

OLENTANGY LOCAL SCHOOL DISTRICT**NEOLA of OHIO**

First Reading April 27, 2017, Second Reading/Approval May 18, 2017

Fall 2017 recommended updates (Vol 35, N2)

POLICY NUMBER	POLICY NAME	AREA	TYPE
0156	Appointment of Legal Advisors	Bylaw	Addition
0157	Appointment to Joint Vocational School	Bylaws	Revision
1411	Whistleblower Protection	Administration	District Requested Revision
2430	District Sponsored Clubs and Activities	Program	Revision
2430.02	Participation of Community/STEM School Students in Extra-Curricular Activities	Program	Revision
2431	Interscholastic Athletics	Program	Revision
2461	Recording of District Meetings Involving Students	Program	Revision
2623	Student Assessment and Academic Intervention Services	Program	Revision
3120.08	Employment of Personnel for Co-Curricular and Extra-Curricular Activities	Professional	Revision
5111	Eligibility of Resident/Nonresident Students	Students	Revision
5200	Attendance	Students	Revision
5341	Emergency Medical Authorization	Students	District Requested Revision
5460	Graduation Requirements	Students	Revision
5610	Removal, Suspension, Expulsion, and Permanent Exclusion of Students	Students	Revision
5630.01	Positive Behavior Intervention and Supports and limited use of Restraints	Students	Revision
6423	Use of Credit Cards	Finances	Revision
6680	Recognition	Finances	Revision
6700	Fair Labor Standards Act (FLSA)	Finances	Revision
8141	Mandatory Reporting of Misconduct by Licensed Employees	Operations	District Requested Revision
8210	School Calendar	Operations	Revision
8310	Public Records	Operations	Revision
8320	Personnel Files	Operations	Revision
8330	Student Records	Operations	Revision
8452	Automated External Defibrillators (AED)	Operations	Revision
8500	Food Services	Operations	Revision
8510	Wellness	Operations	Replacement
9270	Equivalent Education Outside the Schools & Participation in Extra-Curricular Activities for Students not Enrolled in the District	Relations	Revision

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POLICY NUMBER	POLICY NAME	AREA	TYPE
SPECIAL RELEASE-JANUARY 2017/ESSA COLLECTION-PHASE I			
5111.01	Homeless Students	Students	Revision
5111.03	Children and Youth in Foster Care	Students	NEW
8340	Letters of Reference	Operations	NEW
SPECIAL RELEASE TECHNOLOGY COLLECTION-PHASE I			
0100	Definitions	Bylaw	Revision
7540	Technology	Property	Revision
7540.01	Technology Privacy	Property	Revision
7540.02	Web Content, Services, and Apps	Property	Revision
SPECIAL RELEASE-JANUARY 2017/TECHNOLOGY COLLECTION-PHASE II			
8305	Information Security	Operations	NEW

Note: Policy additions are written in red and underlined and deletions will be in blue and have a strike-through it.

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ORGANIZATION

0151 **Organizational Meeting**

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January, on a date set by the Treasurer no later than December 31st of the previous year. The Board shall appoint a President Pro Tem for the organizational meeting. R.C. 3313.14

Meeting Procedures

- A. The Board will appoint a President Pro Tempore from its membership, who will call the meeting to order.
- B. The official swearing in or administration of the oath to the new members should follow. If the oath has already been taken, it should be stated as to where and when for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
- C. The President Pro Tempore will then preside over the election and swearing in of a President and Vice President.
- D. The newly elected President and Vice President will then be sworn into office, and the President will assume the chair.
- E. The Board will then proceed with items of annual business such as:
 - 1. setting the dates and time of regular Board meetings;
 - 2. appointing legal counsel for the ensuing calendar year;
 - 3. electing a Treasurer in those years the Treasurer's term expires and establishing a salary;
 - 4. purchasing liability insurance for Board members;
 - 5. appointing a legislative liaison;

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6. adopting a budget for the new fiscal year (before January 15); and
 7. securing a performance bond for the Superintendent and Treasurer and all Board of Education members.
- F. Upon conclusion of the annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

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Officers

The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.

The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10

The Board shall then proceed to the election of a President, who may then take the chair, and a Vice-President.

Elections of officers shall be by roll-call majority vote of members physically present taken by the Treasurer.

Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify. R.C. 3313.14

In the event that the office of President becomes vacant, the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

0154

Motions

The Board shall, at the organizational meeting:

- A. adopt the budget for the next succeeding fiscal year; (R.C. 5705.28)

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- B. designate a day, place, and time for regular meetings which shall be held at least once every two (2) months; (R.C. 3313.15)
- C. establish a reasonable method whereby the Board President may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings; (R.C. 121.22(F))
- D. designate a day for regular informal work sessions of the Board, which shall be public;
- E. adopt existing bylaws and policies for its own operation and the operation of the school system; (See 0131 of these bylaws)
- F. readopt continuing contracts and agreements of the Board where continuation is not authorized by law;
- G. vote to join the Ohio School Boards Association; (R.C. 3313.87)
- H. certify the number of students for purposes of establishing a Service Fund; (R.C. 3315.15)
- I. establish a Service Fund for the payment of expenses actually incurred by Board members in the performance of their duties or members-elect in training and orientation to the performance of their duties. (R.C. 3315.15)

0155

Committees

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0166 - Executive Session.

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The President shall appoint at the organizational meeting members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

R.C. 3313.16

0156 **School Attorney**

The Board may employ legal counsel as necessary and pay for legal services from school funds.

The counsel will advise the board and its officials on legal matters relating to them and their powers.

At its annual organizational meeting, the Board may adopt a resolution providing for the employment of legal counsel and setting compensation for the various kinds of legal services to be rendered.

In engaging legal counsel, the board may require submission of a written proposal, which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals could detail:

- A. specific objectives to be accomplished by the counsel;
- B. specific tasks to be performed;
- C. procedures to be used in carrying out the tasks;
- D. target dates for the completion of tasks;
- E. methods to be used to report results to the Board and/or to deliver any product or render any service to the Board; and
- F. fees or rate of pay the Board will be charged.

The Board will establish procedures necessary to effect an efficient working relationship between the counsel and the Board and/or staff members.

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0156

Appointment of Legal Advisors Throughout School Year

In addition to the Organizational Meeting, the Board may appoint legal advisors to serve as general counsel and for specific projects and areas of practice throughout the school year on an as needed basis. Such legal advisors may be appointed for the following projects/areas of practice:

- (x) special education;**
- (x) ad valorem tax/property valuation;**
- (x) collective bargaining (i.e., labor negotiations);**
- (x) school construction projects.**

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0157

Appointment to Joint Vocational School District Board

As a participating district of the Delaware Area Career Center (DACC), the Board of Education is entitled to representation on the DACC Board of Education in accordance with the most recent plan for the DACC on file with the Ohio Department of Education.

Beginning with terms expiring or vacated on or after September 29, 2013, the Board shall make appointments to the DACC in accordance with this policy consistent with the requirements of R.C. Section 3311.19.

Terms of Service on DACC Board

Members appointed by the Board under this policy to the DACC Board shall serve for three (3) year terms of office. ~~No member shall hold office for a period of longer than two (2) consecutive terms. Terms shall be considered consecutive unless separated by three (3) or more years.~~

Each appointment by this Board to the DACC Board will be through the adoption of a resolution setting forth the appointee's qualifications in accordance with this policy and the law.

Required Qualifications of Board Appointed DACC Board Members

The Board may appoint to the DACC an individual who is not a current member of this Board who is otherwise lawfully eligible to serve as set forth below.

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Members of the DACC Board appointed under this policy shall either be Members of this Board or individuals who have experience or knowledge regarding the labor needs of the state and region with an understanding of the skills, training and education needed for current or future employment opportunities in the State. ~~have experience as chief financial officers, chief executive officers, human resources managers, or other business, industry, or career counseling professionals who are qualified to discuss the labor needs of the region with respect to the regional economy. This Board shall appoint individuals who represent employers in the region served by the DACC who are qualified to consider the State's workforce needs with an understanding of the skills, training, and education needed for current and future employment opportunities in the State.~~

In making an appointment, this Board will give preference to individuals who have served as members on an Ohio Joint Vocational School Business Advisory Committee who otherwise meet the statutory qualifications.

In addition, preference will be given to interested Members of this Board who otherwise meet the statutory qualifications.

Coordination of Membership on DACC Board

~~As members appointed to the DACC Board must be selected based on the diversity of the employers from the territory of the DACC, and because not less than three fifths (3/5's) of the members of the DACC Board must reside in or be employed within that territory, it is incumbent upon the Superintendent to coordinate with the DACC Board and/or Superintendent, the ultimate composition of the DACC Board under this policy and consistent with law.~~

~~Upon the expiration of the term of any member of the DACC Board of Education or should a vacancy otherwise arise on that Board, the Superintendent will confer with the DACC Board and/or DACC Superintendent for the purpose of addressing the composition of the DACC Board and representation by individuals appointed by this Board in accordance with this policy and law.~~

Adopted 6/26/14

0157.1

School Board Legislative Program

The Board recognizes the importance of sound and constructive state legislation in establishing the framework and support for public education. It is, therefore, directly concerned with legislative proposals affecting education.

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The Board's legislative liaison member will report to the Board on state legislative proposals and will communicate the Board's positions and/or the Ohio School Boards Association's positions to state representatives and senators.

The legislative liaison member will also keep the Board informed of pertinent federal legislative proposals and, when necessary, communicate the Board's position to representatives and senators at the national level.

Revised 6/26/14

0158

Consultants to the Board

The modern school system is a complex organization established to provide a high quality educational program for children and youth who will live in a complex and changing society. Additionally, the school system represents an investment of millions of dollars by the public in the cause of public education. In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Olentangy Schools may, from time to time, engage the services of qualified professional consultants. It may be for the purposes of providing new insights and ideas for dealing with especially difficult problems and/or providing special services, which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to: conducting fact-finding studies, surveys, and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the Superintendent may require submission of a written proposal, which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals may detail:

- A. specific objectives to be accomplished by the consultant;
- B. specific tasks to be performed;
- C. procedures to be used in carrying out the tasks;
- D. target dates for the completion of tasks;
- E. methods to be used to report results to the Board and/or to deliver products or render any service to the Board; and

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F. fees or rate of pay the Board will be charged.

The Board will establish procedures necessary to effect an efficient working relationship between the consultant and the Board and/or staff members.

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WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. The Board encourages staff to immediately report possible violations of these Board expectations to their ~~immediate~~ supervisors or administrator.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor or an administrator is not responsive or is the employee whose behavior is in question, the employee ~~may~~ must report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the immediate supervisor or an administrator will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or an administrator.

In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other District authority.

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The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

R.C. 4113.52

Adopted 1/26/12
Revised 12/13/12

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DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

The Board expressly declines to create a limited open form for clubs and activities, initiated by students that cannot meet one (1) of the four (4) criteria stated above.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

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Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, submits forms signed by the student and his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received the Ohio Department of Health's concussion and head injury information sheet. The forms shall be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until forms are received by the Athletic Director or Principal.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

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Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities 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 Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

R.C. 3313.53, [3313.5341](#), 3313.537, 3313.664, 3315.062, 3313.539
A.C. 3301-35-03

Adopted 5/25/11
Revised 12/12/13
Revised 12/11/14

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**PARTICIPATION OF COMMUNITY/STEM SCHOOL STUDENTS IN
EXTRA-CURRICULAR ACTIVITIES**

A student enrolled in a community school established under R.C. Chapter 3314 or in a science, technology, engineering, and mathematics ("STEM") school established under Chapter 3326 and entitled to attend school in the District under R.C. 3313.64 or R.C. 3313.65, shall be provided with the opportunity to participate in any extra-curricular activities offered by the District.

The eligible community or STEM school student may participate in any extra-curricular activities offered by the school building to which the student would otherwise be assigned. In the event the District operates more than one (1) school building at the student's grade level, the student may participate in those extra-curricular activities offered by the school building to which the student would otherwise be assigned by the Superintendent in accordance with R.C. 3319.01.

Eligibility Requirements

In order to participate in any extra-curricular activity, an eligible community or STEM school student must be of the appropriate age and grade level, as determined by the Superintendent or designee. The student will also be subject to the same eligibility requirements (i.e., academic and nonacademic eligibility standards and financial requirements) applied to all other participants. No eligible community or STEM school student will be charged any fees in excess of those fees charged to other students for participation in the same extra-curricular activity. Further, the District will not impose any additional rules upon a student participating under this policy, if those rules do not apply to other students participating in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

R.C. 3313.5341, 3313.537

Adopted 12/11/14

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INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Interscholastic sports programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal will consult with the athletic directors and coaches on various aspects of the interscholastic athletic program. Furthermore, it is the responsibility of the principal and his/her staff to ensure the proper management of public attendance at all athletic programs and the safety of students and the public. Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition.

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

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

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

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

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.”

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

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- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.
- D. Any student practicing for or competing in an interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

- 1. The student's condition is assessed by a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student.
- 2. The student receives written clearance that it is safe to return to practice or competition from a physician or other health care provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant a such a clearance.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include:

- A. criteria for judging these important qualities;

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- B. procedures by which these values will be communicated to students, parents, and supporters;
- C. means for monitoring the behavior of each of these groups to ensure their behavior reflects high standards.

The guidelines should also provide a set of behavioral expectations for each type of participant as well as a Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Sportsmanship Code.

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 Policy 5610.05 - Prohibition From Extra-Curricular Activities).

As character building is one (1) of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulations his/her personal life in such ways as will make him/her an efficient member of a team and a worthy representative of his/her school.

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

No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.539, 3313.5311, 3313.5312
R.C. [3313.5341](#), 3313.752, 3315.062
Ohio High School Athletic Association

Adopted 5/25/11
Revised 5/23/13
Revised 12/12/13

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RECORDING OF DISTRICT MEETINGS INVOLVING STUDENTS AND/OR PARENTS

In order to facilitate parents' ability to fully participate in the IEP and/or 504 process, parents of students with disabilities are ordinarily permitted to audio record IEP and 504 Team meetings in accordance with the following procedures:

- A. Parents wishing to audio record an IEP or 504 Team meeting must utilize their own recording device and provide notice to the District prior to the date of the scheduled IEP Team meeting.
- B. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

Recording of Other District Meetings Involving Students and/or Parents (e.g., Parent-Teacher Conferences)

Parents are permitted to audio record meetings with the District provided they notify the District prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

Video recording any District meeting is strictly prohibited.

Parents and students are expressly prohibited from using covert means to [listen in or](#) make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, [or other devices with one- or two-way audio communication technology \(i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located\)](#), within a student's book bag or on the student's person [without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent\(s\), in writing, whether such request is denied or granted within five \(5\) days.](#)

policy

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If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

Adopted 5/25/11
Revised 12/10/15

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**STUDENT ASSESSMENT AND
ACADEMIC INTERVENTION SERVICES**

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

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At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop ~~and present to the Board annually~~ a program of testing which may include:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- ~~C. aptitude tests;~~
- ~~D.C.~~ District or teacher-made achievement or performance tests;
- ~~E. vocational inventories;~~
- ~~F.D.~~ tests of mental ability;
- ~~G. portfolios;~~
- ~~H. demonstrations of student capability in nonschool settings.~~
- ~~E.~~ norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

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"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- A. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- B. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

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The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

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Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

Select:

☒ [OPTION #1]

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work-ready assessment systems and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually.

See Policy 2623.02 - Third Grade Reading Guarantee

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R.C. 3301.079, 0710, .0711, .0714, .0715, [0729](#), 3313.608, 3313.608(D), 3313.6012
A.C. 3301-13, 3301-35

Revised 9/25/12

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**EMPLOYMENT OF PERSONNEL FOR
CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may employ professional staff for co-curricular/extra-curricular activities. However, the Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's classified staff, support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. An employee must submit a copy of an active Pupil Activity Program Permit to both the Treasurer/CFO and the Superintendent, or designee before the Board will pay any compensation.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 3121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

No individual employed by the Board for any co-curricular or extra-curricular activity may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties or as a supplement to his/her compensation from the Board.

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No individual serving as a volunteer for co-curricular/extra-curricular activities may accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

R.C. 2909.34, 3319.303, 3313.53, 3313.539, 3319.39

A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01

Adopted 10/26/11

Revised 10/23/12

Revised 5/23/13

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.

The Board shall provide tuition-free education for the benefit of children at least five (5) but under twenty-two (22) years of age whose parents reside in the District and such others as may be eligible pursuant to Federal and/or State law and the policies of the Board, including disabled preschool children who are at least three (3) years of age but not of compulsory school age and who are not currently enrolled in kindergarten.

In addition, the Board shall provide tuition-free education for the benefit of a child whose grandparent(s) resides in the District and who is the subject of a:

- A. power of attorney designating the grandparent as the attorney-in-fact; or
- B. caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress.

In accordance with State law, the grandparent shall be considered the "parent" of the child who is the subject of the power of attorney ~~(Form 5111-F7)~~ or caretaker authorization affidavit ~~(Form 5111-F8)~~. The child may attend the schools of this District ~~(Form 5111-F9)~~ unless the power of attorney or caretaker authorization form was created for the sole purpose of enrolling the child in the District so that the child may participate in the academic or interscholastic programs of this District or another reason exists to exclude the child under State law. Additionally, the child may attend the schools of the District until the power of attorney or caretaker authorization affidavit terminates upon the occurrence of one (1) of the following events:

- A. the child ceases to reside with the grandparent(s);
- B. the document is terminated by court order; or
- C. either the child who is the subject of the document or the grandparent dies.

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Additionally, the power of attorney terminates if it is revoked in writing by the person who created it and that person gives written notice of the revocation to the grandparent and the juvenile court with which the power of attorney was filed. Further, the caretaker authorization affidavit terminates if the parent, guardian, or custodian of the child acts to negate, reverse, or otherwise disapprove of an action or decision of the grandparent(s) who signed the affidavit with respect to the child, and the grandparent either voluntarily returns the child to the physical custody of the parent, guardian or custodian or fails to file a complaint to seek custody within fourteen (14) days after delivery of the written notice of negation, revocation or other disapproval. It is the responsibility of the grandparent(s) to notify the District within one (1) week of the termination of the power of attorney or caretaker authorization affidavit.

The Board reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District. In addition, if a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, such students will not be admitted until the records required to be released by DHS to the Superintendent have been received (see AG 5111 for listing of required records). Within twenty-four (24) hours of admission into the District, the Superintendent shall request a copy of the student's school records from the school the student most recently attended.

Nonresident Eligibility for Tuition-Free Education

A student shall be entitled to attend school in this District free of any tuition obligation under the following circumstances:

- A. A child whose parent has signed a contract to buy or build a house in this District and provides proper sworn statements shall be enrolled without payment of tuition for a period not to exceed ninety (90) days. The Superintendent is authorized to determine the number of days. The parent shall provide:
 - 1. a sworn statement explaining the situation, the location of the house being purchased or built, and stating the parent's intention to reside there upon its completion; and

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2. a statement from the builder that the house is being built for the parent and its location or a statement from a real estate broker or bank officer confirming that the parent has a contract to purchase, that the parent is waiting upon a closing date, and that the house is at the location identified in the parent's sworn statement.

Such child shall also be eligible to participate in interscholastic athletics, if released by formal action of the district of current residency and the OHSAA.

- B. Children under a shared-parenting plan establishing both parents as "residential parents" when the child is residing with the parent, if one (1) parent resides in the District. If a student resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for that student from the home of the nonresident parent. Where a court has vested legal custody with only one (1) parent, the child is entitled to attend school tuition-free only in the district in which the custodial parent resides.
- C. A child under the age of eighteen (18) years of age who is married and resides in the District.
- D. Students between the ages of eighteen (18) and twenty-two (22) who support themselves by their own labor, live apart from their parents, reside in the District, and have not successfully completed the District's high school program or their I.E.P.
- E. Students who are considered by Federal law to be illegal aliens, [children or youth in foster care](#), and/or homeless students who are required to be admitted by Federal law and in accordance with State guidelines.
- F. A child with a medical condition that may require emergency medical attention providing a parent is employed in the District and submits the proper certification required by the Board, including a medical statement from the child's physician.

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- G. A child, living with a resident other than a parent and whose parent is in the armed services outside the State of Ohio, providing the child's parent submits the appropriate affidavit stating that the parent is in the armed forces outside the State of Ohio, intends to reside in the District upon return to the State, and provides the name and address of the person with whom the child will reside. The child may attend school in the District tuition-free for a period not to exceed twelve (12) months. If the parent does not intend to reside in the District, the child may attend school as a tuition student only.
- H. A student who is living with a parent under the care of a shelter program for victims of domestic violence located in the District.
- I. A nonresident child who has been or is currently being placed for adoption with a resident of this District, unless the adoption has been terminated or another district is required to educate the child.
- J. Any student who enrolls in the District under the District's open enrollment policy.
- K. The student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating: 1) that the parent is serving outside the State in the U.S. Armed Services; 2) that the parent intends to reside in the Olentangy School District upon returning to the State; and 3) the name and address of the person with whom the student is living while the parent is outside the State. This tuition exemption may be granted only for a period of up to twelve (12) months.

Optional Tuition Free Education

The Board may admit students tuition-free under the following circumstances:

- A. Children under the age of twenty-two (22), who are:
 - 1. in the legal custody of their parent;
 - 2. residing with a resident grandparent; and

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3. not in need of special education, provided the Board and the board of education of the child's district of residence enter into a written agreement specifying there is good cause for the transfer, describing the nature of the good cause, and consenting to the attendance.

The grandparent, and, if possible, the custodial parent shall sign the consent form providing the necessary authorizations. This option does not apply to children who are residing with a resident grandparent and are the subject of either a power of attorney or caretaker authorization affidavit that provides the grandparent with authority over the care, physical custody, and control of the child, as set forth in an earlier section of this policy. The Board shall admit children who are the subject of either a power of attorney or caretaker authorization affidavit tuition free.

- B. Foreign-exchange students participating in a bona fide foreign-exchange program or residents of foreign nations who request admission as foreign-exchange students or the student is a non-Ohio, U.S. resident admitted under an exchange program operated by a student exchange organization.
- C. Residents, regardless of age, who have graduated from an approved special education program and who wish to participate in a vocational program offered by the District or the Delaware Area Career Center, provided all of the conditions established in the AG 5111 have been met.
- D. Any resident of the District who, although not otherwise eligible, meets the criteria for free admission as established by the State Board of Education.
- E. Twelfth grade students whose parents move out of the District after the commencement of classes shall be allowed to attend school tuition-free for the remainder of the current year and one (1) additional semester.

The Superintendent may allow a student to remain in school beyond the additional semester, if, in his/her opinion, the student is making adequate progress toward completion of the high school program or I.E.P. but, due to circumstances such as illness, personal hardship, family responsibilities, or the need to work part-time has been unable to complete the program or I.E.P. within the school year and/or one (1) additional semester.

