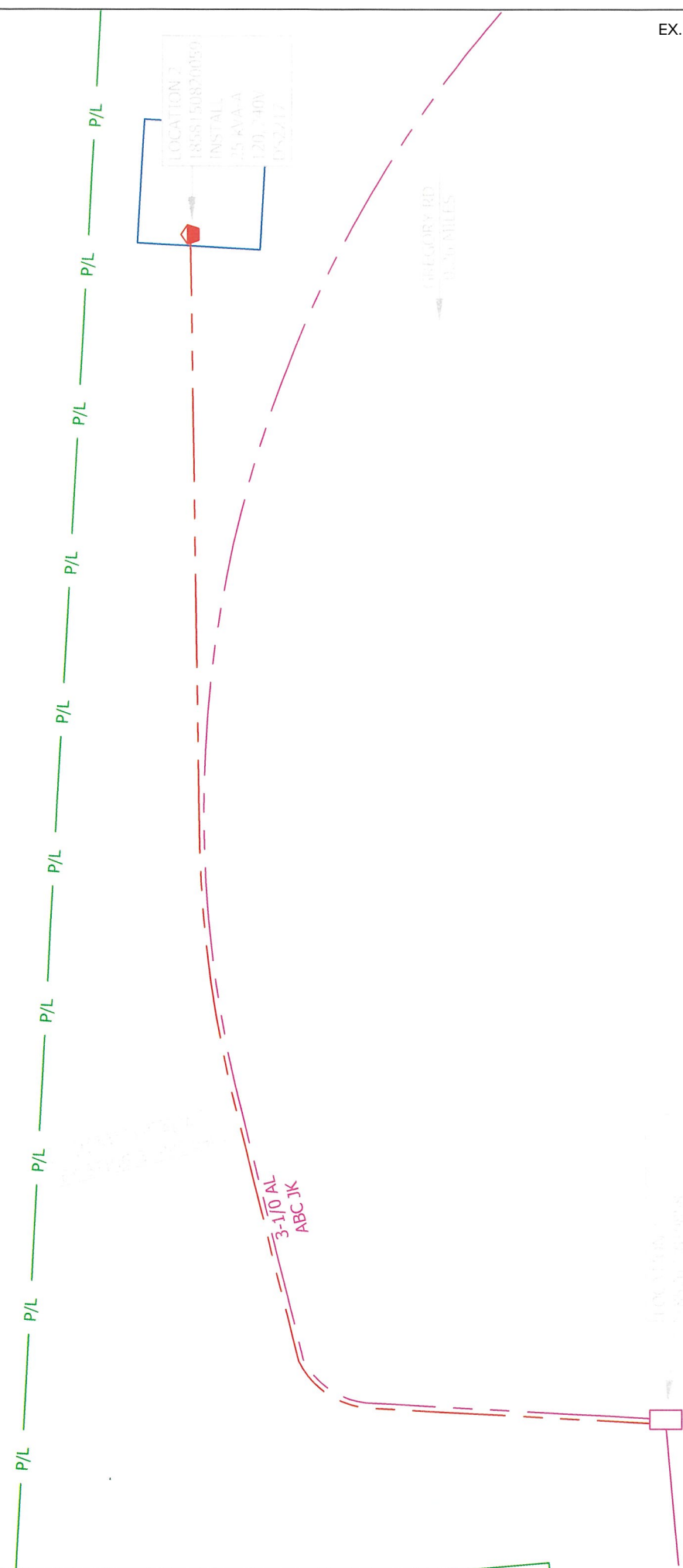
CITY/TWP: BERLIN

DATE: 3/7/2022

STATE: OHIO

SCALE: NTS

OPS 101142876
 2001A 120/240V 4P 3W
 25KV FOR MAX RD TUMEP
 FOR THE COMPANY



EX. E - March 24, 2022
 4 of 4

NON DESIGN ORDERS			
JOB SCOPE: INSTALL 25KVA XFMR AND 640' OF 1/0 AL		OWR: 79646063	
LOCATION: 2379 GREGORY RD		OPS:	
CITY:		OWR:	
TWP: BERLIN		OPS:	
COUNTY: DELAWARE		MAP:	
<div> <div>AEP</div> <div>OHIO</div> </div>		SCALE:	
		SHEET	
		REV	
		DATE: 3/7/2022	
STATION: DELAWARE		TECH/ENG: NICHOLAS LAWRENCE	
CIRCUIT: 0024033		CONTACT #: 614-985-3850	
VOLTAGE: 34.5KV		DATE: 3/7/2022	
DESIGN ORDERS		JUP:	
OH:		JUP:	
UG: 80912757		JUP:	
AREA: 040		JUP:	