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- F. A nonresident student under the age of twenty-two (22) is entitled to attend school in the District if the superintendent of the student's district of residence and the Superintendent enter into a written agreement consenting to the attendance and specifying that the purpose of the attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendents.

If the student is not receiving special education, there shall be no requirement for either district to provide transportation for the student.

Any student admitted to the District under this provision shall be allowed to participate in all District student activities, including interscholastic athletics, on the same basis as any student who has attended the District's schools while of compulsory age.

- G. A child may enroll free of any tuition obligation for a period not to exceed sixty (60) days, on the sworn statement of an adult resident of the District that s/he has initiated legal proceedings for custody of the child. If the court fails to grant the adult resident custody, continued enrollment beyond the sixty (60) days will be at the discretion of the Board. If enrollment continues, tuition shall be assessed in accordance with law. If the court awards custody to the adult resident, s/he shall produce the journal entry awarding custody and tuition shall be determined in accordance with State law and/or the court order.
- H. A child who becomes a nonresident at the time of a parent's death may continue to attend school in the District on a nontuition basis for the remainder of the school year.

Students Suspended or Expelled from Other District

After offering an opportunity for a hearing, the Superintendent, at his/her discretion, may deny admission to a student who has been suspended or expelled from another public school within or outside the State, for the period of unexpired time of the suspension or expulsion. If the expulsion is from an out-of-state public school, the lesser of the period of such expulsion or the period of expulsion which would have been applied had the student committed the offense in this District will be imposed. When the suspension or expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met. This provision also applies to a student who is the subject of power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent.

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Mandatory Admission/Payment of Tuition

The Board shall admit students who reside in the District but his/her parents do not reside in the District and tuition payments shall be assessed pursuant to State law if:

- A. the student is in the legal or permanent custody of a governmental agency or a person other than his/her natural or adoptive parents;
- B. the student resides in a home as defined by State law;
- C. the student requires special education;
- D. the child resides in the District and the child's parent is in a residential facility, correctional facility, or juvenile placement and the other parent, if living and not in such a facility or placement, is not known to reside in this State.

If the District admits a student to the District who is not otherwise entitled to attend or whose attendance tuition is not an obligation of another district, the Board shall collect tuition from the student's parents.

Tuition rates shall be determined as required by Ohio Statutes.

Safe at Home/Address Confidentiality

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall use the address designated by the Secretary of State to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

R.C. 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 3313.48, 3313.64, 3313.645, 3313.649, 3313.65, 3313.66, 3313.90, 3313.97

R.C. 3313.98, 3317.08, 3317.081, 3321.01(B), 3321.03, 3323.141, 3327.04

R.C. 3327.05, 3327.06, 2152.18, 5139.05, 3313.672, 3313.533

A.C. 3301-42-01

42 U.S.C. 11431 et seq.

Adopted 5/25/11

Revised 12/12/13

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ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a verbal or written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension, expulsion, or court intervention. Additionally, charges of truancy may be filed.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death of a relative
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

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- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum ~~of four (4) days per of~~
twenty-four (24) hours per school year that the student's school is
open for instruction~~school year~~) to participate in a District-approved
enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be
completed by the student.

If the student will be absent for twenty-four (24) or more consecutive
hours that the student's school is open for instruction, a classroom
teacher shall accompany the student during the travel period to
provide the student with instructional assistance.

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- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with
Policy 5751
- J. service as a precinct officer at a primary, special or general election
in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be
considered to be in attendance if present at any place where school is in session by
authority of the Board.

The Board shall consider each student assigned to a program of other guided
learning experiences to be in regular attendance for the program provided that s/he
reports to such staff member s/he is assigned for guidance at the place in which
s/he is conducting study, and regularly demonstrates progress toward the objectives
of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from
attendance at school for a future limited period for the purpose of performing
essential work directly or exclusively for his/her parents or guardians. Such excuse
should not exceed five (5) days and may at the discretion of the Superintendent be
renewed for five (5) additional days. At no time, however, shall such excuse cause a
student to be absent from school for a period of more than ten (10) consecutive days.

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At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for ~~five (5) or more consecutive school days~~, thirty (30) or more consecutive hours for ~~seven (7) or more school days~~ forty-two (42) or more hours in one (1) school month, or twelve ~~(12) or more school days~~ for seventy-two (72) or more hours in one (1) school year.

~~A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.~~

Legitimate excuses for the absence of a student who is otherwise habitually ~~or chronically~~ truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

~~If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.~~

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

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In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;

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- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ~~ten (10)~~, sixty (60) consecutive ~~days~~ hours in a single month or a total of ~~fifteen (15) days~~ ninety (90) hours of unexcused absence from school during ~~any semester~~ the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court or court liaison of the student's excessive absence.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting.

This policy shall be posted in a central location in each school and will be made available to students and parents upon request.

R.C. 3313.664, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191
R.C. 3321.22, 3321.38, 3323.041, 3331.05
A.C. 3301-35-03(G), 3301-47-01, 3301-69-02

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Adopted 5/25/11
Revised 4/28/16

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EMERGENCY MEDICAL AUTHORIZATION

Annually, before the first day of October, the Board of Education will distribute to parents or guardians of all students the Emergency Medical Authorization Form (Form 5341 F1). Thereafter, the Board shall, within thirty (30) days after the entry of any student for the first time into a public school in this State, provide the child's parent with a copy of the Emergency Medical Authorization Form.

When the Form is returned to the District with either Part I or Part II completed, the District shall keep the Form on file, and shall send the Form to any school to which the student is transferred. Upon request of the student's parent, the District may permit the parent to make changes in a previously filed Form, or to file a new Form.

In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given. The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

The Emergency Medical Authorization Form will be kept in a electronic form or separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines.~~ Staff members shall not abide by any "Do Not Resuscitate" (DNR) order that may exist for a student, unless ordered to do so by a court of law.

R.C. 2133.21 - .26, 3313.712

Adopted 5/25/11

Revised 10/26/11

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GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

For the Class of 2018 and beyond, 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, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include earning twenty-two (22) units of credit in grades nine through twelve as established in State law and passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation follows: However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	.5
Physical Education	.5
Mathematics <u>(must include 1 unit Algebra II or equivalent of Algebra II)</u>	4

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| Science <u>(must include 1 unit physical sciences, 1 unit of life sciences, and 1 unit advanced study in one or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science.)</u> | 3 |
| Social Studies <u>(must include 1/2 unit of American history and 1/2 unit of American government)</u> | 3 |
| Fine Arts, including music
6 electives (must include one (1)
or any combination of foreign language,
fine arts, business, career-technical
education, family and consumer
sciences, technology, agricultural
education, a junior reserve officer
training corps (JROTC) program
approved by the U.S. Congress, or
English language arts, mathematics,
science, or social studies courses not
otherwise required) | 1 |

All students must receive instruction in economics and financial literacy during Grades 9 - 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

[NOTE: Credit requirements in State law must still be met]

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the

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administration of the college and career readiness assessments;

- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
- C. Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

[X] The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

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[x] Physical Education Waiver

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the high school student handbook, while enrolled in grades 9 through 12, and as documented by the guidance counselor may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

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- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

For students graduating in the class of 2018 and beyond:

The District will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

- A. earning a State Board of Education approved, industry-recognized credential or group of credentials and a workforce readiness score on the Workkeys assessment; or
- B. earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or
- C. earning remediation-free scores in English language arts and math on a nationally recognized college admission exam.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

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R.C. 3313.60, [3313.6021](#), 3313.603, 3313.61, 3313.611, [3313.6111](#), 3313.614,
[3313.615](#), [3313.618](#), 3313.647, [3313.903](#), 3323.08
R.C. 3301.07, 0710, 0711
A.C. 3301-41-01, 3301-13-01 to 07

Adopted 5/25/11
Revised 12/14/11
Revised 4/26/12
Revised 1/31/13
Revised 6/25/15

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REMOVAL, SUSPENSION, EXPULSION,
AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

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- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension ~~may~~ shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. ~~The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".~~
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights".

[X] The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

[X] The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

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[X] A student who is suspended (X) shall be permitted to complete any classroom assignments missed because of the suspension.

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1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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If at the time of the ~~suspension or~~ expulsion, there are fewer days remaining in the school year than the number of days of the ~~suspension or~~ expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the ~~suspension or~~ expulsion, there are fewer days remaining in the school year than the number of days of the ~~suspension or~~ expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

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- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

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When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the ~~suspension or~~ expulsion into the following school year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921
20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

Adopted 5/25/11

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**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE
OF RESTRAINT AND SECLUSION**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students, and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student in limited circumstances as set forth in this policy.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion, and consistent with the Ohio Department of Education's Policy on Positive Behavior Interventions and Supports (PBIS), and restraint and seclusion (adopted January 15, 2013).

~~This Policy shall be made available to parents annually and shall be published on the District's website.~~ The Board shall annually notify parents of this policy, and publish it on the District's website.

DEFINITIONS

Aversive behavioral interventions means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

Chemical restraint means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and

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- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

De-escalation techniques are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

Functional behavior assessment ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical restraint means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does *not* mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;
- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a

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child or the person with authority to make educational decisions on behalf of the child.

Physical escort means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does *not* include a physical escort, mechanical restraint, or chemical restraint.

Physical restraint does *not* include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Positive Behavior Intervention and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

Positive Behavior Support Plan means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

Prone restraint means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

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Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. Seclusion does not include teaching and learning environments that are one on one in nature where a student and teacher and/or aide are alone together. [It does not include a timeout.](#)

Student means a child or adult aged three (3) through twenty-one (21) enrolled in the District.

Student Personnel means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

Timeout means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
 1. review of existing data;
 2. interviews with parents, family members, and students; and
 3. examination of previous and existing behavioral intervention plans.

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- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 - 1. modification of environmental factors that escalate inappropriate behavior;
 - 2. supporting the attainment of appropriate behavior; and
 - 3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

~~The Superintendent or designee shall develop emergency procedures for the District.~~

SECLUSION

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is available. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, ~~dignity and safety~~ and security of the student.

Additional requirements for the use of seclusion:

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident;

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- ~~D.E.~~ conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- ~~E.F.~~ complete all required reports and document their observations of the student.

Requirements for a room or area used for seclusion:

A room or area used for seclusion must:

- A. provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.
- B. *not be locked* or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

Additional prohibited seclusion practices:

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;
- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be separated from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

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RESTRAINT

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is available. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this Policy to protect the care, welfare, ~~dignity and~~ [and security](#) of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Notwithstanding the requirements of this Policy and ODE's corresponding standards and policy, school personnel may use reasonable force and restraint in accordance with R.C. 3319.41. Persons employed or engaged as teachers, principals, or administrators, nonlicensed school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.

Additional requirements for the use of physical restraint:

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;

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- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. [assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident;](#)
- ~~D~~E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- ~~E~~F. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

Prohibited Restraint Practices

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");
- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;

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- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
 - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
 - 2. pinning down the student by placing knees to the torso, head and/or neck of the student;
 - 3. using pressure points, pain compliance, or joint manipulation;
 - 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
 - 5. using other students or untrained staff to assist with the hold or restraint; or
 - 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or
- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

ADDITIONAL PROHIBITED PRACTICES

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22; and
- C. aversive behavioral interventions.

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CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL**

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In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

TRAINING AND PROFESSIONAL DEVELOPMENT

The District shall provide training as follows:

- A. All Student Personnel, as defined in this Policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-35-15; and this Policy.
- B. the Superintendent or designee, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent or designee shall develop a plan to provide training to school personnel, as defined in this Policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

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Only individuals trained in accordance with this Policy in the appropriate use of restraint and seclusion may use those techniques.

MONITORING AND COMPLAINT PROCEDURES

~~The Superintendent or designee shall develop a monitoring procedure to ensure that this Policy is appropriately implemented.~~ The Superintendent shall monitor the implementation of this policy.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent or designee regarding an incident of restraint or seclusion. The Superintendent or designee shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

[X] A parent of a child with a disability (as defined by Ohio Revised Code 3323.01) may file a complaint with the Ohio Department of Education, Office of Exceptional Children, in accordance with the complaint procedures available under Ohio Administrative Code Section 3301-51-05(K)(4)-(6).

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REQUIRED DATA AND REPORTING

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and district personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent or designee shall develop a process for the collection of data regarding the use of restraint and seclusion.

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The Superintendent or designee shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

Adopted 8/27/13

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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 authorization, handling and use of credit cards has 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.

[CHOOSE OPTION #1 OR OPTION #2]

[X] [OPTION #1 RECOMMENDED]

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

OR

[] [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:

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The Superintendent / (X) Treasurer 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.

The Board directs the Treasurer to determine and specify those employees authorized to use District credit cards. The Treasurer shall be responsible for giving direction to and supervising such employees' use of District credit cards.

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RECOGNITION

~~The purpose of this policy is to permit the Board of Education to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.~~

~~The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the District and to be reimbursed for such purchases if they are initially made with the administrators' personal funds.~~

~~The Board hereby affirms that the expenses incurred as listed above do serve a valid and proper public purpose. However, under no circumstances will public funds be expended for the purchase of alcoholic beverages. The Board believes that the "public purpose" served is the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers, as well as furthering other legitimate interests.~~

~~The funds shall be made available from authorization of the Treasurer or Assistant Treasurer.~~

The Board of Education appreciates the work of its staff, former Board members, and other nonemployee persons who contribute to the success of the District. The Board encourages the recognition and honoring of its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board further encourages the recognition and honoring of staff, students, citizens, and advisory groups for their contributions to the District. Such ~~recognitions~~ recognitions, may be ~~done~~ made utilizing private funds and/or donations. However, under no circumstances will public funds be expended for the purchase of alcoholic beverages.

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FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board shall pay at least the minimum wage required by the FLSA and Ohio law, unless an employee's individual contract or the terms of an applicable collective bargaining agreement provide for greater benefits than mandated by Federal, State or local law. ~~rights to its employees. To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Work week is defined as a fixed and regularly recurring period of 168 hours (i.e., seven (7) consecutive twenty four (24) hour period). Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one half (1 1/2) times the employee's regular hourly rate of pay) for all hours worked in excess of forty (40).~~

Non-exempt employees are hourly employees, or salaried employees who do not qualify for other exemption under the FLSA as established by the Department of Labor.

The Superintendent or his/her designee ~~or his/her designee~~ shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions as established by the Department of Labor. ~~These employees include persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis at not less than \$455 per week. The salary requirement does not apply to teachers. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any~~

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~~work week in which the employee performs any work, regardless of the number of days or hours worked.~~

~~Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:~~

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing the employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

In addition to the foregoing, exempt employees who accrue personal leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences due to personal reasons of less than one (1) full day when leave is not used by the employee because:

- A. permission to use leave has not been sought or permission has been sought and denied;
- B. the employee's accrued leave has been exhausted; or
- C. the employee chooses to use leave without pay.

Deductions from an exempt employee's pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

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The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions as described, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Treasurer or his/her immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

~~The Board directs the Superintendent to distribute~~ This policy shall be distributed to all employees upon initial hire ~~and on an annual basis.~~

~~The Superintendent is directed to prepare administrative guidelines to implement this policy.~~

~~29 U.S.C. 201 et seq.
29 C.F.R. Part 541~~

~~[DRAFTING NOTE: This rate represents the standard per week salary at the 40th percentile of weekly earnings of full time nonhourly workers in the lowest wage Census Region, which in 2016 was the South. Beginning January 1, 2020, and every three (3) years thereafter, the Labor Secretary shall update the required salary amount.]~~

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~~[DRAFTING NOTE: Job titles do not determine exempt status, nor does receipt of a particular salary. If an employee does not meet all of the applicable criteria for a specific exemption, the employee will be covered by the FLSA and entitled to overtime if s/he works more than forty (40) hours in a week, regardless of whether the individual is paid a salary. Under the standard duties test, an employee's primary duty (i.e., principal, main, major, or most important duty) based on all of the facts in a particular case must be that of an exempt executive, administrative or professional employee, or an exempt computer employee.]~~

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~~Executive Exemption: 1) the employee's primary duty must be managing the enterprise in which the employee is employed, or managing a customarily recognized department or subdivision of the enterprise; 2) the employee must customarily and regularly direct the work of at least two (2) or more other full-time employees or their equivalent (for example, one (1) full time and two (2) half time employees are equivalent to two (2) full time employees); and 3) the employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.~~

~~Administrative Exemption: 1) the employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and 2) the employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.~~

~~Additionally, academic administrative personnel whose primary duty is performing administrative functions directly related to academic instruction or training in an educational institution, such as principals and vice-principals responsible for the operation of an elementary or secondary school, academic counselors who perform work such as administering school testing programs, assisting students with academic problems, and advising students concerning degree requirements, and others with similar responsibilities, are eligible for a special alternative salary level that does not apply to white collar employees outside of an educational institution. Specifically, these academic administrative personnel are exempt from the FLSA's minimum wage and overtime requirements if they are paid at least as much as the entrance salary for teachers in the District.~~

~~Computer employee exemption: 1) the employee must be employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field; and 2) the employee's primary duty must consist of: (a) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications; (b) the design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; (c) the design, documentation, testing, creation or modification of computer programs related to machine operating systems; or (d) a combination of the aforementioned duties, the performance of which requires the same level of skills.]~~

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[29 U.S.C. 201 et seq.](#)
[29 C.F.R. Part 541](#)
[R.C. Chapter 4111](#)

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**MANDATORY REPORTING OF MISCONDUCT
BY LICENSED EMPLOYEES**

The Board of Education recognizes its responsibility to effectively address employee misconduct and, where determined appropriate, to provide a measured disciplinary response consistent with due process. In addition, with respect to licensed professional staff members, matters of misconduct, including guilty pleas and/or conviction of certain crimes (including intervention in lieu of conviction and/or pre-trial diversion programs) enumerated by law and/or conduct which is unbecoming to the teaching profession under certain specific circumstances, will be immediately reported by the Superintendent (or Board President if the Superintendent or Treasurer are determined to have engaged in such misconduct) to the Ohio Department of Education.

Definitions

"Licensed professional staff member" refers to Board employees who hold an educator's license or certification with the Ohio Department of Education (ODE) (including the Treasurer and Business Manager), educational assistants (aides with a permit and paraprofessionals with a license from ODE), individuals holding a one (1) year conditional teaching permit in the area of intervention specialist or seeking an alternative educator license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a Pupil Activity Program Permit.

The definition of "conduct unbecoming the teaching profession" is set forth in the *Licensure Code of Professional Conduct for Ohio Educators* enacted by the Ohio State Board of Education and includes:

- A. crimes or misconduct involving minors;
- B. crimes or misconduct involving school children;
- C. crimes or misconduct involving academic fraud;
- D. crimes or misconduct involving the school community;
- E. making, or causing to be made, any false or misleading statement or concealing a material fact in obtaining the issuance or renewal of any educator licensing documents;

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- F. the violation of the terms and conditions of a consent agreement with the State Board of Education;
- G. a plea of guilty to or a finding of guilt or conviction upon any offense enumerated under R.C. 3319.39, or a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein;
- H. a failure to adhere to the Licensure Code of Professional Conduct for Ohio Educators enacted by the Ohio State Board of Education.

Reporting Professional Misconduct

The Superintendent will expeditiously file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members, under any of the following circumstances:

- A. When the Board obtains knowledge that a licensed professional staff member has pled guilty, has been found guilty, or has been convicted, and/or subject to a judicial finding for intervention in lieu of conviction and/or participated in a pre-trial diversion program for a crime specified in R.C. 3319.31(B)(2) or R.C. 3319.39(B)(1), including but not limited to any felony, any misdemeanor sex offense, any offense of violence, any theft offense and any drug abuse offense that is not a minor misdemeanor.
- B. When the Board has initiated termination or non-renewal proceedings against a professional staff member who is reasonably believed to have committed an act that is unbecoming to the teaching profession.
- C. When the professional staff member has resigned under threat of termination or non-renewal for any of the reasons set forth in paragraphs A and B above.
- D. When the professional staff member has resigned during the course of an investigation of alleged misconduct which is reasonably believed to be unbecoming to the teaching profession.

Misconduct by Superintendent or Treasurer

If the employee to whom any of the above conditions apply is either the Superintendent or Treasurer, the Board President shall make the report required under this policy and in accordance with R.C. 3319.313.

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Failure to File Report/Filing of False Report

The Board acknowledges that if the Superintendent (or Board President, where applicable) knowingly fails to file a required report of misconduct by a licensed educator or cause a false report of misconduct by a licensed employee of the Board to be filed, they will be subject to criminal penalties under law. In addition, failure to file a required report will subject the designated reporter to a potential denial, limitation, suspension or revocation of the educator license of such designated reporter.

Investigation Reports Regarding Professional Misconduct

Reports of any investigation regarding whether or not a professional staff member has committed an act or offense for which the Superintendent or Board President is required to make a report to the Ohio Department of Education, as set forth above, shall be kept in the personnel file of the professional staff member. Should the Ohio Department of Education determine that the results of that investigation do not warrant initiating an action suspending, revoking, or otherwise limiting that professional staff member's license or permit, the report(s) of any investigation will be moved to a separate public file.

Suspension From Duties Involving Care, Custody or Control of a Child

The Superintendent, Treasurer, or Board (depending upon the position of the employee being charged) shall immediately suspend a licensed employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that person has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.31(C).

R.C. 3319.31, 3319.311, 3319.313, 3319.317, 3319.39, 3319.392, 3319.40
A.C. 3301-73-21

Adopted 4/26/12

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SCHOOL CALENDAR

~~[NOTE: H.B. 59 (2013) changes the way minimum school years are calculated moving from a school calendar that provides for schools to be in session for a specified number of school days, to a school calendar that provides for the schools to be in session for instructional purposes with students in attendance for a total minimum number of hours. This change, however, does not apply to any collective bargaining agreements executed prior to July 1, 2014. Any collective bargaining agreement or renewal executed after July 1, 2014, has to comply with the mandated new minimum school year requirements based upon hours of instruction.]~~

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

The Board shall determine annually the total number of hours when the schools will be in session for instructional purposes with students in attendance - including scheduled classes, supervised activities and approved education options. When recommending a school calendar to the Board for its consideration and approval, the Superintendent shall analyze and address the factors identified in AG 8210.

At least thirty (30) days prior to adopting a school calendar, the Board shall hold a public hearing on the school calendar, addressing topics that include, but are not limited to, the total number of hours in a school year, length of school day, and beginning and end dates of instruction. "School day" means the time during a calendar day that a school is open for instruction pursuant to the Board-adopted schedule.

When establishing the school calendar, the Board requires that an observance be scheduled each year on or about Veterans Day to convey the meaning and significance of that day to all students and staff. The observance shall be at least one (1) hour, or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board will determine the specific activities that constitute the observance in each school in the District after consultation with the school administrators.

While the Superintendent may close schools due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, damage to a school building, utility failure, or inoperability of school buses or other equipment needed for school operations (collectively, "a calamity"), the schools nevertheless must be in session with students in attendance for at least the minimum number of hours required by Ohio law.

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A regularly-scheduled school day that is reduced in length by no more than two (2) hours due to hazardous weather conditions may be counted as a full school day for the purpose of meeting the minimum number of school hours.

~~Prior to August 1st of each year, the Board may submit to the Ohio Department of Education~~ The Superintendent is authorized to develop and implement a plan to require students to access and complete classroom lessons posted on the District's web portal or web-site in order to make up hours in that school year on which it is necessary to close school due to a calamity. The maximum number of hours that may be made up in this manner is the number of hours that are the equivalent to three (3) school days. The plan must include the written consent of the teachers' union, and address all of the requirements set forth in R.C. 3313.482. The plan may also include distribution of "blizzard bags," which are paper copies of the lessons posted online.

The school calendar and the number of hours of student instruction shall be consistent with the provisions of the collective bargaining agreements between the District and its employees.

R.C. 3313.602, 3313.48, 3313.62, 3313.63, 3317.01 (B), 3313.482

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PUBLIC RECORDS

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an

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opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting

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gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

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

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 - "Information Management" and/or AG 8315 - "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

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The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), [111.41, 111.42, 111.43, 111.46, 111.47, 111.99](#)

R.C. 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26

R.C. 3319.32, 3319.321

20 U.S.C. 1232g

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Adopted 4/26/12

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PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that accurate, necessary and relevant records exist concerning an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and job performance, including, but not limited to completed evaluations of the employee. Such records will be kept in compliance with the laws of the State of Ohio.

The Board delegates the maintenance of an employee personal information system to the Superintendent and/or the Director of Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Employees asked to supply information for a personnel file shall be informed whether the requested information is legally required. If it is not, s/he may decline to supply the information.

Only that information which pertains to the professional role of the employee may be placed in an employee's official record file by duly authorized Board personnel.

A copy of each such entry shall be given to the employee upon request.

The employee shall have access to his/her file upon request.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Further, if an employee presents information to the District certifying that s/he is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the employee's actual/confidential residential address in any personnel records, personnel files, or staff directories (including electronic records and files) or disclosing the employee's actual/confidential residential address when releasing personnel records. The Board shall only list the address designated by the Secretary of State to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's

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designated address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. Additionally, if applicable, the employee's school, institution of higher education, business, or other place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner. The intentional disclosure of an employee's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution. ~~Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.~~

Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The head of Human Resources is designated as the employee directly responsible for the personnel records system.

R.C. 111.41, 111.42, 111.43, 111.46, 111.47, 111.99

R.C. 149.41, 149.43, 1347 et seq.

Federal Privacy Act, 5 U.S.C. Section 552a note

State ex rel. Beacon Journal Publishing Company v. City of Akron (1994),
70 Ohio St. 3d, 640 N.E. 2d 164

Adopted 4/26/12

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STUDENT RECORDS

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

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

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

The District does not collect a student's mother's maiden name unless it is used as her legal name. The District does not require students to provide a complete social security number to the District. Where either of these items is part of a student's record, that information is kept confidential in accordance with the law.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

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The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

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"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 - 2. the parent or eligible student, upon request, receives a copy of the record; and
 - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

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- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- ~~D~~E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- ~~E~~F. release de-identified records and information in accordance with Federal regulations;
- ~~F~~G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally

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identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

H.G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

I.H. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

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

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the

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student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

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

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d). R.C. 3319.321, however, does not identify student email addresses as directory information.]

[x] The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes (x) and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider (x) and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) business days after receipt of the Superintendent's annual public notice.

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

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request.

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The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

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- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

Regardless of the inspection rights explained above, the District does not permit the collection, disclosure or use of personal information collected from students for the purposes of marketing or selling that information, and directory information of students shall not be provided to any organization for profit making purposes.

The Superintendent shall also develop procedural guidelines for:

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

The Board authorizes the use of the digital or electronic imaging for the recording, filing, maintaining, and preserving of records.

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

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

R.C. 9.01, 111.41, 111.42, 111.43, 111.46, 111.47, 111.99,
149.41, 149.43, 1347 et seq., 3113.33, 3319.321

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34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

Adopted 4/26/12

Revised 7/9/12

Revised 8/27/13

Revised 12/11/14

Revised 1/12/17

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AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

~~The Board of Education has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.~~ To enhance school safety and in compliance with State law, the Board of Education will have an automated external defibrillator(s) (AED) placed in designated building(s) within the School District.

An AED is a medical device that interprets the cardiac rhythm of a person in cardiac arrest and, if appropriate, delivers an electrical shock to the heart intended to allow it to resume effective electrical activity.

The Superintendent is authorized to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, and appropriate training in the use of the AED ~~in consultation with a healthcare professional.~~

R.C. 2305.235, 3701.85, 3313.717, 3313.6021, 3313.6023
A.C. 3301-27-01

Adopted 4/26/12
Revised 12/10/15

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FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and

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- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 CFR Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons," but have a signed statement from a qualified medical authority that the student cannot

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consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Lunches may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Treasurer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program. ~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

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This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment.

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

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The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Adopted 8/22/11

Revised 12/14/11

Revised 12/11/14

Revised 12/10/15

Revised 4/28/16

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Replacement POLICY - VOL. 35, NO. 2

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Olentangy Local School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in student's healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

[Select one or more of the following:]

- (X) Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- () Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.

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- () Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- ([X](#)) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- () The standards and benchmarks for nutrition education shall be behavior focused.
- () Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
- () Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
- () Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- () Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- () The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- () Nutrition education shall extend beyond the school by engaging and involving families and the community.
- () Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- () Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

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- () Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
- () Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
- () Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- (X) The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- () other: _____

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- () other: _____

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- () other: _____

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- () other: _____

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B. With regard to physical activity, the District shall:

[It is recommended that one (1) or more of the following be selected from both categories:]

1. Physical Education

- () A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- (X) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- () Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- () Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

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- () All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6 - 12.

[The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

- () All students in grades ____ - ____, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (____) minutes () **daily** () _____ **days per week** for the entire school year.
- () All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for _____ (____) minutes () **per day** () _____ **days per week** for at least _____ semesters in grades ____ -12.
- (X) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

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- () Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- () The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- () The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- () Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- () Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
- () Professional development opportunities should focus on the physical education content area.
- () All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

[NASPE includes this option in the definition of a quality physical education program.]

- () Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

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- () Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- () Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying or harassment of any kind.
- () Planned instruction in physical education shall include cooperative as well as competitive games.
- () Planned instruction in physical education shall take into account gender and cultural differences.
- () On an annual basis, physical education teachers shall review and affirm receipt of the Ohio Department of Health's concussion information sheet.
- () Physical Education teachers shall remove from class participation any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal and/or teacher shall notify parents or guardians about the possible concussion or head injury.
- () Any student who has been removed from physical education class participation because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to physical education class until the student's condition is assessed by a physician, and the physician gives the student written clearance that it is safe to return to class.

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() other: _____

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() other: _____

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() other: _____

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2. Physical Activity

() Physical activity () **shall** () **should** not be employed as a form of discipline or punishment.

() Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

(X) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

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- () All students in grades K- 5/6 shall be provided with a daily recess period at least _____ (___) minutes in duration. Recess shall not be used as a reward or punishment.

[NASPE's recommendation is that all elementary school students should be provided with at least one daily period of recess for a minimum of twenty (20) minutes.]

- () The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- () The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
- () The school shall provide students in grades ____ - ____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.
- () In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

[This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).]

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- () All students in grades ____ - ____ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- () All students in grades ____ - 12 shall have the opportunity to participate in interscholastic sports programs.
- () Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special health care needs.
- () All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.
- () Schools shall discourage extended periods of student inactivity, without some physical activity.
- () other: _____

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- () other: _____

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- () other: _____

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

[Select one or more of the following:]

- () The schools shall provide at least ____ (____) minutes daily for students to eat.
- | (x) The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- | (x) The school shall provide attractive, clean environments in which the students eat.
- () Students at _____ **[insert name(s) of building(s)]** are not permitted to have drinks in the classroom.
- () Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water only in the classroom.
- () Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- () Schools () **may** () **shall** limit the number of celebrations involving serving food during the school day to no more than ____ (____) party(ies) per class per month.
- () Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- () An organized wellness program shall be available to all staff.
- () The schools () **shall** () **may** use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

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- () The schools () **shall** () **may** provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- () The schools () **shall** () **may** demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- () Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- () Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- () other: _____

- () other: _____

_____.

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- D. With regard to nutrition promotion, ~~the District shall:~~ any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

- () encourage students to increase their consumption of healthful foods during the school day;
- (x) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - (x) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium;
 - (x) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy;
 - (x) whole grain products – half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation;
 - (x) fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored);
 - (x) meals designed to meet specific calorie ranges for age/grade groups;
- () eliminate trans-fat from school meals;
- (x) require students to select a fruit or vegetable as part of a complete reimbursable meal;

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- () designate wellness champions at each school that will promote resources through the District's website for wellness for students, families and the community;
 - () provide opportunities for students to develop the knowledge and skills for consuming healthful foods.
- [] The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.
- [] All foods and beverages sold to students as fund-raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.
- [] Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.
- [] Promotions/Partnerships:
 - () Through partnership with _____ **[insert local running organization]** each school has the opportunity to earn _____ [identify dollar amount or other gift] to start and implement a mileage or running club.
 - () Through USTA partnerships, each K-12 school has the opportunity to receive more than _____ [insert dollar amount] worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.

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- () Through community partnerships, the elementary schools will receive training and equipment to implement _____ **[insert name of a golf program; e.g., First Tee Golf]** into the curriculum.
- () Through grants from _____ **[insert source of grants]** and local businesses, each elementary school has the opportunity to implement _____ **[insert name of local bike safety program]**.
- () _____
- () _____

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

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.

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- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

[It is recommended that one (1) or more of the following be selected:]

- () The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- (X) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- ~~(+) All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.~~

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- () All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
- () The school food service program () **may** () **shall** involve
 - () students,
 - () parents,
 - () staff,
 - () school officialsin the selection of competitive food items to be sold in the schools.
- () Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- () All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- () The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

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~~() Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.~~

() The food service program shall be administered by a qualified nutrition professional.

(x) The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

() All food service personnel shall receive pre-service training in food service operations.

(x) Continuing professional development shall be provided for all staff of the food service program.

() other: _____

_____.

() other: _____

_____.

The Board designates (X) the Superintendent () the Building Principals as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

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The Superintendent shall appoint a District-wide Wellness Committee that (X) meets at least four (4) times per year and includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's Wellness policy;
- C. presentation of the Wellness policy to the Board for approval;
- D. measurement of the implementation of the policy; and
- E. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

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The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- () distribute information at the beginning of the school year to families of school children;
- () include information in the student handbook;
- (x) Publish information on the district's website
[insert other methods of informing the public].

and post the policy on the District's website, including the Wellness Committee's assessment of the policy's implementation.

The District shall assess the Wellness Policy at least once every three years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public

- () in the parent and staff handbooks.
- () in the School District Annual Report to the public.
- (x) on the School District's web site.
- () on each individual school's web site.
- () in the School District's calendar.
- () _____.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

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EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS & PARTICIPATION IN EXTRA-CURRICULAR FOR STUDENTS NOT ENROLLED IN THE DISTRICT

~~(HOME SCHOOLING)~~

The Board of Education encourages the enrollment of all school age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act in its behalf.

A parent electing to home educate a child shall provide the Superintendent with annual written notification. The notification must include certain specific information and assurances concerning the home education program as set forth in State law, the State Department of Education Regulations, and AG 9270.

The Superintendent will excuse the child from attendance for home education purposes upon satisfactory showing that the child is being home educated by a person qualified to teach the branches in which instruction is required as referenced in AG 9270, and such additional branches, as the advancement and needs of the child may, in the opinion of the Superintendent, require.

The Superintendent shall develop and implement administrative guidelines that ensure that, prior to a child being excused from attendance for home education purposes, all requirements specified in the State Department of Education regulations and the conditions established in Policy 5463 - Credits from State-Chartered, Special, and Nonchartered Schools have been met.

The Superintendent may allow a student who is being educated at home to participate in one or more of the District's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for an activity.

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A student who is educated at home is permitted to participate in any extracurricular activity offered in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in the extracurricular activities at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01. If the student elects to participate in an extracurricular activity offered by the District, the student is not allowed to participate in that activity at another school or school district to which the student is not entitled to attend.

Similarly, a student who is enrolled in a nonpublic school is entitled to participate in any extracurricular activity not offered by the nonpublic school in the school district to which the student would otherwise be assigned during the school year. If the District operates more than one (1) school that serves the student's grade level (as determined by the student's age and academic performance), the student shall be permitted to participate in that extracurricular activity at the school to which the student would be assigned by the Superintendent pursuant to R.C. 3319.01.

The Superintendent may allow a student who is educated at home and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if the district to which the student is entitled to attend does not offer that extracurricular activity and either of the following applies: .

- A. the extra-curricular activity is not interscholastic athletics or interscholastic contests or competitions in music, drama or forensics; or
- B. the extra-curricular activity is in an interscholastic athletic or interscholastic contest or competition in music, drama or forensics.

In order to participate under this option, the nonpublic school must be located in the District. Prior to participation, the Superintendent must enter into a written agreement with the Superintendent of the public school district in which the student is entitled by law to attend that permits the student's participation. The written agreement must include a certification that the student has not participated in an interscholastic athletic or interscholastic contest or competition in music, drama or forensics during the current

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school year. If the student has participated in an interscholastic athletic or interscholastic contest or competition in music, drama or forensics, he/she shall be ineligible to participate for the remainder of the school year.

The Superintendent may allow a student who is enrolled in a nonpublic school and not entitled to attend school in the District pursuant to R.C. 3313.64 or R.C. 3313.65, to participate in any extracurricular activity offered by the District if (a) the nonpublic school in which the student is enrolled does not offer the extracurricular activity, and (b) the extracurricular activity is not interscholastic athletics or interscholastic contests or competitions in music, drama or forensics.

Eligibility Requirements

In order to participate in any extracurricular activity as detailed above, a student being educated at home or enrolled in a nonpublic school must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic, and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook. A student educated at home must meet the following academic requirements:

- A. If the student received home schooling in the preceding grade period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home schooling.
- B. If the student did not receive home schooling in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the District.
- C. Eligibility for a student who leaves a school district mid-year for home schooling shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the District.
- D. Any student who commences home schooling after the beginning of a school year and who is, at the time home schooling commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the District shall not participate in the extracurricular activity until the student meets the academic requirements established by the State Board of

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Education for continuation of home schooling as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student as determined ineligible.

No eligible home schooled or nonpublic school student will be charged any fees in excess of those fees charged to other students for participation in the same extracurricular activity. No student will be denied the opportunity to participate in interscholastic athletics offered by a school in the District because the student has or is participating in college credit plus program as long as the student fulfills all academic, nonacademic and financial requirements.

Issuance of Diploma to Home Schooled Student by Parent, Guardian, or Custodian

~~A student who has completed the final year of home education, and has successfully fulfilled the high school curriculum (applicable to the student) may be granted a high school diploma by the student's parent, guardian, or custodian. Any diploma granted to a student after July 1, 2015, shall contain the official letter of excuse issued by the Superintendent for the student's final year of home education or certification signed by the Superintendent that the student and the student's parent have complied with State law regarding home education. The statement of certification shall read:~~

~~"I certify that the student named in this diploma and the student's parent have complied with R.C. 3321.04 (A)(2) regarding instruction at home and the related rules of the Ohio State Board of Education."~~

~~The Superintendent, when presented with such diploma for signature, shall sign the statement of certification included with the diploma if the student and the parent have complied with the home instruction requirements.~~

R.C. 3313.5311, 3313.5312, 3313.5341, 3313.6110, 3321.03, 3321.04
A.C. 3301-34

Revised 4/28/16

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REPLACEMENT POLICY- ESSA

HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

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Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP);
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; and
 - 6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

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School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if he or she is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

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Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

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Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

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Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominate language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

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Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

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Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

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NEW POLICY - ESSA

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education (ODE), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care", including those children who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the custodial agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;

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- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation, in order to prevent educational discontinuity. Within twenty-four (24) hours of a student's enrollment in school, the District shall contact the school last attended by the student and request that it send all appropriate records and documentation concerning the student.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal custodial agencies to provide educational stability for these children and youth. District staff will work closely with custodial agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and

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- C. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

School of Origin

The school of origin is the school in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change. A student in foster care shall remain in his/her school of origin, if it is determined to be in the student's best interest, for the duration of the student's placement in foster care.

When a student exits foster care, the District will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests.

~~[] A student who has exited foster care shall be permitted remain in the school of origin until the end of the school year.~~

~~[] A student who has exited foster care shall be permitted to remain in the school of origin until the end of the () semester () quarter.~~

[] A student who has exited foster care shall not be permitted to remain in the school of origin, unless there are extenuating circumstances and documentation to demonstrate that the child should remain in the school of origin through the end of the () school year () semester () quarter.

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Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by ODE and the State or tribal custodial agencies. The District shall utilize the prescribed process in conjunction with local custodial agencies in making best interest determinations, and shall make such determination within five (5) school days of the child's placement in foster care or change in child's living arrangement. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate custodial agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the Ohio Department of Education (ODE) shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the custodial agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved the dispute, the custodial agency will make the final determination. Such final determination will be made within five (5) school days of the child's placement in foster care or change in the child's living arrangement.

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All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the ODE and the State or tribal custodial agencies.

Local Point of Contact

The Superintendent shall designate and make public a local point of contact who will perform the duties as assigned by the Superintendent. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between custodial and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in career and technical education;
- E. programs for gifted and talented students;

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- E. school nutrition programs; and
- F. before - and after-school programs.

Transportation Services

The District shall provide that transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local custodial agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local custodial agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local custodial agency agree to share the cost. (ESEA 1112(c)(5)(B)).

The District will collaborate with the SEA, other LEAs, and custodial agencies to pursue possible funding sources and arrangements to deal with transportation costs.

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Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

45 C.F.R. 1355.20

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NEW

LETTERS OF REFERENCE

The Board of Education recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer or other interested party. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare a reference letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the administrator's personal knowledge and/or the individual's personnel file.

In accordance with law, an administrator who, in the scope of his/her employment, provides a letter of reference [or employment reference](#) may be entitled to a qualified privilege for statements included in that reference letter, provided such statements were made in good faith, without malice, and in accordance with this policy.

[All District employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.](#)

~~The Superintendent shall develop the administrative guidelines necessary to implement this policy.~~

[Section 8546 of the Every Student Succeeds Act \(ESSA\)](#)

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DEFINITIONS

Whenever the following items are used in these bylaws and policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified Employee

An employee who provides support to the District's program and whose position does not require a professional license.

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Compulsory School Age**

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A child between six and eighteen years of age or a child under six years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect his/her rights.

Educational Service Center Superintendent

The Superintendent of Schools for the Central Ohio Educational Service Center Schools.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

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Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

Although the grandparent is authorized to provide consent in all school related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

Likewise, although the grandparent is authorized to provide consent in all school related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

R.C. 3313.64, 3109.52, 3109.65

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, (X) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0170)

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Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of his/her staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Division of Teacher Education and Licensing.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The Treasurer is the chief clerk of the Board of Education.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives,

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CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, on-line service, electronic medium, or other means of conveying information.

Treasurer

The chief fiscal officer of the District.

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations ~~within the school system.~~

~~However, the~~ Students' use of ~~the District's network and~~ technology resources (see definitions in Bylaw 0100) ~~by students~~ is a privilege, not a right. ~~As a prerequisite, students~~ Students and their parents must sign and submit a Student Technology Network and Internet Acceptable Use and Safety form. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). ~~Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.~~

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety.

The Superintendent (X), in conjunction with the Director of Technology, [NOTE: END OF OPTION] shall review the DTP and

(x) report

() recommend the approval of

any changes, amendments, or revisions to the Board () annually.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their

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personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of ~~District~~ policy, and learning appropriate responses if they ~~are victims of~~ experience cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

[CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

[x] [OPTION 1]

Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Ohio's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records, AG 8310A – Public Records, and AG 8310E – Records Retention and Disposal.

Instructional staff and their students may use District Technology Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.

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~~The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.~~

~~The Superintendent shall review the DTP and report any changes, amendments or revisions to the Board annually.~~

Adopted 8/22/11

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REVISED POLICY - TECHNOLOGY UPDATE

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District Technology Resources (as defined in Bylaw 0100) ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all Information Resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any personal information/data maintained, stored, or transmitted ~~contained~~ on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. ~~() All passwords or security codes must be registered with the Board. **END OF OPTION** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.~~

District Technology Resources ~~Computers, electronic mail, and voice mail~~ are to be used only for business and educational purposes.

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[CHOOSE OPTION #1 or OPTION #2]

[] [OPTION #1]

~~No personal messages should be exchanged via Board-owned technology. Because District Technology Resources the Board's computer and voice mail systems are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

Staff members are encouraged to keep their personal records and personal business at home.

[END OF OPTION #1]

[X] [OPTION #2]

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District Technology Resources ~~the Board's computer and voice mail systems~~ are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

[END OF OPTION #2]

[END OF OPTIONS]

District Technology Resources must be used ~~The Board is interested in its resources being properly used.~~ Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

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The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District Technology Resources and District Information Resources~~computers and any information or software contained therein~~ are the property of the Board. Staff members shall not copy, delete, or remove any information/~~or~~ data contained on District Technology Resources~~the Board's computers/servers~~ without the express permission of the Superintendent~~or designee~~, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any District Technology Resources~~Board computer~~ and may not bring software from outside sources for use on District Technology Resources~~Board equipment~~ without the prior approval of the Director of Technology~~_____~~. Such pre-approval ~~shall~~will include a review of any copyright infringements or virus problems associated with such outside software.

policy

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~~DISTRICT WEB CONTENT, PAGE~~SERVICES, AND APPS

~~The Board of Education authorizes staff members and students to create web pages/sites that can be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff created web pages/sites are subject to prior review and approval of the Superintendent or designee. Student created web pages/sites are subject to Policy 5722 ("School Sponsored Student Publications and Productions"). The creation of web pages/sites by students must be done under the supervision of a professional staff member.~~

The Board of Education authorizes staff members

(X) and students

to create web content, apps and web services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Web content, services and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

[X] Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The purpose of web ~~pages/sites content, services and apps~~ hosted ~~on by~~ the Board's ~~on its~~ servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web ~~pages/sites~~ content, services and apps:

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A. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's web site(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's web ~~pages-site(s) or web services and apps~~ must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act (CIPA), Section 504, ADA, and Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's web site(s) to 1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or 2) to web sites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is ~~a-District-created~~ web ~~site-content, services, or apps~~ to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web ~~pages-content~~ contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation,

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prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[X] Under no circumstances is a—staff member-created web content, ~~page/site~~, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the ~~The Board-specified—maintains its own~~ website, service or app ~~that employees are required to use~~ for the purpose of conveying information to students and/or parents.

[X] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest—~~or MySpace~~ pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

[X] If a staff member creates a—web content, ~~page/site~~—services or apps, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

[X] Unless the web content, ~~page/site~~—service or app contains student personally-identifiable information, Board websites, services or apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps—~~created pursuant to this policy~~.

~~Pages—~~Web content, services or apps should reflect an understanding that both internal and external audiences will be viewing the information.

School web site(s), services and apps must be located on Board—owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's web site and the creation of web ~~pages/sites~~ content, services and apps by staff and students.

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The Board retains all proprietary rights related to the design of web ~~sites~~ content, services and apps ~~and/or pages~~ that are hosted on ~~the Board's~~ Board-owned or District-affiliated servers, absent written agreement to the contrary.

A student may have class work displayed on the Board's web site without cost to the Board unless the parent has opted out in writing. Student's names are used on the board's web site unless a parent has opted out in accordance with the web guidelines.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[X] [OPTION #1]

The Board requires the () Superintendent () _____ pre-approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

R.C. 9.03
O.A.G. Opinion No. 2002-01

Adopted 10/23/12
Revised 12/11/14

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NEW POLICY - TECHNOLOGY UPDATE

INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

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If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or AGs may be denied access to the District's Technology Resources.

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
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The Superintendent shall conduct

() an annual

(X) a periodic

assessment of risk related to the access to and security of the data/information collected and retained by the District.

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BOARD OF EDUCATION
OLENTANGY LOCAL SCHOOL DISTRICT
DELAWARE COUNTY, OHIO

The Board of Education of the Olentangy Local School District, Delaware County, Ohio (the "Board"), met on _____, 2017, commencing at _____ p.m., at _____, with the following members present:

_____ moved the adoption of the following Resolution:

A RESOLUTION WAIVING REQUIRED NOTICES FROM DELAWARE COUNTY, OHIO IN CONNECTION WITH THE ADOPTION OF A TAX INCREMENT FINANCING RESOLUTION EXPECTED TO BE PASSED BY THE BOARD OF COUNTY COMMISSIONERS; APPROVING THE PROPOSED RESOLUTION; AND MAKING RELATED AUTHORIZATIONS.

WHEREAS, Delaware County, Ohio (the "County") has notified the Board that the County intends to adopt a Resolution substantially in the form attached to this resolution as Exhibit A and incorporated into this resolution by this reference) (the "TIF Resolution") to establish six incentive districts and to exempt 100% of the increase in assessed value (the "Improvement," as further defined in the TIF Resolution) of the various parcels (collectively, the "TIF Districts") subject to the TIF Resolution for a term of 20 years pursuant to R.C. Section 5709.78(B); and

WHEREAS, pursuant to the TIF Resolution, the County will require the current and future owners of each of the parcels of real property within the TIF Districts (collectively, the "Property") to pay service payments in lieu of real property taxes with respect to the Improvement at the same time and in the same manner as the real property taxes that would have been due on such Improvement had the Improvement not been exempted pursuant to the TIF Resolution; and

WHEREAS, pursuant to R.C Sections 5709.78(C), the County is required to provide this Board with notice of the TIF Resolution at least 45 business days prior to its adoption, unless such notice period is waived by the Board; and

WHEREAS, pursuant to R.C. Section 5709.83, the County also is required to provide the Board with notice of the TIF Resolution at least 14 days prior to its adoption, unless such notice period is waived by the Board; and

WHEREAS, the County has provided in the TIF Resolution that the Olentangy Local School District, Delaware County, Ohio (the "District") shall be compensated out of service payments in lieu of taxes received from the owners of the Property in an amount equal to the amount of real property taxes the District would have received had the TIF Resolution not been adopted; and

WHEREAS, in return for the compensation to be provided to the District pursuant to the TIF Resolution, the County has requested that the Board (i) approve the 20 year, 100% exemption to be provided in the TIF Resolution, (ii) waive all required statutory notices associated with the passage of the TIF Resolution, (iii) waive any compensation in addition to the compensation provided in the TIF Resolution (which equals the amount of real property taxes the District would have received had the TIF Resolution not been adopted) which may otherwise be required or permitted pursuant to law; and (iv) provide other related approvals with respect to the TIF Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Olentangy Local School District, Delaware County, Ohio, that:

Section 1. This Board has received a copy of the TIF Resolution.

Section 2. In return for the compensation to be provided to the District pursuant to the TIF Resolution (which equals the amount of real property taxes the District would have received had the TIF Resolution not been adopted), this Board hereby (i) approves the TIF Resolution and the exemptions provided in the TIF Resolution, (ii) waives the 45 business-day notice required pursuant to R.C. Section 5709.78(C), (iii) waives the 14 day notice required pursuant to R.C. Section 5709.83, and (iv) agrees that the compensation to be provided to the District pursuant to the TIF Resolution (which equals the amount of real property taxes the District would have received had the TIF Resolution not been adopted) is in lieu of any other compensation that may be provided to the District in R.C. Chapter 5709.

Section 3. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were taken in meetings open to the public in compliance with the law, including, without limitation, R.C. Section 121.22.

Section 4. This Resolution shall be in full force and effect upon its adoption.

[Balance of Page Intentionally Left Blank]

_____ seconded the motion. Upon roll call on the adoption of the Resolution, the vote was as follows:

Voting Aye: _____

Voting Nay: _____

TREASURER'S CERTIFICATION

The above is a true and correct extract from the minutes of the meeting of the Board of Education of the Olentangy Local School District, Delaware County, Ohio, held on _____, 2017 in accordance with the requirements of Ohio Revised Code Section 121.22, showing the adoption of the Resolution hereinabove set forth.

Dated: _____, 2017

Treasurer, Board of Education
Olentangy Local School District
Delaware County, Ohio

EXHIBIT A

TIF RESOLUTION

[See Attached]

A RESOLUTION

CREATING SIX TAX INCREMENT FINANCING INCENTIVE DISTRICTS; DECLARING THE IMPROVEMENTS TO THE PARCELS WITHIN EACH TIF DISTRICT TO BE A PUBLIC PURPOSE; DECLARING SUCH IMPROVEMENTS TO BE EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS THEREOF TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; DESIGNATING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE THAT WILL DIRECTLY BENEFIT OR SERVE THE PARCELS IN EACH OF THE TIF DISTRICTS; ESTABLISHING A PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF SERVICE PAYMENTS; AUTHORIZING COMPENSATION TO THE OLENTANGY LOCAL SCHOOL DISTRICT, THE BUCKEYE VALLEY LOCAL SCHOOL DISTRICT, AND THE DELAWARE AREA CAREER CENTER; AUTHORIZING COMPENSATION AGREEMENTS WITH THE BOARD OF TOWNSHIP TRUSTEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO, AND THE BOARD OF TOWNSHIP TRUSTEES OF CONCORD TOWNSHIP, DELAWARE COUNTY, OHIO; AUTHORIZING A TIF AGREEMENT FOR THE PROVISION OF THE PUBLIC INFRASTRUCTURE IMPROVEMENTS; AND AUTHORIZING AND APPROVING RELATED MATTERS.

WHEREAS, in accordance with Ohio Revised Code Sections 5709.77 through 5709.81, the County of Delaware, Ohio (the "County") and XXXXX (the "Developer") have negotiated and intend to enter into a Tax Increment Financing Agreement (the "TIF Agreement") providing for, among other things, a tax increment financing program to facilitate the development of certain real property (the "Project") located within the territorial boundaries of the County and Liberty & Concord Townships, Delaware County, Ohio ("Townships").

WHEREAS, a portion of the Project consisting of several separate parcels of real property will be developed to include primarily single-family residential properties; and

WHEREAS, Ohio Revised Code Sections 5709.77, 5709.78 and 5709.79 authorize this Board of Commissioners, by resolution, to create multiple incentive districts within the unincorporated territory of the County, and declare the improvement to each parcel of real property located within each incentive district to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, establish a public improvement tax increment equivalent fund for the deposit of those service payments, and specify public infrastructure improvements made, to be made or in the process of being made that directly benefit or serve, or that once made will directly benefit or serve, parcels in the incentive districts; and

WHEREAS, pursuant to Ohio Revised Code Section 5709.78(B), this Board of Commissioners has determined to create six (6) individual incentive districts (each an "Incentive District", and collectively, the "Incentive Districts"), each as depicted on the map in Exhibit A attached hereto. The boundaries of each of the Incentive Districts will be coextensive with the boundaries of, and will include, the parcels of real property specifically identified in Exhibit B attached hereto (with each of those parcels referred to herein individually as a "Parcel" and collectively as the "Parcels"); and

WHEREAS, by Resolution No. ____ - ____ passed on _____, 2017, this Board approved a Final Development Plan with respect to the Incentive Districts (the "Economic Development Plan"); and

WHEREAS, pursuant to Ohio Revised Code Sections 5709.77(E) and 5709.40(A)(5)(f) the Engineer for the County has certified to this Board of Commissioners that (i) each Incentive District is less than 300 acres in size and enclosed by a contiguous boundary, and (ii) the public infrastructure serving each Incentive District is inadequate to meet the development needs of each Incentive District as evidenced by the Economic Development Plan; and

WHEREAS, this Board of Commissioners has determined to provide for the construction of public infrastructure improvements described in Exhibit C attached hereto (the "Public Infrastructure Improvements"), which Public Infrastructure Improvements, once made, will directly benefit or serve the Parcels of each Incentive District; and

WHEREAS, the County desires to grant a 20-year, non-school Tax Increment Financing exemption (the "TIF Exemption") from real property taxation with respect to the increase in the assessed value of real property within each Incentive District that would first appear on the tax list and duplicate of real or public utility property after the date of this resolution were it not for the exemption (as further defined in Section 3 hereof, and as defined in Ohio Revised Code Section 5709.77(D), the "Improvement"); and

WHEREAS, the Olentangy Local School District, the Buckeye Valley Local School District, the Delaware Area Career Center, the Township of Liberty, Delaware County, Ohio ("Liberty Township"), and the Township of Concord, Delaware County, Ohio ("Concord Township") each have received notice of the TIF Exemption and the proposed text of this Resolution in advance of the date on which this Resolution is being adopted; and

WHEREAS, the Olentangy Local School District, pursuant to a resolution of the Board of Education of the Olentangy Local School District adopted on _____, 2017, has: (i) approved the TIF Exemption, (ii) waived the notice requirements of Ohio Revised Code Sections 5709.78, 5709.83 and 5715.27, and (iii) waived any other compensation which may be authorized or required under law, including, without limitation, Ohio Revised Code Section 5709.82, but all solely with respect to the Improvement, and all on the condition that the Olentangy Local School District is compensated all of the real property taxes that the Olentangy Local School District would have received but for the TIF Exemption; and

WHEREAS, the Buckeye Valley Local School District, pursuant to a resolution of the Board of Education of the Buckeye Valley Local School District adopted on _____, 2017, has: (i) approved the TIF Exemption, (ii) waived the notice requirements of Ohio Revised Code Sections 5709.78, 5709.83 and 5715.27, and (iii) waived any other compensation which may be authorized or required under law, including, without limitation, Ohio Revised Code Section 5709.82, but all solely with respect to the Improvement, and all on the condition that the Buckeye Valley Local School District is compensated all of the real property taxes that the Buckeye Valley Local School District would have received but for the TIF Exemption; and

WHEREAS, the Delaware Area Career Center, pursuant to a resolution of the Board of Education of the Delaware Area Career Center adopted on _____, 2017, has acknowledged the TIF Exemption, and waived the notice requirements of Ohio Revised Code Sections 5709.78, 5709.83 and 5715.27, but solely with respect to the Improvement, and the County, pursuant to Ohio Revised Code Section 5709.78(C)(2),

intends to compensate the Delaware Area Career Center at the same rate and under the same terms as it will compensate the Olentangy Local School District and the Buckeye Valley Local School District; and

WHEREAS, Liberty Township, pursuant to a resolution of the Board of Trustees of Liberty Township adopted on _____, 2017, (i) waived the notice requirements of Ohio Revised Code Sections 5709.78, 5709.83, and 5715.27 and (ii) not objected to the proposed adoption of this Resolution and the TIF Exemption for the percentage or the term of the TIF Exemption; the County and Liberty Township have accordingly negotiated the Compensation Agreement (the "Liberty Township Compensation Agreement") attached to this Resolution as Exhibit D, and the County intends to compensate Liberty Township as set forth in the Liberty Township Compensation Agreement and as further provided in this Resolution; and

WHEREAS, Concord Township, pursuant to a resolution of the Board of Trustees of Concord Township adopted on _____, 2017, (i) waived the notice requirements of Ohio Revised Code Sections 5709.78, 5709.83, and 5715.27 and (ii) not objected to the proposed adoption of this Resolution and the TIF Exemption for the percentage or the term of the TIF Exemption; the County and Concord Township have accordingly negotiated the Compensation Agreement (the "Concord Township Compensation Agreement") attached to this Resolution as Exhibit E, and the County intends to compensate Concord Township as set forth in the Concord Township Compensation Agreement and as further provided in this Resolution; and

WHEREAS, the County desires that the County Treasurer use the service payments in lieu of taxes to pay the school compensation payments required to be made to the Olentangy Local School District, the Buckeye Valley Local School District, and the Delaware Area Career Center Compensation Agreement pursuant to this Resolution and that the County Treasurer forward the remaining service payments in lieu of taxes to the County to (i) pay Liberty Township and Concord Township, respectively, the compensation payments required to be made by the County to Liberty Township pursuant to the Liberty Township Compensation Agreement and to Concord Township pursuant to the Concord Township Compensation Agreement and (ii) pay the costs of the public infrastructure improvements described in Section 2 of this Resolution, which Public Infrastructure Improvements are for public use and directly benefit the parcels in the Incentive Districts; and

WHEREAS, the County desires to enter into the TIF Agreement in order to set forth the manner in which a portion of the Public Infrastructure Improvements will be constructed by the Developer and the manner in which the costs of those Public Infrastructure Improvements will be paid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Delaware, Ohio that:

SECTION 1. Creation of Incentive Districts. Pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.78(B), this Board of Commissioners hereby creates the following tax increment financing incentive districts: (i) Incentive District One, consisting of approximately 38.90 acres of real property, the boundaries of which are more accurately described in Exhibit B-1 attached hereto ("District One"); (ii) Incentive District Two, consisting of approximately 80.669 acres of real property, the boundaries of which are more accurately described in Exhibit B-2 attached hereto ("District Two"); (iii) Incentive District Three, consisting of approximately 57.02 acres of real property, the boundaries of which are more accurately described in Exhibit B-3 attached hereto ("District Three"); (iv) Incentive District Four, consisting of approximately 59.68 acres of real property, the boundaries of which are more accurately described in Exhibit B-4 attached hereto ("District Four"); (v) Incentive District Five, consisting of approximately 180.05 acres of real property, the boundaries of which are more accurately described in Exhibit B-5 attached hereto ("District Five"); and (vi) Incentive District Six, consisting of approximately 152.10 acres of real property, the boundaries of which are more accurately described in Exhibit B-6 attached hereto.

SECTION 2. Public Infrastructure Improvements. This Board of Commissioners hereby designates the Public Infrastructure Improvements described in Exhibit C attached hereto as “public infrastructure improvements” (as such term is defined in Ohio Revised Code Sections 5709.40(A)(7) and 5709.77(G)) made, to be made, or in the process of being made, and that, once made, will directly benefit or serve the Parcels in each Incentive District.

SECTION 3. Authorization of Tax Exemption; Life of Incentive District. Pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.78(B), this Board of Commissioners hereby finds and determines that 100% of the increase in assessed value of each Parcel (as it may be subdivided or combined in connection with the acquisition or development of a Parcel) within an Incentive District subsequent to the effective date of this Resolution (which increase in assessed value is hereinafter referred to as the “Improvement,” as defined in Ohio Revised Code Section 5709.77(D)) is declared to be a public purpose. For each Incentive District, the Improvement shall be exempt from real property taxation for a period commencing with the first day of the tax year following the effective date of this Resolution in which an Improvement with respect to that Incentive District would have appeared on the tax list and duplicate of real and public utility property were it not for the TIF Exemption granted by this Resolution (each a “Commencement Date”); and in all cases ending on the twentieth (20th) anniversary of the Commencement Date with respect to that Incentive District or the date the Public Infrastructure Improvements are paid in full, whichever occurs first. The life of each individual Incentive District will be twenty (20) years commencing on the Commencement Date with respect to that Incentive District.

SECTION 4. Service Payments and Property Tax Rollback Payments. Pursuant to Ohio Revised Code Section 5709.79, this Board of Commissioners directs and requires the owner of each Parcel to make annual service payments in lieu of taxes with respect to the Improvement allocable thereto to the Delaware County Treasurer (the “County Treasurer”) on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes, including any penalties and interest at the then current rate established under Ohio Revised Code Sections 323.121 and 5703.47, will be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not subject to the exemption granted in this Resolution. Such service payments in lieu of taxes, penalties and interest, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reduction required by Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the “Property Tax Rollback Payments,” and together with the service payments in lieu of taxes and penalties and interest described above, the “Service Payments”), will be allocated and distributed in accordance with Section 6 of this Resolution.

SECTION 5. Creation of TIF Fund. This Board of Commissioners hereby establishes, pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.80, a Public Improvement Tax Increment Equivalent Fund (the “TIF Fund”), into which the County will deposit the Service Payments collected with respect to the Parcels. The TIF Fund will be maintained in the custody of the County. The County may use amounts deposited into the TIF Fund only for the purposes authorized in Ohio Revised Code Sections 5709.77, 5709.78, and 5709.79, including, but not limited to, paying any costs of the Public Infrastructure Improvements and any school compensation payments required to be made by the County to the Olentangy Local School District, the Buckeye Valley Local School District, the Delaware Area Career Center, Liberty Township, and Concord Township, all in a manner that is consistent with this Resolution. The TIF Fund will exist so long as such Service Payments are collected and used for the aforesaid purposes, after which time the TIF Fund will be dissolved and any surplus funds remaining therein transferred to the County’s General Fund, all in accordance with Ohio Revised Code Section 5709.80.

SECTION 6. Distribution of Funds. Pursuant to Ohio Revised Code Section 5709.77, 5709.78, and 5709.79, the County Treasurer is requested to distribute the Service Payments, at the same time and in the same manner as real property tax distributions, in the following order of priority:

FIRST, to each of the Olentangy Local School District, the Buckeye Valley Local School District, and the Delaware Area Career Center, an amount of Service Payments equal to the amount of real property taxes, penalties and interest, and Property Tax Rollback Payments each of the Olentangy Local School District, the Buckeye Valley Local School District, and the Delaware Area Career Center would have received had the TIF Exemption not been granted in accordance with this Resolution; and

SECOND, to the County for deposit into the TIF Fund.

The County shall distribute Service Payments on deposit in the TIF Fund in the following order of priority:

FIRST, to each of Liberty Township and Concord Township, an amount necessary to compensate each of Liberty Township and Concord Township pursuant to the Liberty Township Compensation Agreement and the Concord Township Compensation Agreement, respectively, at such times and in such amounts are set forth in the Liberty Township Compensation Agreement and the Concord Township Compensation Agreement, which times shall be, to the greatest extent practicable, at the same time and in the same manner as real property tax distributions, and which amounts shall be in an amount necessary to pay to each of Liberty Township and Concord Township an amount equal to the amount each of Liberty Township and Concord Township respectively would have received with respect to its fire and emergency medical services real property tax levies had the TIF Exemption not been granted pursuant to this Resolution; and

SECOND, after the distributions made in accordance with paragraph FIRST above:

- (i) Until the Developer is paid in full for the costs of the Public Infrastructure Improvements constructed by the Developer, to the Developer for payment or reimbursement of the costs of the Public Infrastructure Improvements constructed by the Developer, all as more specifically described in the TIF Agreement; and
- (ii) After the Developer is paid in full for the costs of the Public Infrastructure Improvements constructed by the Developer pursuant to this Resolution and the TIF Agreement, to the County, to pay or reimburse the County for the costs of Public Infrastructure Improvements constructed by the County.

SECTION 7. Authorization of Compensation Agreements. This Board of Commissioners further hereby approves the Liberty Township Compensation Agreement, in the form attached hereto as Exhibit D, with any changes that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the County's Economic Development Director on behalf of the County, all of which shall be conclusively evidenced by the signing of the Liberty Township Compensation Agreement, and hereby authorizes the President of the Board of Commissioners and the County's Economic Development Director, or either of them, to execute the Liberty Township Compensation Agreement on behalf of the County. This Board of Commissioners further hereby approves the compensation agreement between the County and the Concord Township Compensation Agreement in the form attached hereto as Exhibit E, with any changes that are not inconsistent with this Resolution and not substantially adverse to the County and

that are approved by the County's Economic Development Director on behalf of the County, all of which shall be conclusively evidenced by the signing of the Concord Township Compensation Agreement, and hereby authorizes the President of the Board of Commissioners and the County's Economic Development Director, or either of them, to execute the Concord Township Compensation Agreement on behalf of the County.

SECTION 8. TIF Agreement and Further Authorizations. This Board of Commissioners further hereby approves the TIF Agreement, in the form attached hereto as Exhibit F, with any changes that are not inconsistent with this Resolution and not substantially adverse to the County and that are approved by the County's Economic Development Director on behalf of the County, all of which shall be conclusively evidenced by the signing of the TIF Agreement, and hereby authorizes the President of the Board of Commissioners and the County's Economic Development Director, or either of them, to execute the TIF Agreement on behalf of the County. This Board of Commissioners further hereby authorizes and directs the President of the Board of Commissioners, the County's Economic Development Director, other appropriate officers of the County, or any of them, to prepare and sign all agreements, and any amendments thereto such that the character of those changes is not substantially adverse to the County, which shall be established conclusively by their signatures thereon, and to prepare and sign all instruments and to take all other actions as may be necessary and appropriate to implement this Resolution.

SECTION 9. Non-Discriminatory Hiring Policy. In accordance with Ohio Revised Code Section 5709.832, this Board of Commissioners hereby determines that no employer located in any of the Incentive Districts shall deny any individual employment based solely on race, religion, sex, disability, color, national origin or ancestry. The County shall include a non-discriminatory hiring policy covenant in the TIF Agreement and any development agreement entered into between the County and any owner or developer of any property subject to the TIF Exemption.

SECTION 10. Notices. This Board of Commissioners hereby finds and determines that notice of this proposed Resolution has been delivered to all affected school districts, including the Olentangy Local School District, the Buckeye Valley Local School District, and the Delaware Area Career Center, in accordance with Ohio Revised Code Sections 5709.73 and 5709.83, and hereby ratifies the giving of that notice.

This Board of Commissioners hereby acknowledges receipt of the resolution of the Board of Education of the Olentangy Local School District approving the TIF Exemption in advance of the date on which this Resolution is adopted and waives receipt of any certification by the Board of Education of the Olentangy Local School District of its resolution required under Ohio Revised Code Section 5709.73.

This Board of Commissioners hereby acknowledges receipt of the resolution of the Board of Education of the Buckeye Valley Local School District approving the TIF Exemption in advance of the date on which this Resolution is adopted and waives receipt of any certification by the Board of Education of the Buckeye Valley Local School District of its resolution required under Ohio Revised Code Section 5709.78.

This Board of Commissioners hereby acknowledges receipt of the resolution of the Board of Education of the Delaware Area Career Center acknowledging the TIF Exemption in advance of the date on which this Resolution is adopted and waives receipt of any certification by the Board of Education of the Delaware County Career of its resolution required under Ohio Revised Code Section 5709.78.

This Board of Commissioners hereby acknowledges receipt of the resolution of the Board of Township Trustees of the Liberty Township with respect to the TIF Exemption in advance of the date on which this Resolution is adopted and waives receipt of any certification by the Board of Township Trustees of Liberty Township of its resolution required under Ohio Revised Code Section 5709.78.

This Board of Commissioners hereby acknowledges receipt of the resolution of the Board of Township Trustees of Concord Township approving the TIF Exemption in advance of the date on which this Resolution is adopted and waives receipt of any certification by the Board of Township Trustees of Concord Township of its resolution required under Ohio Revised Code Section 5709.78.

Pursuant to Ohio Revised Code Section 5709.78(H), the County's Economic Development Director is hereby directed to deliver a copy of this Resolution to the Director of the Development Services Agency of the State of Ohio within fifteen (15) days after its adoption. On or before March 31 of each year that the exemption set forth in Section 1 hereof remains in effect, the County's Economic Development Director or other authorized officer of this County shall prepare and submit to the Director of the Development Services Agency of the State of Ohio the status report required under Ohio Revised Code Section 5709.78(H).

SECTION 11. Tax Incentive Review Council. The County has created the County Tax Incentive Review Council with the membership of that Council constituted in accordance with Ohio Revised Code Section 5709.85. That Council shall, in accordance with Ohio Revised Code Section 5709.85, review annually all exemptions from taxation resulting from the declarations set forth in this Resolution and any other such matters as may properly come before that Council, all in accordance with Ohio Revised Code Section 5709.85.

SECTION 12. Open Meetings. This Board of Commissioners finds and determines that all formal actions of this Board of Commissioners and any of its committees concerning and relating to the passage of this Resolution were taken in an open meeting of this Board of Commissioners and any of its committees, and that all deliberations of this Board of Commissioners and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Ohio Revised Code Section 121.22.

SECTION 13. Effective Date. This Resolution shall be effective from and after the earliest period provided by law.

ATTEST:

SIGNED:

Barb Lewis
Commissioner & President of the Board

Gary Merrell
Commissioner

Jeff Benton
Commissioner

EXHIBIT A

Maps of the Incentive Districts

The below map specifically identifies and depicts District One, District Two, District Three, District Four, District Five, and District Six (each as defined in the foregoing resolution). The following pages contain a map of each Incentive District separately

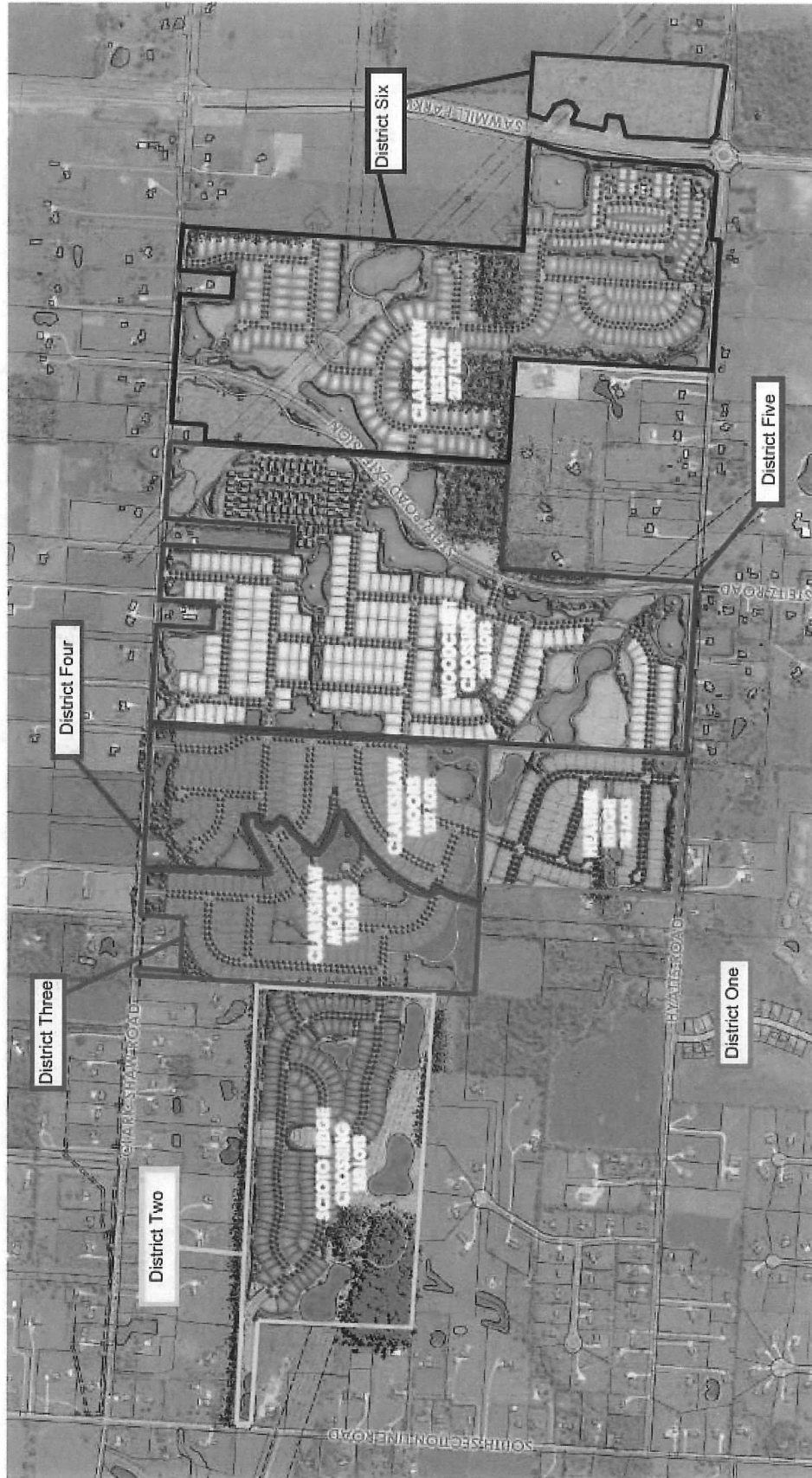


EXHIBIT A-1

Map of District One



EXHIBIT A-2

Map of District Two



EXHIBIT A-3

Map of District Three



An aerial photograph of a residential area labeled "District Four". The district is outlined by a thick black border. Within the district, several subdivisions are identified with white labels: "CLARKSON RIDGE CROSSING 18 LOTS" at the bottom left, "CLARKSON RIDGE CROSSING 18 LOTS" in the center-left, "CLARKSON RIDGE CROSSING 18 LOTS" in the center-right, "WOODCREEK CROSSING 39 LOTS" in the top right, and "CLARKS CREEK RESERVE 27 LOTS" in the top center. Roads shown include "SAWMILL PARKWAY" at the top, "HOSKINS ROAD" running diagonally through the center, "QUARRY HAWK ROAD" on the left, "THAMES ROAD" on the right, and "SOUTH SECTION LINE ROAD" at the bottom. Other features include parking lots, green spaces, and surrounding commercial or industrial areas outside the district boundary.

EXHIBIT A-5

Map of District Five



EXHIBIT A-6

Map of District Six



EXHIBIT B-1

District One (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-330-02-065-000

EXHIBIT B-2

District Two (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-330-02-014-007

EXHIBIT B-3

District Three (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-330-02-006-003

419-330-02-006-004

EXHIBIT B-4

District Four (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-330-02-006-000

419-330-02-005-000

EXHIBIT B-5

District Five (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-330-02-004-000
419-330-02-066-000
419-330-02-002-000
419-340-02-016-000

EXHIBIT B-6

District Six (as defined in the foregoing resolution) consists of the following parcels of real property, as identified by Delaware County Auditor parcel identification number as of the date of the foregoing resolution:

419-340-02-014-000
419-340-02-013-000
410-340-02-019-000

EXHIBIT C

Public Infrastructure Improvements

The Public Infrastructure Improvements specifically include the costs of financing the Public Infrastructure Improvements, including the items of “costs of permanent improvements” set forth in Ohio Revised Code Section 133.15(B), and incurred with respect to the Public Infrastructure Improvements, which “costs” specifically include any reimbursement payments for the reimbursement of the costs of the Public Infrastructure Improvements and the Debt Service on, and other expenses relating to the issuance of, any bonds, notes, or other obligations issued to finance the Public Infrastructure Improvements.

All of the Public Infrastructure Improvements described below are hereby determined to be “public infrastructure improvements” (as defined in Ohio Revised Code Sections 5709.40(A)(7) and 5709.73(A)(5) and are intended to benefit or serve the parcels of each Incentive District depicted in Exhibit A and described in Exhibit B.

The Public Infrastructure Improvements consist generally of acquiring and constructing the infrastructure described below:

Sanitary Sewer Improvements:

1. Clark Shaw Trunk Sewer Projects 1 and 2 – This trunk sewer is being constructed to provide wastewater service to the TIF property areas and is part of the Amended and Restated Intergovernmental Cooperation Agreement, as amended (the “IGA”), between the County and the Concord/Scioto Community Authority. TIF reimbursement shall be limited to the costs of the “County Contribution,” the costs of the “Additional County Contribution,” and amounts contributed to the costs of the Projects in excess of the “Authority Contribution” by the Developer or the Concord/Scioto Community Authority as all those terms are defined in the IGA.
2. Clark Shaw Trunk Sewer Project 3 – Project 3 includes diversion of flow in the existing Scioto Reserve subdivision to the Lower Scioto WRF. This will provide start-up flows for the plant and allow for service to be active to the TIF area.
3. Diversion of Clear Creek Pump Station – This improvement will allow for diversion of flow in the existing Scioto Reserve subdivision to the Lower Scioto WRF. This will provide start-up flows for the plant and allow for service to be active to the TIF area.

County Engineer Improvements:

1. A 0.94 mile extension of Steitz Road as a new collector road, running in a northerly direction from Hyatts Road through the proposed Development, across the Jackson, Lane and MacAdams tracts to Clark Shaw Road, including all roadway, pavement and drainage improvements required to construct the road, but not including any necessary improvements to existing Hyatts Road or Clark Shaw Road that would otherwise have been required for new local street intersections on those roads.

EXHIBIT D

Liberty Township Compensation Agreement

EXHIBIT E

Concord Township Compensation Agreement

EXHIBIT F

TIF Agreement

TAX INCREMENT FINANCING AGREEMENT

This Tax Increment Financing Agreement (this "Agreement") is made and entered into as of _____, 2017 by and between DELAWARE COUNTY, OHIO (the "County"), an Ohio political subdivision, and [_____] (the "Developer"), an [Ohio] [_____].

RECITALS:

A. On various dates, the Developer has acquired or intends to acquire fee title to certain real property situated in the County, a collective depiction of which real property is attached to this Agreement as Exhibit A (the "Project Area") and incorporated into this Agreement by reference, with each parcel of real property within the Project Area referred to in this Agreement as a "Parcel" (whether as presently appearing on county tax duplicates or as subdivided or combined and appearing on future tax duplicates). The increase in assessed value of each Parcel subsequent to the adoption of the TIF Resolution (as defined below) shall be referred to in this Agreement as the "Improvement."

B. Provided appropriate economic development incentives are available, the Developer desires to develop approximately six residential developments and related improvements in the Project Area (the "Development").

C. In connection with the Development, the Developer intends to cause certain public infrastructure improvements to be constructed that will directly benefit the Project Area, as described in Exhibit B, which is attached to and incorporated into this Agreement (the "Developer Public Improvements").

D. In connection with the Development, the County intends to cause, but is not required to cause, certain additional public infrastructure improvements to be constructed that also will directly benefit the Project Area, as described in Exhibit C attached hereto (the "County Public Improvements," and together with the Developer Public Improvements, the "Public Infrastructure Improvements").

E. Pursuant to Ohio Revised Code ("R.C.") Section 5709.78(B) and Resolution No. [_____] (the "TIF Resolution"), the Board of County Commissioners (the "Board of Commissioners") of the County declared that the Improvement with respect to six tax increment financing incentive districts (collectively, the "TIF Districts") is a public purpose pursuant to R.C. Section 5709.78 and that 100% of the Improvement is exempt from real property taxation for a period of twenty (20) years.

F. The TIF Resolution requires the Developer and all future owners of the Project Area (each individually an "Owner" and collectively the "Owners") to make annual service payments in lieu of real property taxes equal to the amount of real property taxes that would have been payable had the Improvement not been exempt from real property taxation pursuant to the TIF Resolution, together with any penalties and interest at the then current rate established under

R.C. Sections 323.121 and 5703.47 and other payments with respect to each Improvement that are received by the Treasurer of the County (the "County Treasurer") in connection with the reduction required by Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (collectively, the "Service Payments").

G. The County has determined and the TIF Resolution provides that a portion of the Service Payments shall be used to pay each of the Olentangy Local School District, the Buckeye Valley Local School District, and the Delaware Area Career Center (collectively, the "School Districts"), pursuant to R.C. Sections 5709.78 and 5709.79, amounts equal to the real property taxes that each of the School Districts would have received if the Improvement had not been exempted from real property taxation pursuant to the TIF Resolution.

H. The County has determined and the TIF Resolution provides that a portion of the Service Payments shall be used to pay each of the Township of Liberty, Delaware County, Ohio ("Liberty Township") and the Township of Concord, Delaware County, Ohio ("Concord Township," and together with Liberty Township, the "Townships") pursuant to R.C. Sections 5709.78 and 5709.79, amounts equal to the real property taxes that each of the Townships would have received with respect to their real property taxes for fire and emergency medical services if the Improvement had not been exempted from real property taxation pursuant to the TIF Resolution, all as more specifically described in compensation agreements (the "Township Compensation Agreements") to be entered into by the County and each of the Townships.

I. The TIF Resolution authorizes the Service Payments to be used (i) to make payments to the School Districts; (ii) to make payments to the Townships pursuant to the Township Compensation Agreements; (iii) to make payments to the Developer for the Developer Public Improvements, (iv) to pay for all or any portion of the County Public Improvements, and (iv) pursuant to R.C. Section 5709.80, for deposit into a general fund of the County.

J. Pursuant to the TIF Resolution, the Board of Commissioners has approved the terms of this Agreement and authorized its execution on behalf of the County.

K. The parties desire to enter into this Agreement on the terms and conditions set forth below to provide for the collection and disbursement of the Service Payments and to enable the construction of the Developer Public Improvements within the Project Area.

NOW, THEREFORE, in consideration of the premises and covenants contained in this Agreement and to induce the Developer to proceed with the construction of the Developer Public Improvements, the Developer and the County hereby agree as follows:

Section 1. Construction of Developer Public Improvements.

A. Authorization, Cooperation, Dedication, and Maintenance. The Developer shall design and construct or cause to be constructed the Developer Public Improvements within the Project Area, adjacent to the Project Area, or both within and adjacent to the Project Area

acquired by the Developer. Construction of the Developer Public Improvements is estimated, but not required, to commence by [] and is estimated, but not required, to be substantially complete by []. The County hereby authorizes the design and construction of the Developer Public Improvements by the Developer or its representatives for and on behalf of the County. The County agrees to provide timely cooperation in connection with the design and construction of the Developer Public Improvements, including, without limitation, completing inspections, providing reasonable approvals, and granting permits.

The County agrees that it will accept the Developer Public Improvements dedicated to the County, when and as constructed and dedicated by the Developer.

The County also agrees to maintain, operate, repair, and replace as necessary the Developer Public Improvements and any additional public infrastructure improvements dedicated by the Developer to the County in a commercially reasonable manner after dedication to the County.

B. Prevailing Wages. The Developer and the County acknowledge and agree that the Developer Public Improvements are subject to the prevailing wage requirements of R.C. Chapter 4115, and all wages paid to laborers and mechanics employed on the development of the Developer Public Improvements shall be paid at not less than the prevailing rates of wages of laborers and mechanics for the classes of work called for by the Developer Public Improvements, which wages shall be determined in accordance with the requirements of R.C. Chapter 4115. The Developer and the County shall comply, and the Developer shall require compliance by all contractors developing the Developer Public Improvements, with all applicable requirements of R.C. Chapter 4115 including, without limitation, (i) obtaining from the Ohio Department of Industrial Relations its determination of the prevailing rates of wages to be paid for all classes of work required for the construction of the Developer Public Improvements; and (ii) ensuring that all subcontractors receive notification of changes in prevailing wage rates as required by R.C. Chapter 4115. The County, and not the Developer, shall be responsible to designate and appoint a prevailing wage coordinator for the Developer Public Improvements, as provided in R.C. Section 4115.071.

C. Approval of Plans. The Developer Public Improvements shall be constructed in accordance with construction plans approved by the County prior to commencement of construction. The Developer shall submit proposed construction plans to the County. Within 10 business days following such submission or any resubmission, the County shall either provide written approval of the plans, or written comments detailing any needed changes. If such written response by the County is not provided within such 10 business-day period, then the County shall be deemed to have approved the submitted or resubmitted plans.

D. Selection of Contractors. Contractors for construction of the Developer Public Improvements shall be selected by the Developer in a manner determined by the Developer, provided that for all contracts in excess of \$50,000, and whenever practicable for contracts of \$50,000 or less, at least three bids shall be obtained prior to letting such contracts. The TIF Resolution provides that County and State of Ohio requirements as to advertisement and

competitive bidding are not applicable to the Developer Public Improvements. Construction contracts shall be entered into in the name of the Developer or the Developer's construction manager or general contractor.

E. Reimbursement from Service Payments. The County shall use the Service Payments in the "TIF Fund" (as defined in the TIF Resolution) to reimburse the Developer for the cost of constructing the Developer Public Improvements (the "Costs of Developer Public Improvements"). The Cost of Developer Public Improvements shall include any and all costs the Developer incurred in order to construct the Developer Public Improvements, including the items of "costs of permanent improvements" set forth in R.C. Section 133.15(B). Such costs include but are not necessarily limited to: (i) cash paid; (ii) interest on any unpaid amounts as set forth in Section 1(F) of this Agreement; (iii) review and inspection fees incurred in connection with the construction of the Developer Public Improvements; (iv) professional fees; and (v) construction management and supervisory fees.

F. From time to time after the Developer substantially completes portions of the Developer Public Improvements, the Developer shall provide a certified statement to the County setting forth and providing reasonable evidence concerning Costs of Developer Public Improvements (each a "Certified Statement," and collectively, the "Certified Statements"). At least twice each year, subsequent to submission of the first Certified Statement by the Developer, and contingent upon the County having received funds in the TIF Fund, the County shall pay to Developer, within 14 business days following the County's receipt of a Certified Statement, the lesser of (i) the Costs of Developer Public Improvements, or part thereof, as shown in the Certified Statements, or (ii) the funds available pursuant to Section 7 of this Agreement for payment of Costs of Developer Public Improvements at that time in the TIF Fund. The County and the Developer agree that all Service Payments received into the TIF Fund shall be paid in the order of priority set forth in Section 7 of this Agreement.

Should insufficient funds available pursuant to Section 7 of this Agreement to pay the Costs of Developer Public Improvements exist in the TIF Fund at the time of submission of a Certified Statement to reimburse the Developer for the Costs of Developer Public Improvements, then the County shall maintain a record of such unpaid amounts, and the County shall pay to Developer such amounts within 14 business days after such funds exist in the TIF Fund, provided that such payment shall not exceed the available balance in the TIF Fund. Unpaid amounts shall bear interest at a fixed rate, determined at the time each such Certified Statement is submitted, equal to the Bond Buyer Index plus 2.25% per annum. The "Bond Buyer Index" means the "Bond Buyer Revenue Bond Index" as last published in The Bond Buyer immediately preceding the date each such Certified Statement is submitted, or, if such index is unavailable, then such other comparable and publicly available index or measurement of long term fixed interest rates for municipal revenue obligations selected by the Developer and the County. Interest accrued but not paid following the date of any payment to Developer out of the TIF Fund shall be added to the principal balance of unpaid amounts as of that date. The County shall submit an accounting or record of all amounts paid to Developer out of the TIF Fund along with each payment to Developer, including payments made by the County within 14 business days of the receipt of a Certified Statement and payments made by

the County within fourteen 14 business days of funds being deposited into the TIF Fund with respect to any unpaid amounts, but subject to the limitations described in this Section 1(F). Funds paid to the Developer by the County in accordance with this Agreement shall be applied first by the Developer for interest components of the Costs of Developer Public Improvements prior to being used by the Developer for non-interest components of the Costs of the Developer Public Improvements.

G. The Developer and the County intend that the interest payable by the County under this Agreement shall be exempt from federal income taxation and taxation by the State of Ohio to the extent permitted by law; provided, however, the Developer may, by written notice delivered to the County prior to commencement of the County's obligation to make payments for the Costs of Developer Public Improvements under this Agreement, elect to have the interest payable by the County not be exempt from taxation and have the Costs of Developer Public Improvements accrue taxable interest. With respect to any portion of that interest so intended to be exempt from federal and Ohio taxation, the County covenants that it will, to the extent possible, (i) comply with all applicable laws to obtain and maintain the Federal and State of Ohio tax exemptions for such interest, including any expenditure requirements, investment limitations, rebate requirements or use restrictions, and (ii) without limiting the generality of the foregoing, that it will restrict the use of any "proceeds" of this Agreement (as defined in the Code, as defined below) in such manner and to such extent, if any, as may be necessary after taking into account reasonable expectations at the time the County's obligation is incurred, so that this Agreement will not constitute an "arbitrage bond" under Sections 103(b)(2) and 148 of the Code, and will timely file an IRS Form 8038G when applicable. For purposes of this Agreement, "Code" means, collectively the Internal Revenue Code of 1986, as amended, applicable Treasury Regulations, whether temporary or final, under the Internal Revenue Code of 1986 or the statutory predecessor of the Internal Revenue Code of 1986, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding the foregoing, all as and to the extent applicable.

Section 2. Priority of Lien; Exemption Applications. The provisions of R.C. Section 5709.91, which specify that Service Payments will be treated in the same manner as taxes for all purposes of the lien described in R.C. Section 323.11, including, but not limited to, the priority of the lien and the collection of Service Payments, apply to this Agreement and to the Project Area. The provisions of R.C. Section 5709.911 apply to exemption applications filed pursuant to the TIF Resolution and this Agreement.

Section 3. TIF Exemption and Related Agreements.

A. In connection with the construction of the Developer Public Improvements by the Developer, the County, through the TIF Resolution, has granted, among other things, with respect to the Improvement, a 100% exemption from real property taxation, commencing with respect to each of the TIF Districts, on the first day of the first tax year following the adoption of the TIF Resolution in which the Improvement attributable to such TIF District would have first appeared on the tax list and duplicate of real and public utility property had the TIF

Exemption not been provided pursuant to the TIF Resolution, and ending for each TIF District 20 years after such date.

B. In accordance with R.C. Sections 5715.27 and 5709.911, the Developer or the owner of any Parcel at the time the TIF Exemption becomes effective with respect to that Parcel shall file or cause to be filed a completed application for an exemption from real property taxation (DTE Form 24 or its successor form) with the Delaware County Auditor (the "County Auditor") for the Improvement to each Parcel. The Developer and the County agree to cooperate with each other for this purpose, and to cooperate with the County Auditor, the Ohio Department of Taxation and other public officials and governmental agencies in the performance by the public officials and governmental agencies of their duties in connection with the TIF Resolution and this Agreement. Pursuant to a Tax Increment Financing Declaration (the "Declaration"), a form of which is attached to this Agreement as Exhibit D and incorporated into this Agreement by this reference, which Declaration shall be recorded on each of the Parcels, every Owner or Owners of the Parcels grants to the Developer an irrevocable power of attorney for and on behalf of such Owner or Owners and in such Owner or Owners' names to file or cause to be filed a completed application for an exemption from real property taxation (DTE Form 24 or its successor form) in accordance with this paragraph. The Developer and the County agree that this paragraph and this Agreement do not constitute consent by an owner to the filing by a county of an application for exemption within the meaning of R.C. 5709.911(B).

C. The County shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve and maintain the exemptions from real property taxation granted under the TIF Resolution and this Agreement, including, without limitation, joining in the execution of all documentation and providing any necessary certificates required in connection with such exemptions.

Section 4. Service Payments. As provided in R.C. Section 5709.79, the Owners are required under this Agreement and pursuant to the TIF Resolution to make annual service payments in lieu of taxes to the County Treasurer on or before the final dates for payment of real property taxes. Each such payment (including any interest and penalties) shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from real property taxation. Any late payments shall be subject to penalty and bear interest at the then-current rates established under R.C. Sections 323.121 and 5703.47, as may be amended from time to time, or any successor provisions thereto, as the same may be amended from time to time. No Owner shall, under any circumstances, be required with respect to any tax year both to pay Service Payments with respect to an Improvement and to reimburse local taxing authorities for the amount of real property taxes that would have been payable had the Improvement not been exempted from taxation pursuant to the TIF Resolution.

Section 5. School District Payments. Pursuant to the TIF Resolution and in accordance with R.C. Section 5709.79, the County Treasurer is to distribute a portion of the Service Payments to each of the School Districts, each in an amount equal to the real property tax

payments such School District would have received with respect to the Improvement had the Improvement not been exempted from real property taxation pursuant to the TIF Resolution.

Section 6. Tax Increment Equivalent Fund. Pursuant to the TIF Resolution, the County has established its TIF Fund as a redevelopment tax equivalent fund pursuant to R.C. Section 5709.80, which TIF Fund shall be maintained in the custody of the County. The TIF Fund shall receive all Service Payments distributed by the County Treasurer to the County pursuant to R.C. Section 5709.79.

The TIF Fund shall remain in existence so long as Service Payments are collected and used for the purposes described in this Agreement and the TIF Resolution, after which the TIF Fund shall be dissolved in accordance with R.C. Section 5709.80. Further, except as otherwise provided in this Agreement or the TIF Resolution, moneys deposited in the TIF Fund shall be used as described in Section 7 of this Agreement.

Section 7. Use of Service Payments Deposited Into the TIF Fund.

A. The County agrees that the Service Payments deposited into the TIF Fund shall be used exclusively as set forth in this Section 7.

B. The Service Payments deposited into the TIF Fund shall be used on a semi-annual basis for the following purposes, in the following order of priority:

FIRST, to each of the Townships, an amount necessary to pay to each of the Townships the amount of real property taxes each of the Townships would have received from its fire and emergency medical services real property tax levies with respect to the Improvement had the Improvement not been exempt from real property taxation pursuant to the TIF Resolution;

SECOND, after the distributions made in accordance with paragraph FIRST of this Section 7(B):

- (i) until the Developer is paid in full for the Costs of Developer Public Improvements, including, without limitation, (a) cash paid; (b) interest on unpaid amounts as set forth in Section 1(F) of this Agreement; (c) review and inspection fees incurred in connection with the construction of the Developer Public Improvements; (d) professional fees; and (e) construction management and supervisory fees, 100% of the available Service Payments shall be used to pay the Developer for the Costs of Developer Public Improvements in accordance with Section 1; and
- (ii) after the Developer is paid in full for the Cost of Developer Public Improvements, 100% of the available Service Payments shall be used by the County to pay or reimburse costs incurred (or to be incurred) by the County for all or any portion of the County Public Improvements, including any financing costs.

THIRD, after the Developer is paid in full for the Cost of Developer Public Improvements, the County is paid in full for the costs of the County Public Improvements, and the costs of all of the Public Infrastructure Improvements are paid in full, any incidental surplus remaining in the TIF Fund upon dissolution of the TIF Fund shall be disposed of as provided in R.C. Section 5709.80(D).

C. Notwithstanding any other provision of this Agreement, the County's payment obligations under this Agreement shall be limited to the monies actually on deposit or payable to the TIF Fund, and do not constitute an indebtedness of the County within the provisions and limitations of the laws and the Constitution of the State of Ohio. Nothing in this Agreement shall be deemed to prohibit the County from using, of its own volition, any other lawfully available resources for reimbursement to the Developer of the Cost of Developer Public Improvements.

Section 8. County Agreement. The County agrees that so long as the real property tax exemption pursuant to the TIF Resolution is in effect, it shall not grant or approve an exemption from real property taxation for the Project Area pursuant to R.C. Section 5709.63 et. seq., R.C. Section 3735.65 et. seq., or any other tax exemption or tax abatement program without the prior written approval of the Developer.

Section 9. Release. Upon satisfaction of the Developer's obligations under this Agreement and expiration of the periods of exemption under the TIF Resolution, or other termination of the obligations of the Owners to make the Service Payments, the County shall, upon the request of the Developer, execute an instrument in recordable form evidencing such satisfaction or termination.

Section 10. Estoppel Certificate. Upon request of the Developer, the County shall execute and deliver to the Developer or any proposed purchaser, mortgagee or lessee of any Parcel, a certificate stating: (a) that the Agreement is in full force and effect, if the same is true; (b) that the Developer is not in default under any of the terms, covenants or conditions of the Agreement, or, if the Developer is in default, specifying same; and (c) such other matters as the Developer reasonably requests.

Section 11. Representations of the Parties. The Developer hereby represents that it is or intends to be the owner in fee simple of all of the Project Area, it has full power and authority to enter into this Agreement and carry out its terms, that the persons whose names appear on this Agreement are duly authorized and empowered to make and execute this Agreement on behalf of the Developer, and that this Agreement is supported by consideration. The County hereby represents that the TIF Resolution was passed by the Board of Commissioners on [____], 2017 and remains in full force and effect, that this Agreement is authorized by the TIF Resolution, that the County has full power and authority to enter into this Agreement, to carry out its terms and to perform its obligations under this Agreement and under the TIF Resolution, that the persons whose names appear on this Agreement are duly authorized and empowered to make and execute this Agreement on behalf of the Developer, that this Agreement is supported by consideration, that the County will not amend, modify, or repeal

the TIF Resolution in any way that would affect the amount of Service Payments payable to the County except as approved by the Developer or required by law, and that the County will not transfer, encumber, spend, or use any Service Payments other than as provided in the TIF Resolution and in this Agreement.

Section 12. Remedies.

A. In General. Except as otherwise provided in this Agreement, in the event of any default in or breach of this Agreement by either party to this Agreement, or any successor to such party, such party (or successor) shall, within 45 days of receipt of written notice from the other, proceed to cure or remedy such default or breach. In case such action is not taken or not diligently pursued, or the default or breach shall not be cured or remedied within a reasonable time, the aggrieved party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including, but not limited to, proceedings to compel specific performance by the party in default or breach of its obligations. All rights and remedies shall be cumulative and shall not be construed to exclude any other remedies allowed at law or in equity.

B. Unforeseeable Delay. Neither party shall be considered in breach of its obligations under this Agreement due to unforeseeable causes beyond its reasonable control and without its fault or negligence, including, but not restricted to, acts of God, acts of the public enemy, acts of the Federal Government, orders of courts, acts of the other party, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather or delays of subcontractors due to such causes. The party seeking the benefit of the provisions of this subsection shall, within 15 calendar days after actual notice of any such unforeseeable delay, have first notified the other party of such unforeseeable delay in writing, and of the cause or causes of the unforeseeable delay. With respect to the Developer, delays or failures to perform due to lack of funds shall not be deemed unforeseeable delays beyond the reasonable control of the Developer.

Section 13. Successors. This Agreement shall be binding upon and inure to the benefit of the Developer and its beneficiaries, successors and assigns, including successive as well as immediate successors and assigns; and shall be binding upon and inure to the benefit of the County, and its successors and assigns. Notwithstanding the foregoing, only the Developer or its designee, and not its successors in ownership to the Property or any part of the Property, shall be entitled to the payments from the Service Payments as described in this Agreement, unless otherwise agreed in writing signed by the Developer.

Section 14. Indemnification. The Developer shall indemnify, defend and hold harmless the County and the County's agents, employees and public officials (collectively, the "Indemnified Party") from and against any and all suits, claims, damages, losses and expenses (including reasonable attorneys' fees) regarding bodily injury, personal injury or property damage arising or allegedly arising out of, or resulting from the construction of the Developer Public Improvements. The provisions of this subparagraph shall survive the termination of this Agreement. In case any claim or demand is at any time made, or action or proceeding is brought, against the County in respect of which indemnity may be sought under this Agreement, the

Indemnified Party shall promptly give notice of that action or proceeding to the Developer, upon receipt of that notice shall have the obligation and the right to assume the defense of the action or proceeding with counsel reasonably satisfactory to the County; provided, that failure of a party to give that notice shall not relieve the Developer from any of its obligations under this Section unless that failure prejudices the defense of the action or proceeding by the Developer. At its own expense, an Indemnified Party may employ separate counsel and participate in the defense. The County agrees to fully cooperate with the Developer and lend the Developer such assistance as the Developer shall reasonably request in defense of any claim, demand, action or proceeding at no cost to the Indemnified Party. The Developer shall not be liable for any settlement made without its consent.

Section 15. Agreement Binding on Parties; No Personal Liability; County Consents. All covenants, obligations and agreements of the County and the Developer contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, obligation or agreement shall be deemed to be a covenant, obligation or agreement of any present or future member, official, officer, agent or employee of the County in other than their official capacity or of any individual person who is a partner, shareholder, director, member, manager, employee, officer or agent of the Developer other than in their capacity as a partner, shareholder, director, member, manager, employee, officer or agent, and neither the members of the Board of Commissioners nor any County official executing this Agreement, or any individual person executing this Agreement on behalf of the Developer, shall be liable personally by reason of the covenants, obligations or agreements of the County or the Developer contained in this Agreement. The County is a political subdivision of the State of Ohio and is entitled to all of the immunities and defenses provided by law.

Any consent of the County to be given under this Agreement may be given by the Authorized County Representative and shall be given in writing.

Section 16. Merger and Amendments. This Agreement supersedes any and all other agreements, either oral or in writing, between the County and the Developer with respect to the matters contained in this Agreement and contains all of the covenants, agreements, and other terms and conditions between the County and the Developer with respect to the same. No waivers, alterations or modifications of this Agreement or any agreements in connection with this Agreement shall be valid unless in writing and duly executed by both the County and the Developer.

Section 17. Waivers. All waivers of the provisions of this Agreement must be in writing and signed by the County Administrator (together with any other officer from time to time designated in writing by the County Administrator, the "Authorized County Representative") and the [] of the Developer (together with any other officer from time to time designated in writing by the [] of the Developer, the "Authorized Developer Representative"). No consent or waiver, express or implied, by either party to or of any breach of any covenant, condition, or duty of the other party shall be construed as a consent or waiver to or of any other breach of the same or any other covenant, condition or duty to be observed by the other party.

Section 18. Notices. Except as otherwise specifically set forth in this Agreement, all notices, certificates, demands, requests, consents or approvals given, required or permitted to be given hereunder shall be in writing and shall be deemed sufficiently given if actually received or if hand-delivered or sent by recognized overnight delivery service or by certified mail, postage prepaid and return receipt requested, addressed to the other party at the address set forth in this Agreement, or to such other address as the recipient shall have previously notified the sender of in writing, and shall be deemed received upon actual receipt, unless sent by certified mail, in which event such notice shall be deemed to have been received when the return receipt is signed or refused. The parties, by notice given hereunder, may designate any further or different addresses to which subsequent notices, certificates, demands, requests, consents or approvals, or other communications shall be sent. The present notice addresses of the parties follow:

(a) To the Developer at: [_____]
[_____]
[_____]
Attention: [_____]

With a Copy to: J. Caleb Bell
Bricker & Eckler LLP
100 South Third Street
Columbus, Ohio 43214

(b) To the County at: Delaware County, Ohio
101 N. Sandusky Street
Delaware, Ohio 43015
Attention: Economic Development Director

With a Copy to: Delaware County, Ohio
101 N. Sandusky Street
Delaware, Ohio 43015
Attention: Prosecuting Attorney

Section 19. Counterparts. This Agreement may be signed in one or more counterparts or duplicate signature pages with the same force and effect as if all required signatures were contained in a single original instrument. Any one or more of such counterparts or duplicate signature pages may be removed from any one or more original copies of this Agreement and annexed to other counterparts or duplicate signature pages to form a completely executed original instrument.

Section 20. Severability and Cooperation Clause. In the event that any portions, sections or subsections of this Agreement are rendered invalid by the decision of any court or by the enactment of any law, resolution or regulation, such provision of this Agreement will be deemed to have never been included therein and the balance of the Agreement shall continue in full force and effect. If the terms of this Agreement, or any amendment or amendments to any

provision of County laws that are required to be enacted or amended as a consequence of this Agreement, are challenged by either referendum or administrative appeal to the courts or such other legal or equitable remedies sought by those who may oppose this Agreement, the parties agree to cooperate with each other to uphold the validity and enforceability of this Agreement, because the parties recognize that it is within the discretion of the County under the laws and Constitution of the State of Ohio to provide for agreements between landowners and municipalities to further what is in the best interest of the public health, safety and welfare of a municipality and the other rights of private property there under. This cooperation clause only pertains to Board of County Commissioners decisions relating to this Agreement, and this cooperation clause cannot be used to attempt to force the Board of County Commissioners to override other legislative or administrative decisions relating to the Development.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed, either by the parties to this Agreement or by any third party, to create the relationship of principal and agent or to create any partnership, joint venture or other association between Developer and the County.

Section 22. Captions. The captions and headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 23. County's Right to Access Records. The Developer agrees to maintain records pertaining to this Agreement in compliance with R.C. Section 149.43 (the "Public Records Law"). Notwithstanding anything to the contrary contained in this Agreement or within any other document supplied to the County by the Developer, the Developer understands and acknowledges that the County is a governmental entity subject to the laws of the State of Ohio and that this Agreement, and any reports, data or other information supplied to the County by the Developer relating to the Agreement or the Development, may be subject to disclosure as a public record in accordance with the laws of the State of Ohio, including the Public Records Law. In the event of a public record request made to the County pursuant to and in accordance with the Public Records Law, the Developer agrees to cooperate with the County so the County can comply with any such public record request.

Section 24. Governing Law and Choice of Forum. This Agreement shall be governed exclusively by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of law provisions that would cause the application of the laws of another jurisdiction. Each of the County and the Developer irrevocably consents to the jurisdiction of any state court located within Delaware County, Ohio in connection with any matter based upon or arising out of this Agreement, agrees that process may be served upon them in any manner authorized by the laws of the State of Ohio, and waived and covenants not to assert or plead any objection which they might otherwise have under such jurisdiction or such process.

Section 25. Assignments. Except as otherwise provided in this Section, the Developer agrees not to assign this Agreement without the prior written consent of the County, which consent shall not be unreasonably withheld (and shall not, in any event, be withheld to stop or delay development consistent with zoning already in effect).

Notwithstanding any provisions to the contrary in this Agreement and without the consent of the County: (i) the Developer may assign its interest in this Agreement to an entity controlled by or under common control with the Developer; (ii) the Developer, in a written instrument signed by the Developer, may designate an authorized designee to receive all or any portion of the Service Payments payable to the Developer pursuant to this Agreement, upon which designation such designee shall receive the portion of Service Payments specified by the Developer as if it was the Developer under this Agreement; and (iii) the Developer, as security for the payment of all or any portion of the Service Payments payable to the Developer pursuant to this Agreement to a designee, may collaterally assign its right, title, and interest in and to this Agreement.

Section 26. Further Actions. The County and the Developer agree to execute such additional documents and take such further actions as may reasonably be required to carry out the provisions and intent of this Agreement.

Section 27. Language. The language in all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for nor against either the County or the Developer. Section headings in this Agreement are for convenience only and are not to be constructed as part of this Agreement or in any way defining, limiting or amplifying the provisions of this Agreement.

Section 28. Litigation Notice; Management. The Developer shall give the County prompt notice of any action, suit or proceeding by or against the Developer, at law or in equity, or before any governmental instrumentality or agency, of which the Developer has notice, which, if adversely determined, would materially impair the right or ability of the Developer to implement, operate, maintain and develop the Development or would materially and adversely affect any of its business, operations, properties, assets or condition (financial or otherwise) together with a written statement setting forth the details and any actions taken or proposed to be taken by Developer in response.

Section 29. Term. The County and the Developer agree that except as expressly set forth in this Agreement, following the payment of all Service Payments due pursuant to the TIF Resolution and this Agreement, this Agreement, and all obligations of the parties under this Agreement (except as otherwise set forth in this Agreement) shall terminate and be of no further force or effect.

[Remainder of the Page Intentionally Left Blank]

As evidence of their intent to be bound by this Agreement, the authorized representatives of each of the County and the Developer have executed this Agreement for and on behalf of the County and the Developer as of the date first set forth above.

DELAWARE COUNTY, OHIO, as County

By: _____

Name: _____

Title: _____

[_____] , as Developer

By: _____

Name: _____

Title: _____

EXHIBIT A
PROJECT AREA



EXHIBIT B

DEVELOPER PUBLIC IMPROVEMENTS

The Developer Public Improvements specifically include the costs of financing the Developer Public Improvements, including the items of "costs of permanent improvements" set forth in Ohio Revised Code Section 133.15(B), and incurred with respect to the Developer Public Improvements, which "costs" specifically include any reimbursement payments for the reimbursement of the costs of the Developer Public Improvements and the debt service on, and other expenses relating to the issuance of, any bonds, notes, or other obligations issued to finance the Developer Public Improvements.

The Board of Commissioners, in the TIF Resolution, have determined that all of the Developer Public Improvements described below are "public infrastructure improvements" (as defined in Ohio Revised Code Sections 5709.40(A)(7) and 5709.73(A)(5) and are intended to benefit or serve the parcels of each TIF District.

The Developer Public Improvements consist generally of acquiring and constructing the infrastructure described below:

1. Clark Shaw Trunk Sewer Projects 1 and 2 – This trunk sewer is being constructed to provide wastewater service to the area of the TIF Districts and is part of the Amended and Restated Intergovernmental Cooperation Agreement, as amended (the "IGA"), between the County and the Concord/Scioto Community Authority. TIF reimbursement shall be limited to the costs of the "County Contribution," the costs of the "Additional County Contribution," and amounts contributed to the costs of the Projects in excess of the "Authority Contribution" by the Developer or the Concord/Scioto Community Authority as all those terms are defined in the IGA.
2. Clark Shaw Trunk Sewer Project 3 – Project 3 includes diversion of flow in the existing Scioto Reserve subdivision to the Lower Scioto WRF. This will provide start-up flows for the plant and allow for service to be active to the area of the TIF Districts.
3. Diversion of Clear Creek Pump Station – This improvement will allow for diversion of flow in the existing Scioto Reserve subdivision to the Lower Scioto WRF. This will provide start-up flows for the plant and allow for service to be active to area of the TIF Districts.
4. A 0.94 mile extension of Steitz Road as a new collector road, running in a northerly direction from Hyatts Road through the proposed Development, across the Jackson, Lane and MacAdams tracts to Clark Shaw Road, including all roadway, pavement and drainage improvements required to construct the road, but not including any necessary improvements to existing Hyatts Road or Clark Shaw Road that would otherwise have been required for new local street intersections on those roads.

EXHIBIT C

COUNTY PUBLIC IMPROVEMENTS

The County Public Improvements specifically include the costs of financing the County Public Improvements, including the items of “costs of permanent improvements” set forth in Ohio Revised Code Section 133.15(B), and incurred with respect to the County Public Improvements, which “costs” specifically include any reimbursement payments for the reimbursement of the costs of the County Public Improvements and the debt service on, and other expenses relating to the issuance of, any bonds, notes, or other obligations issued to finance the County Public Improvements.

The Board of Commissioners, in the TIF Resolution, have determined that all of the County Public Improvements described below are “public infrastructure improvements” (as defined in Ohio Revised Code Sections 5709.40(A)(7) and 5709.73(A)(5) and are intended to benefit or serve the parcels of each TIF District.

The County Public Improvements consist generally of acquiring and constructing the infrastructure described below:

[INSERT DESCRIPTION]

EXHIBIT D

FORM OF TIF DECLARATION

[See Attached]

**DECLARATION OF COVENANTS AND CONDITIONS
RELATIVE TO SERVICE PAYMENTS IN LIEU OF TAXES AND OTHER MATTERS**

[Describe Parcel]

THIS DECLARATION OF COVENANTS AND CONDITIONS RELATIVE TO SERVICE PAYMENTS IN LIEU OF TAXES AND OTHER MATTERS (this "Declaration") is made and executed as of _____, 20__ by _____ (the "Declarant").

WITNESSETH:

WHEREAS, the Declarant is the owner of a certain parcel of real property located in Delaware County, Ohio (the "County"), a description of which real property is attached to this Declaration as Exhibit A and incorporated into this Declaration by this reference (the "Parcel") (with each part of such real property as now or hereafter configured, including without limitation future air-rights parcels, also being referred to as a "Parcel"), and

WHEREAS, the County, by its Resolution No. [_____] passed [_____] 2017 (the "TIF Resolution"), has declared that one hundred percent (100%) of the increase in the assessed value of each parcel identified on Exhibit A and Exhibit B attached to the TIF Resolution (each, a "TIF Parcel") subsequent to the effective date of the TIF Resolution (such increase being referred to as the "Improvement," as further defined in Ohio Revised Code ("R.C.") Section 5709.77(D) and the TIF Resolution) is a public purpose and is exempt from real property taxation (such exemption referred to in this Declaration as the "TIF Exemption") commencing for each TIF Parcel with the first tax year that begins after the effective date of the TIF Resolution and in which an Improvement attributable to a new structure on that TIF Parcel would first appear on the tax list and duplicate of real and public utility property were it not for the exemption granted by the TIF Resolution (the "Commencement Date") and ending on the earlier of (A) the date which is 20 years after such Commencement Date or (B) the date on which the County can no longer require service payments in lieu of taxes (the "TIF Expiration Year"), all in accordance with the requirements of R.C. Sections 5709.77, 5709.78 and 5709.79 (collectively, and together with all related provisions of the Ohio Revised Code, as the same may be enacted or amended from time to time, the "TIF Statutes") and the TIF Resolution; and

WHEREAS, the Parcel is identified as a TIF Parcel in the TIF Resolution; and

WHEREAS, the County has determined that it is necessary to cause to be constructed certain public infrastructure improvements specified in the TIF Resolution, including but not necessarily limited to the Public Infrastructure Improvements (the "Public Infrastructure Improvements") described in the TIF Resolution, which the Declarant agrees will directly benefit the Parcel; and

WHEREAS, the County has determined and the Declarant has agreed that it is necessary and appropriate and in the best interests of the County and the Declarant to provide, except as otherwise expressly specified in this Declaration, for each owner of a Parcel (each an "Owner") to make service payments in lieu of taxes with respect to that Parcel pursuant to R.C. Section 5709.79 (the "Service Payments"), which Service Payments will be used to pay costs of construction of the Public Infrastructure Improvements pursuant to and in accordance with the TIF Statutes, the TIF Resolution and that certain Tax Increment Financing Agreement, dated as of [____], 2017, between [____] (the "Developer") (as predecessor to the Declarant as Owner of the TIF Parcel) and the County (the "TIF Agreement"); and

WHEREAS, the Declarant agrees that the Service Payments are necessary to ensure there are sufficient funds to pay the costs of the Public Infrastructure Improvements; and

WHEREAS, this Declaration is being made and filed of record pursuant to Section 3(B) of the TIF Agreement; and

NOW, THEREFORE, the Declarant, for itself as an Owner and for each successive Owner, hereby declares that the foregoing recitals are incorporated into this Declaration by this reference and that each Parcel owned by an Owner and any improvements thereon will be held, developed, encumbered, leased, occupied, improved, built upon, used and conveyed subject to the terms and provisions of this Declaration:

Section 1. Use of Defined Terms.

In addition to the words and terms elsewhere defined in this Declaration, unless the context or use clearly indicates another or different meaning or intent, the defined terms in this Declaration shall have the meaning specified in the TIF Resolution.

Section 2. Covenant to Make Service Payments. Except as otherwise expressly specified herein, each Owner shall be responsible to make Service Payments for the Parcel it owns attributable to its period of ownership of the Parcel, all pursuant to and in accordance with the requirements of the TIF Statutes, the TIF Resolution, and any subsequent amendments or supplements to the TIF Statutes or the TIF Resolution. Service Payments for each Parcel will be made semiannually to the Delaware County Treasurer (or to that Treasurer's designated agent for

collection of the Service Payments) on or before the date on which real property taxes would otherwise be due and payable for that Parcel and will be in the same amount as the real property taxes that would have been charged and payable against the Improvements to that Parcel had the TIF Exemption not been granted, including any penalties and interest. Any late payments will bear penalties and interest at the then-current rate established under R.C. Sections 323.121 and 5703.47 or any successor provisions thereto, as the same may be amended from time to time. No Owner shall enter into a delinquent tax or Service Payment agreement pursuant to R.C. Section 323.31.

Pursuant to R.C. Section 5709.79, each Owner's obligation to make the Service Payments shall be and is unconditional, and shall not and cannot be terminated for any cause, and no Owner shall have the right to suspend or set off such Service Payments for any cause, including without limitation any acts or circumstances that may constitute failure of consideration, destruction or damage to the Parcels or the structures on the Parcels, commercial frustration of purpose, or any failure by the County to perform or observe any obligation or covenant, whether express or implied, arising out of or in connection with the TIF Resolution. No Owner will, under any circumstances, be required for any tax year to pay both real property taxes and Service Payments with respect to the Improvement to a Parcel, whether pursuant to R.C. Section 5709.79, the TIF Resolution or this Declaration. The County and the Declarant agree that the TIF Fund (as defined in the TIF Resolution) created by the TIF Resolution will receive all Service Payments made with respect to the Improvement to each Parcel that are payable to the County.

Section 3. Exemption Applications. Power of Attorney. No Additional Exemptions. Each Owner shall prepare and file all necessary applications and supporting documents to obtain the exemption from real property taxation authorized by the TIF Statutes and the TIF Resolution and to enable the County to collect the Service Payments in a timely manner.

In order to ensure that each Owner prepares and files all necessary applications and supporting documents to obtain the exemption from real property taxation authorized by the TIF Statutes and the TIF Resolution and to enable the County to collect the Service Payments in a timely manner, the Declarant hereby irrevocably appoints the Developer or such individual that the Developer may name from time to time as the Declarant's attorney-in-fact and agent in connection with this Section 3 only, with full and complete authority to execute all necessary applications and supporting documents to obtain the exemption from real property taxation authorized by the TIF Statutes and the TIF Resolution and to enable the County to collect the Service Payments in a timely manner on behalf of the Declarant and to bind the Declarant and the Parcel by such actions. Without limiting the generality of the foregoing, the Declarant grants the Developer full irrevocable power and authority in the place of the Declarant and in the name of the Declarant, for the purpose of carrying out the terms of this Section 3, to perform at any time and from time to time each agreement contained in this Section 3 on the Declarant's part to be performed and to take all actions and to execute and deliver any and all documents which may be reasonably necessary or desirable to give the County the full benefit of this Declaration, with

the Declarant hereby agreeing that the Developer shall owe no duty whatsoever to the Declarant to perform any such agreement, to take any such action, or to execute or deliver any such document, or having done so any one or more times, to thereafter continue doing so.

The Owners shall not apply for any other real property tax exemption for a Parcel without the express, written consent of the County.

Section 4. Provision of Information. Each Owner agrees to cooperate in all reasonable ways with, and provide necessary and reasonable information to, the designated tax incentive review council to enable that tax incentive review council to review and determine annually during the term of the TIF Exemption the compliance of each Owner with the terms of the TIF Resolution and the TIF Statutes. Each Owner further agrees to cooperate in all reasonable ways with, and provide necessary and reasonable information to the County to enable the County to submit the status report required by R.C. Section 5709.78(H) to the Director of the Ohio Development Services Agency on or before March 31 of each year.

Section 5. Covenants to Run With the Land. The Declarant agrees on behalf of itself as an Owner and each successive Owner that the covenants contained in this Declaration shall be covenants running with the land and that they shall, in any event and without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity, for the benefit and in favor of, and enforceable by, the County and the Developer (each a "Beneficiary") against each Parcel, any improvements on each Parcel, and the Owner of each Parcel, without regard to whether any Beneficiary has at any time been, remains or is an owner of any land or interest in land to, or in favor of, which these covenants relate. Each Beneficiary has the right in the event of any breach of any covenant contained in this Declaration to exercise all of the rights and remedies and to maintain all actions or suits at law or in equity or in other proper proceedings to which it or any other Beneficiary of that covenant may be entitled to cure that breach.

The Declarant further agrees on behalf of itself as an Owner and each successive Owner that all covenants in this Declaration, whether or not these covenants are included by any Owner of a Parcel in any deed to that Owner's successors and assigns, shall be binding upon each subsequent Owner and shall be enforceable by each Beneficiary, and that any future Owner of that Parcel shall be treated as the Declarant and Owner with respect to that Parcel for all purposes of this Declaration.

The covenants contained in this Declaration will remain in effect so long as the Service Payments can be collected pursuant to the TIF Statutes and the TIF Resolution unless otherwise modified or released in writing by the County in a written instrument filed in the official records of the Delaware County Recorder.

The covenants in this Declaration have priority over all obligations arising from ground leases, other leases, mortgages, trust indentures, bond indentures and other debt instruments, and any other lien or encumbrance on any Parcel and any improvements thereon, except for such title exceptions as are approved in writing by the County, and each Owner will, upon the request of the County, cause any and all holders of mortgages or other liens existing on each Parcel it owns as of the time of recording of this Declaration to subordinate such mortgage or lien to those covenants running with the land. The Declarant intends and the Owners agree that this Declaration shall not be deemed to be an executory contract terminable in bankruptcy proceedings under Title 11 of the United States Code. Each Owner acknowledges that the provisions of R.C. Section 5709.91, which specify that Service Payments will be treated in the same manner as taxes for all purposes of the lien described in R.C. Section 323.11, including, but not limited to, the priority of the lien and the collection of Service Payments, apply to the Parcel and any improvements thereon.

At the County's option and at its request, each Owner hereby agrees to provide such title evidence with respect to each Parcel it owns, at no cost to the County, as is necessary to demonstrate to the County's satisfaction that the covenants running with the land provided in this Declaration are prior and superior to any other liens, encumbrances or other title exceptions, except for those which are approved in writing by the County.

Section 6. Third-Party Beneficiaries. This Declaration shall inure to the benefit of, and be enforceable by the County and the Developer.

Section 7. Defeasance. Without in any manner altering the covenants contained in this Declaration, the lien created pursuant to R.C. Section 5709.91 and this Declaration shall be partially released to the extent of Service Payments actually paid for any Parcel, and upon payment of all Service Payments attributable to dates prior to the last day of the TIF Expiration Year, then the lien created pursuant to R.C. Section 5709.91 and this Declaration shall be void, otherwise it shall remain in full force and effect.

[Signature Page Immediately Follows]

IN WITNESS WHEREOF, the Declarant has caused this Declaration to be executed and effective as of _____, 2017.

DECLARANT:

XXXXXX

By: _____

Name: _____

Title: _____

STATE OF OHIO)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, the _____ of _____, an _____, on behalf of said _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal on the date and year aforesaid.

[SEAL]

Notary Public

This instrument prepared by:
J. Caleb Bell, Esq.
Bricker & Eckler LLP
100 South Third Street
Columbus, Ohio 43214

**EXHIBIT A
PARCEL**

[Insert Legal Description of Parcel]

COMPENSATION AGREEMENT

This Compensation Agreement (the "Agreement") is made and entered into as of the ____ day of _____, 2017 by and between **DELAWARE COUNTY, OHIO** (the "County"), an Ohio political subdivision, with its principal offices at 101 North Sandusky Street, Delaware, Ohio 43015, and the **BOARD OF TOWNSHIP TRUSTEES OF THE TOWNSHIP OF LIBERTY, DELAWARE COUNTY, OHIO** (the "Township"), an Ohio political subdivision with its principal office located at 10104 Brewster Lane, Powell, Ohio 43065.

WITNESSETH:

WHEREAS, pursuant to Ohio Revised Code Sections 5709.78, 5709.79 and 5709.80 (together with related provisions of the Ohio Revised Code, the "TIF Act"), and Resolution No. [_____] passed by the Board of County Commissioners of the County (the "Board of Commissioners") on [_____] 2017, a copy of which is attached as Exhibit A hereto and incorporated herein by this reference (the "TIF Resolution"), the County has, among other actions: (i) declared 100% of the increase in assessed value of the real property (the "Improvement") to six incentive districts (each, a "TIF Incentive District" and together, the "TIF Incentive Districts") to be a public purpose and exempt from real property taxation for a period of up to 20 years (the "TIF Exemption") for each TIF Incentive District; (ii) provided for service payments in lieu of taxes, as an obligation running with the land for the Exemption Period (as defined in Section 1 of this Agreement) payable with respect to each TIF Incentive District; (iii) authorized the payment of the costs of public infrastructure improvements more particularly described in the TIF Resolution (the "Public Infrastructure Improvements") out of the Service Payments (as defined in Section 2 of this Agreement); (v) determined to enter into a Tax Increment Financing Agreement with [_____] (the "Developer") to provide for the construction of certain Public Infrastructure Improvements and the payment of the costs of those Public Infrastructure Improvements; and (vi) determined to enter into this Agreement with the Township to provide for, among other things, Compensation Payments by the County to the Township with respect to certain increased real property taxes that would otherwise be payable to the Township but for the TIF Exemption; and

WHEREAS, prior to the passage of the TIF Resolution, the County delivered its notice and a copy of the TIF Resolution to the Township in accordance with Ohio Revised Code Section 5709.78; and

WHEREAS, by a Resolution adopted on [_____] 2017 (the "Township Resolution"), the Township (i) determined not to object to the term of the exemption percentage of the TIF on the condition that the County and the Township enter into this Agreement, (ii) determined to enter into this Agreement, and (iii) waived any and all notice requirements and requirements for additional compensation in Ohio Revised Code Sections 5709.78, 5709.82 and 5709.83 in consideration for the County's agreement to execute and enter into this Agreement.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree and bind themselves as follows:

Section 1. No Objection to the TIF Exemption. As provided in the Township Resolution, the Township does not object to the TIF Exemption, which shall be in effect with respect to each TIF Incentive District for a period commencing with the first Tax Year (as defined in Section 2 of this Agreement) after the effective date of this Agreement in which the Improvement would have first appeared on the tax list and duplicate of real and public utility property and that begins after the effective date of the TIF Resolution (the "Commencement Date"), and ending on the earlier of (i) the 20th anniversary of such Commencement Date, or (ii) the date that the costs of the Public Infrastructure Improvements are paid in full (the "Exemption Period"), and which shall be an exemption with respect to

100% of the value of the Improvement. Further, in consideration of the County entering into this Agreement, the Township agrees that the compensation provided for in this Agreement is in lieu of any other compensation that may be provided for in Ohio Revised Code Chapter 5709.

Section 2. Obligation to Make Compensation Payments. As consideration for the Township entering into this Agreement, the County agrees to pay Compensation Payments with respect to the Improvement, but solely from (i) service payments in lieu of taxes received by the County with respect to the Improvement pursuant to Ohio Revised Code Sections 5709.78, 5709.79 and 5709.80 and the TIF Resolution and (ii) any other payments with respect to the Improvement received by the County pursuant to Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, or any successor provisions thereto, as the same may be amended from time to time (collectively, the "Service Payments").

The Compensation Payments shall equal the amounts due to the Township under Section 4 of this Agreement. The County shall transmit the Compensation Payments to the Township as provided in Section 4 of this Agreement. Compensation Payments due to the Township shall be made by the County solely from the Service Payments and the County shall not be obligated to pay the Township any Payments from any other revenue source.

For purposes of this Agreement, a tax year (each a "Tax Year") shall be any year for which taxes on real property are imposed, and a payment year (each a "Payment Year") shall be the year following that Tax Year in which such taxes are payable.

Section 3. Payment of Compensation Payments. By December 31st of each Tax Year, the County Auditor shall determine the amount of the Compensation Payments for the Payment Year in question. The County's obligation to pay the Compensation Payments shall not begin until January 1, 2019. After January 1, 2019, the County shall pay to the Township, by bank or cashier's check or direct deposit the Compensation Payments due within 30 days of the receipt by the County of any real property tax settlement.

Section 4. Application of Service Payments by the County.

- (a) Service Payments received by the County in any year shall be applied by the County in the following order of priority:
 - (i) FIRST, to each of the Township and the Township of Concord, Delaware County, Ohio ("Concord Township"), an amount necessary to compensate each of the Township and Concord Township pursuant to this Agreement and the Compensation Agreement between the County and Concord Township (the "Concord Township Compensation Agreement"), which amount shall equal the amount that each of the Township and Concord Township would have received with respect to the Improvement with respect to its fire and emergency medical services real property tax levies had the TIF Exemption not been granted pursuant to the TIF Resolution; and
 - (ii) SECOND, to each of the Developer and the County to pay the costs of the Public Infrastructure Improvements in the manner described in the TIF Agreement.
- (b) After the costs of the Public Infrastructure Improvements have been paid in full, the TIF Exemptions shall expire and this Agreement shall terminate.

Section 5. County's Obligations are Limited to Service Payments Received. Nothing in this Agreement shall be construed or interpreted to pledge the full faith and credit of the County to make Compensation Payments under this Agreement, nor shall the County be obligated to make Compensation Payments in excess of the amount of Service Payments it receives.

Section 6. Agreement Not to Contest Base Value. The parties agree that the provisions of this Agreement and the expectations and representations of the parties are based upon an understanding that the value of the Improvement will be calculated based on the increase in the assessed value of the Improvement over the Base Value were it not for the TIF Exemption, which increase would have first appeared on the tax list and duplicate of real and public utility property in the year following the effective date of the TIF Resolution. For purposes of this Section 6, "Base Value" shall mean the assessed value of the real property within the TIF Incentive Districts (the "TIF Area") as of the Effective Date of this Agreement (as shown on the tax list and duplicate for the tax year commencing January 1, 2017). Thus, the value of the Improvement is the increase in the assessed value of the TIF Area over the Base Value, as such increase is determined on January 1, 2018 and thereafter. The parties agree that neither party will file a complaint with the board of revision with respect to the Improvement, or otherwise take any action, that will have the effect of increasing the Base Value for the TIF Area. Further, the parties agree that to the extent they are made parties to any action that would have the effect of increasing the Base Value for the TIF Area, they will not agree or consent to any such position.

Section 7. Payment Without Demand. All Compensation Payments required to be made to the Township under this Agreement shall be made without demand or invoice by the Township.

Section 8. Resolution of Disputes. In the event the Township disputes the amount of the Compensation Payments paid by the County, the Township shall certify in writing to the County, within 30 days after receipt of the payment, the basis for the dispute and the amount that the Township claims is the correct amount of the Compensation Payments to be paid to the Township. Within 10 days of the County's receipt of such notice, the County and the Township shall meet to discuss and resolve the dispute. In the event the Township and the County are unable to mutually agree on the amount of Compensation Payments, the parties shall next seek a third party mediator, sufficiently knowledgeable in calculating local government funding, to settle the dispute, and the mediator shall determine the amount of the Compensation Payment to be made by the County ("Mediated Compensation Payment"). The County shall then pay the Mediated Compensation Payment to the Township within 30 days after the final mediation or after the mediator issues his/her written decision if a decision is not made at the final mediation, provided that nothing contained in this Section 8 shall limit either the Township's or the County's ability, after payment and receipt of such Mediated Compensation Payment, to seek recovery of amounts deemed overpaid or underpaid. The mediator has the authority to allocate the costs of mediation, including attorney fees, in his/her decision. If the mediator does not allocate such costs, then the County and the Township shall each pay their own costs. Notwithstanding the above, the County shall pay to the Township any undisputed amounts in accordance with Section 3 of this Agreement.

Section 9. Effective Date; Duration of Agreement. This Agreement shall become effective on the date that the TIF Agreement becomes effective. This Agreement shall expire upon the earlier to occur of (i) the end of the Exemption Period, or (ii) the payment in full of the costs of the Public Infrastructure Improvements.

Section 10. Entire Agreement; Waiver of Notice. This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter of this Agreement and merges and supersedes all prior discussions, agreements, and undertakings of every kind and nature between the parties with respect to the subject matter of this Agreement. With respect to the notice from the County to the Township given pursuant to Ohio Revised Code Section 5709.78, the Township hereby waives any

defects or irregularities relating to the period for which the Improvement will be exempted from taxation. The parties agree to take such actions as may be necessary to effect the TIF Exemption, the distribution of the Service Payments, the provisions of this Agreement, and the payment of the Compensation Payments as contemplated in this Agreement.

Section 11. Notices. All payments, certificates and notices which are required to or may be given pursuant to the provisions of this Agreement shall be sent by United States ordinary mail, postage prepaid, and shall be deemed to have been given or delivered when so mailed to the following addresses:

If to the County: Delaware County, Ohio
101 North Sandusky Street
Delaware, Ohio 43015
Attention: Economic Development Director

With a Copy To:

Delaware County, Ohio
101 North Sandusky Street
Delaware, Ohio 43015
Attention: Prosecuting Attorney

If to the Township: Township of Liberty, Delaware County, Ohio
10104 Brewster Lane
Powell, Ohio 43065
Attention: Fiscal Officer

Any party may change its address for receiving notices and reports by giving written notice of such change to the other parties.

Section 12. Assignment. This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the Township and the County and their respective permitted successors and assigns. This Agreement may not be assigned by the County without the prior written consent of the Township, except to any successor entity as a result of a consolidation or merger, which consent shall not be unreasonably withheld.

Section 13. Amendment. This Agreement may be amended or modified by the parties only in writing, signed by both parties to the Agreement and approved by the legislative bodies of the Township and the County, if required.

Section 14. Severability of Provisions. The invalidity of any provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if any invalid portions were omitted.

Section 15. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any party to this Agreement may execute this Agreement by signing any such counterpart.

Section 16. Authority to Sign. Each of the County and the Township represents that the officer executing this Agreement is duly authorized, that each of the County and the Township has the

authority to carry out this Agreement, and that this Agreement shall be binding upon each of the County and the Township in accordance with its terms.

[Balance of Page Intentionally Left Blank]

WHEREFORE, the parties to this Agreement, each by a duly authorized representative, have entered into this Agreement on the date first set forth above.

**DELAWARE COUNTY,
OHIO**

**TOWNSHIP OF LIBERTY
DELAWARE COUNTY, OHIO**

By: _____
Economic Development Director

By: _____
Fiscal Officer

FISCAL OFFICER'S CERTIFICATE

The undersigned Fiscal Officer of Delaware County, Ohio, hereby certifies that the money required to meet the obligations of the County under the attached agreement during the year 2017 has been lawfully appropriated by the Board of County Commissioners of the County for those purposes and is in the treasury of the County or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances. This certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

Dated: _____, 2017

Fiscal Officer
Delaware County, Ohio

FISCAL OFFICER'S CERTIFICATE

The undersigned Fiscal Officer of the Township of Liberty, Delaware County, Ohio, hereby certifies that the money required to meet the obligations of the Township under the attached agreement during the year 2017 (\$0.00) has been lawfully appropriated by the Board of Township Trustees of the Township for those purposes and is in the treasury of the Township or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances. This certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

Dated: _____, 2017

Fiscal Officer
Township of Liberty
Delaware County, Ohio

EXHIBIT A
TO THE
COMPENSATION AGREEMENT

[TIF Resolution]

COMPENSATION AGREEMENT

This Compensation Agreement (the "Agreement") is made and entered into as of the ____ day of _____, 2017 by and between **DELAWARE COUNTY, OHIO** (the "County"), an Ohio political subdivision, with its principal offices at 101 North Sandusky Street, Delaware, Ohio 43015, and the **BOARD OF TOWNSHIP TRUSTEES OF THE TOWNSHIP OF CONCORD, DELAWARE COUNTY, OHIO** (the "Township"), an Ohio political subdivision with its principal office located at 6385 Home Road, Delaware, Ohio 43015.

WITNESSETH:

WHEREAS, pursuant to Ohio Revised Code Sections 5709.78, 5709.79 and 5709.80 (together with related provisions of the Ohio Revised Code, the "TIF Act"), and Resolution No. [_____] passed by the Board of County Commissioners of the County (the "Board of Commissioners") on [_____] 2017, a copy of which is attached as Exhibit A hereto and incorporated herein by this reference (the "TIF Resolution"), the County has, among other actions: (i) declared 100% of the increase in assessed value of the real property (the "Improvement") to six incentive districts (each, a "TIF Incentive District" and together, the "TIF Incentive Districts") to be a public purpose and exempt from real property taxation for a period of up to 20 years (the "TIF Exemption") for each TIF Incentive District; (ii) provided for service payments in lieu of taxes, as an obligation running with the land for the Exemption Period (as defined in Section 1 of this Agreement) payable with respect to each TIF Incentive District; (iii) authorized the payment of the costs of public infrastructure improvements more particularly described in the TIF Resolution (the "Public Infrastructure Improvements") out of the Service Payments (as defined in Section 2 of this Agreement); (v) determined to enter into a Tax Increment Financing Agreement with [_____] (the "Developer") to provide for the construction of certain Public Infrastructure Improvements and the payment of the costs of those Public Infrastructure Improvements; and (vi) determined to enter into this Agreement with the Township to provide for, among other things, Compensation Payments by the County to the Township with respect to certain increased real property taxes that would otherwise be payable to the Township but for the TIF Exemption; and

WHEREAS, prior to the passage of the TIF Resolution, the County delivered its notice and a copy of the TIF Resolution to the Township in accordance with Ohio Revised Code Section 5709.78; and

WHEREAS, by a Resolution adopted on [_____] 2017 (the "Township Resolution"), the Township (i) determined not to object to the term of the exemption percentage of the TIF on the condition that the County and the Township enter into this Agreement, (ii) determined to enter into this Agreement, and (iii) waived any and all notice requirements and requirements for additional compensation in Ohio Revised Code Sections 5709.78, 5709.82 and 5709.83 in consideration for the County's agreement to execute and enter into this Agreement.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree and bind themselves as follows:

Section 1. No Objection to the TIF Exemption. As provided in the Township Resolution, the Township does not object to the TIF Exemption, which shall be in effect with respect to each TIF Incentive District for a period commencing with the first Tax Year (as defined in Section 2 of this Agreement) after the effective date of this Agreement in which the Improvement would have first appeared on the tax list and duplicate of real and public utility property and that begins after the effective date of the TIF Resolution (the "Commencement Date"), and ending on the earlier of (i) the 20th anniversary of such Commencement Date, or (ii) the date that the costs of the Public Infrastructure Improvements are paid in full (the "Exemption Period"), and which shall be an exemption with respect to

100% of the value of the Improvement. Further, in consideration of the County entering into this Agreement, the Township agrees that the compensation provided for in this Agreement is in lieu of any other compensation that may be provided for in Ohio Revised Code Chapter 5709.

Section 2. Obligation to Make Compensation Payments. As consideration for the Township entering into this Agreement, the County agrees to pay Compensation Payments with respect to the Improvement, but solely from (i) service payments in lieu of taxes received by the County with respect to the Improvement pursuant to Ohio Revised Code Sections 5709.78, 5709.79 and 5709.80 and the TIF Resolution and (ii) any other payments with respect to the Improvement received by the County pursuant to Ohio Revised Code Sections 319.302, 321.24, 323.152 and 323.156, or any successor provisions thereto, as the same may be amended from time to time (collectively, the "Service Payments").

The Compensation Payments shall equal the amounts due to the Township under Section 4 of this Agreement. The County shall transmit the Compensation Payments to the Township as provided in Section 4 of this Agreement. Compensation Payments due to the Township shall be made by the County solely from the Service Payments and the County shall not be obligated to pay the Township any Payments from any other revenue source.

For purposes of this Agreement, a tax year (each a "Tax Year") shall be any year for which taxes on real property are imposed, and a payment year (each a "Payment Year") shall be the year following that Tax Year in which such taxes are payable.

Section 3. Payment of Compensation Payments. By December 31st of each Tax Year, the County Auditor shall determine the amount of the Compensation Payments for the Payment Year in question. The County's obligation to pay the Compensation Payments shall not begin until January 1, 2019. After January 1, 2019, the County shall pay to the Township, by bank or cashier's check or direct deposit the Compensation Payments due within 30 days of the receipt by the County of any real property tax settlement.

Section 4. Application of Service Payments by the County.

- (a) Service Payments received by the County in any year shall be applied by the County in the following order of priority:
 - (i) FIRST, to each of the Township and the Township of Liberty, Delaware County, Ohio ("Liberty Township"), an amount necessary to compensate each of the Township an Liberty Township pursuant to this Agreement and the Compensation Agreement between the County and Liberty Township (the "Liberty Township Compensation Agreement"), which amount shall equal the amount that each of the Township and Liberty Township would have received with respect to the Improvement with respect to its fire and emergency medical services real property tax levies had the TIF Exemption not been granted pursuant to the TIF Resolution; and
 - (ii) SECOND, to each of the Developer and the County to pay the costs of the Public Infrastructure Improvements in the manner described in the TIF Agreement.
- (b) After the costs of the Public Infrastructure Improvements have been paid in full, the TIF Exemptions shall expire and this Agreement shall terminate.

Section 5. County's Obligations are Limited to Service Payments Received. Nothing in this Agreement shall be construed or interpreted to pledge the full faith and credit of the County to make Compensation Payments under this Agreement, nor shall the County be obligated to make Compensation Payments in excess of the amount of Service Payments it receives.

Section 6. Agreement Not to Contest Base Value. The parties agree that the provisions of this Agreement and the expectations and representations of the parties are based upon an understanding that the value of the Improvement will be calculated based on the increase in the assessed value of the Improvement over the Base Value were it not for the TIF Exemption, which increase would have first appeared on the tax list and duplicate of real and public utility property in the year following the effective date of the TIF Resolution. For purposes of this Section 6, "Base Value" shall mean the assessed value of the real property within the TIF Incentive Districts (the "TIF Area") as of the Effective Date of this Agreement (as shown on the tax list and duplicate for the tax year commencing January 1, 2017). Thus, the value of the Improvement is the increase in the assessed value of the TIF Area over the Base Value, as such increase is determined on January 1, 2018 and thereafter. The parties agree that neither party will file a complaint with the board of revision with respect to the Improvement, or otherwise take any action, that will have the effect of increasing the Base Value for the TIF Area. Further, the parties agree that to the extent they are made parties to any action that would have the effect of increasing the Base Value for the TIF Area, they will not agree or consent to any such position.

Section 7. Payment Without Demand. All Compensation Payments required to be made to the Township under this Agreement shall be made without demand or invoice by the Township.

Section 8. Resolution of Disputes. In the event the Township disputes the amount of the Compensation Payments paid by the County, the Township shall certify in writing to the County, within 30 days after receipt of the payment, the basis for the dispute and the amount that the Township claims is the correct amount of the Compensation Payments to be paid to the Township. Within 10 days of the County's receipt of such notice, the County and the Township shall meet to discuss and resolve the dispute. In the event the Township and the County are unable to mutually agree on the amount of Compensation Payments, the parties shall next seek a third party mediator, sufficiently knowledgeable in calculating local government funding, to settle the dispute, and the mediator shall determine the amount of the Compensation Payment to be made by the County ("Mediated Compensation Payment"). The County shall then pay the Mediated Compensation Payment to the Township within 30 days after the final mediation or after the mediator issues his/her written decision if a decision is not made at the final mediation, provided that nothing contained in this Section 8 shall limit either the Township's or the County's ability, after payment and receipt of such Mediated Compensation Payment, to seek recovery of amounts deemed overpaid or underpaid. The mediator has the authority to allocate the costs of mediation, including attorney fees, in his/her decision. If the mediator does not allocate such costs, then the County and the Township shall each pay their own costs. Notwithstanding the above, the County shall pay to the Township any undisputed amounts in accordance with Section 3 of this Agreement.

Section 9. Effective Date; Duration of Agreement. This Agreement shall become effective on the date that the TIF Agreement becomes effective. This Agreement shall expire upon the earlier to occur of (i) the end of the Exemption Period, or (ii) the payment in full of the costs of the Public Infrastructure Improvements.

Section 10. Entire Agreement; Waiver of Notice. This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter of this Agreement and merges and supersedes all prior discussions, agreements, and undertakings of every kind and nature between the parties with respect to the subject matter of this Agreement. With respect to the notice from the County to the Township given pursuant to Ohio Revised Code Section 5709.78, the Township hereby waives any

defects or irregularities relating to the period for which the Improvement will be exempted from taxation. The parties agree to take such actions as may be necessary to effect the TIF Exemption, the distribution of the Service Payments, the provisions of this Agreement, and the payment of the Compensation Payments as contemplated in this Agreement.

Section 11. Notices. All payments, certificates and notices which are required to or may be given pursuant to the provisions of this Agreement shall be sent by United States ordinary mail, postage prepaid, and shall be deemed to have been given or delivered when so mailed to the following addresses:

If to the County: Delaware County, Ohio
101 North Sandusky Street
Delaware, Ohio 43015
Attention: Economic Development Director

With a Copy To:

Delaware County, Ohio
101 North Sandusky Street
Delaware, Ohio 43015
Attention: Prosecuting Attorney

If to the Township: Township of Concord, Delaware County, Ohio
6385 Home Road
Delaware, Ohio 43015
Attention: Fiscal Officer

Any party may change its address for receiving notices and reports by giving written notice of such change to the other parties.

Section 12. Assignment. This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the Township and the County and their respective permitted successors and assigns. This Agreement may not be assigned by the County without the prior written consent of the Township, except to any successor entity as a result of a consolidation or merger, which consent shall not be unreasonably withheld.

Section 13. Amendment. This Agreement may be amended or modified by the parties only in writing, signed by both parties to the Agreement and approved by the legislative bodies of the Township and the County, if required.

Section 14. Severability of Provisions. The invalidity of any provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if any invalid portions were omitted.

Section 15. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any party to this Agreement may execute this Agreement by signing any such counterpart.

Section 16. Authority to Sign. Each of the County and the Township represents that the officer executing this Agreement is duly authorized, that each of the County and the Township has the

authority to carry out this Agreement, and that this Agreement shall be binding upon each of the County and the Township in accordance with its terms.

[Balance of Page Intentionally Left Blank]

WHEREFORE, the parties to this Agreement, each by a duly authorized representative, have entered into this Agreement on the date first set forth above.

**DELAWARE COUNTY,
OHIO**

**TOWNSHIP OF CONCORD
DELAWARE COUNTY, OHIO**

By: _____
Economic Development Director

By: _____
Fiscal Officer

FISCAL OFFICER'S CERTIFICATE

The undersigned Fiscal Officer of Delaware County, Ohio, hereby certifies that the money required to meet the obligations of the County under the attached agreement during the year 2017 has been lawfully appropriated by the Board of County Commissioners of the County for those purposes and is in the treasury of the County or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances. This certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

Dated: _____, 2017

Fiscal Officer
Delaware County, Ohio

FISCAL OFFICER'S CERTIFICATE

The undersigned Fiscal Officer of the Township of Concord, Delaware County, Ohio, hereby certifies that the money required to meet the obligations of the Township under the attached agreement during the year 2017 (\$0.00) has been lawfully appropriated by the Board of Township Trustees of the Township for those purposes and is in the treasury of the Township or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances. This certificate is given in compliance with Ohio Revised Code Sections 5705.41 and 5705.44.

Dated: _____, 2017

Fiscal Officer
Township of Concord
Delaware County, Ohio

EXHIBIT A
TO THE
COMPENSATION AGREEMENT

[TIF Resolution]

OLENTANGY LOCAL SCHOOL DISTRICT

DELAWARE COUNTY

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES FOR
THE FISCAL YEARS ENDED JUNE 30, 2014, 2015 and 2016
FORCASTED FISCAL YEARS ENDING JUNE 30, 2017 THROUGH 2021



Forecast Provided By
Olentangy Local School District
Treasurer's Office
Emily Hatfield, Treasurer/CFO
May 18, 2017

OLENTANGY LOCAL SCHOOL DISTRICT - - DELAWARE COUNTY Schedule Of Revenue, Expenditures and Changes In Fund Balances Actual and Forecasted Operating Fund								
	ACTUAL			FORECASTED				
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021
Revenue:								
1.010 - General Property Tax (Real Estate)	120,004,063	124,775,550	129,057,847	140,791,093	153,329,615	155,892,523	158,809,801	162,142,320
1.020 - Public Utility Personal Property	5,792,785	6,038,030	6,894,709	9,133,833	10,781,694	10,997,328	11,217,274	11,441,620
1.030 - Income Tax	-	-	-	-	-	-	-	-
1.035 - Unrestricted Grants-in-Aid	9,273,732	9,975,414	11,525,017	11,545,281	12,444,707	13,018,779	13,627,064	14,261,197
1.040 - Restricted Grants-in-Aid	66,545	228,354	235,653	227,089	230,678	233,174	235,725	238,321
1.045 - Restricted Federal Grants-in-Aid - SFSF	-	-	-	-	-	-	-	-
1.050 - Property Tax Allocation	15,497,696	16,158,401	16,510,061	16,944,062	17,242,229	17,620,954	17,965,122	18,356,302
1.060 - All Other Operating Revenues	18,097,420	21,423,058	22,199,319	24,699,224	25,452,692	25,770,662	25,844,031	25,918,824
1.070 - Total Revenue	168,732,241	178,598,807	186,422,606	203,340,581	219,481,615	223,533,420	227,699,017	232,358,584
Other Financing Sources:								
2.010 - Proceeds from Sale of Notes	-	-	-	-	-	-	-	-
2.020 - State Emergency Loans and Advancements	-	-	-	-	-	-	-	-
2.040 - Operating Transfers-In	-	-	-	-	-	-	-	-
2.050 - Advances-In	-	-	-	-	-	-	-	-
2.060 - All Other Financing Sources	1,826,397	9,923	68,488	25,000	25,000	25,000	25,000	25,000
2.070 - Total Other Financing Sources	1,826,397	9,923	68,488	25,000	25,000	25,000	25,000	25,000
2.080 - Total Revenues and Other Financing Sources	170,558,638	178,608,730	186,491,094	203,365,581	219,506,615	223,558,420	227,724,017	232,383,584
Expenditures:								
3.010 - Personnel Services	99,029,166	105,278,542	112,862,106	120,224,592	129,170,698	136,653,044	143,266,288	149,875,517
3.020 - Employees' Retirement/Insurance Benefits	37,872,851	40,536,724	43,395,793	47,104,745	51,855,296	56,604,802	61,500,670	66,869,942
3.030 - Purchased Services	12,006,456	12,294,606	12,716,167	14,011,511	15,258,215	16,478,199	17,074,122	17,684,696
3.040 - Supplies and Materials	4,472,969	4,722,245	4,954,566	5,290,672	6,453,822	6,360,580	6,444,191	6,734,180
3.050 - Capital Outlay	268,739	480,048	277,608	300,147	360,350	367,557	374,908	382,406
3.060 - Intergovernmental	-	-	-	-	-	-	-	-
Debt Service:								
4.010 - Principal-All Years	-	-	-	-	-	-	-	-
4.020 - Principal - Notes	-	-	-	-	-	-	-	-
4.030 - Principal - State Loans	-	-	-	-	-	-	-	-
4.040 - Principal - State Advances	-	-	-	-	-	-	-	-
4.050 - Principal - HB264 Loan	-	-	-	-	-	-	-	-
4.055 - Principal - Other	-	-	-	-	-	-	-	-
4.060 - Interest and Fiscal Charges	-	-	-	-	-	-	-	-
4.300 - Other Objects	7,438,526	7,423,605	9,106,557	9,924,706	10,780,610	11,159,587	11,696,048	12,262,099
4.500 - Total Expenditures	161,088,707	170,735,770	183,312,797	196,856,372	213,878,992	227,623,769	240,356,227	253,808,840
Other Financing Uses								
5.010 - Operating Transfers-Out	-	-	-	-	-	-	-	-
5.020 - Advances-Out	-	-	-	-	-	-	-	-
5.030 - All Other Financing Uses	-	-	-	-	-	-	-	-
5.040 - Total Other Financing Uses	-	-	-	-	-	-	-	-
5.050 - Total Expenditures and Other Financing Uses	161,088,707	170,735,770	183,312,797	196,856,372	213,878,992	227,623,769	240,356,227	253,808,840
Excess of Rev & Other Financing Uses Over (Under)								
6.010 - Expenditures and Other Financing Uses	9,469,931	7,872,960	3,178,297	6,509,209	5,627,623	(4,065,348)	(12,632,211)	(21,425,257)
Cash Balance July 1 - Excluding Proposed Renewal/ 7.010 - Replacement and New Levies	41,745,030	51,214,961	59,087,921	62,266,218	68,775,427	74,403,050	70,337,702	57,705,491
7.020 - Cash Balance June 30	51,214,961	59,087,921	62,266,218	68,775,427	74,403,050	70,337,702	57,705,491	36,280,234
8.010 - Estimated Encumbrances June 30	2,284,459	1,656,186	2,430,269	2,750,000	2,800,000	2,850,000	2,900,000	2,950,000
Reservations of Fund Balance:								
9.010 - Textbooks and Instructional Materials	-	-	-	-	-	-	-	-
9.020 - Capital Improvements	-	-	-	-	-	-	-	-
9.030 - Budget Reserve	-	-	-	-	-	-	-	-
9.040 - DPIA	-	-	-	-	-	-	-	-
9.050 - Debt Service	-	-	-	-	-	-	-	-
9.060 - Property Tax Advances	-	-	-	-	-	-	-	-
9.070 - Bus Purchases	-	-	-	-	-	-	-	-
9.080 - Subtotal	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
10.010 - of Appropriations	48,930,502	57,431,735	59,835,949	66,025,427	71,603,050	67,487,702	54,805,491	33,330,234
Rev from Replacement/Renewal Levies								
11.010 - Income Tax - Renewal	-	-	-	-	-	-	-	-
11.020 - Property Tax - Renewal or Replacement	-	-	-	-	-	-	-	-
11.030 - Cumulative Balance of Replacement/Renewal Levies	-	-	-	-	-	-	-	-
Fund Balance June 30 for Certification								
12.010 - of Contracts, Salary and Other Obligations	48,930,502	57,431,735	59,835,949	66,025,427	71,603,050	67,487,702	54,805,491	33,330,234
Revenue from New Levies								
13.010 - Income Tax - New	-	-	-	-	-	-	-	-
13.020 - Property Tax - New	-	-	-	-	-	-	-	-
13.030 - Cumulative Balance of New Levies	-	-	-	-	-	-	-	-
14.010 - Revenue from Future State Advancements	-	-	-	-	-	-	-	-
15.010 - Unreserved Fund Balance June 30	48,930,502	57,431,735	59,835,949	66,025,427	71,603,050	67,487,702	54,805,491	33,330,234
Days Unreserved Cash On Hand - Based Upon 365 Days	111	123	119	122	122	108	83	48

**OLENTANGY LOCAL SCHOOL DISTRICT
NOTES AND ASSUMPTIONS RELATED TO THE
FIVE YEAR FORECAST
May 2017**

OVERVIEW

Revenue

The May 2017 forecast includes the impact of House Bill 64 and House Bill 49, which are the 2015 State budget (approved in June of 2015) and the 2017 State Budget (to be approved in June 2017). While the state funding formula created by HB 64 did not have a significant impact on revenue as a whole, the budget bill did acknowledge that Olentangy has been and continues to be underfunded by the State. Olentangy has been the fastest growing school District in the State for over a decade, yet over that same decade our state basic aid has remained relatively flat. The current State funding formula calculates that Olentangy should receive over \$48 million in state basic aid. Unfortunately, HB 64 also put a cap on funding growth of 7.5% for Fiscal Year (FY) 2016 and 2017 (fiscal years run July 1st through June 30th of the following year.) This limits Olentangy's state basic aid increase to approximately \$1.7 million over the two years despite the District's continued student growth. As a result of the HB 64 formula and the growth caps, Olentangy's state basic aid per pupil is approximately \$560 per pupil, while the state average is closer to \$4,600 per pupil.

The state funding formula created in HB 64 is not anticipated to change in HB 49. Growth funding caps are expected to remain at 7.5% and funding increases are expected to remain limited to 5% in each fiscal year for FY2018 and FY2019. This amount does not adequately fund our student growth year over year. While the District appreciates all funding increases, we continue to have important discussions with State legislative representatives regarding the insufficient funding of our District. As a consequence of the State funding received, the District continues to rely on local tax revenue to sustain operations. See Unrestricted Grants Note for additional discussion of state basic aid, as well as the Risk Assessment following the notes.

Academic Excellence and Financial Efficiency

The District is continually working to maximize learning for every student, while maintaining fiscal responsibility as evidenced by our cost per pupil continuing to rank near the lowest in central Ohio. At the same time, Olentangy's academic performance index ranks second highest in central Ohio, and the 25th for the entire state. As a continual objective to find more efficient ways to deliver our educational product, District administration is in constant discussion to find ways to moderate expenditure increases, while improving academic performance. Pivotal to the accuracy of this forecast is the ability of the District to accommodate the persistent student growth. The Board passed a resolution in November, for the March 15, 2016 election, a "no new millage" bond issue to fund the construction of a new facility, the purchase of the Olentangy Academy building, and to provide resources for other facility and technology needs. Additionally, the issue included a 5.9 mill operating levy and 1.0 mill permanent improvement levy. These critical funding items were successful on the March 2016 ballot. To further accommodate student enrollment, the Board has entered into a multi-year lease agreement to relocate central office staff to an existing office facility within the District, allowing space within Shanahan Middle School to be restored to classrooms. Assumptions related to the staffing and operations of the additional facilities have been included in this forecast.

General Assumptions

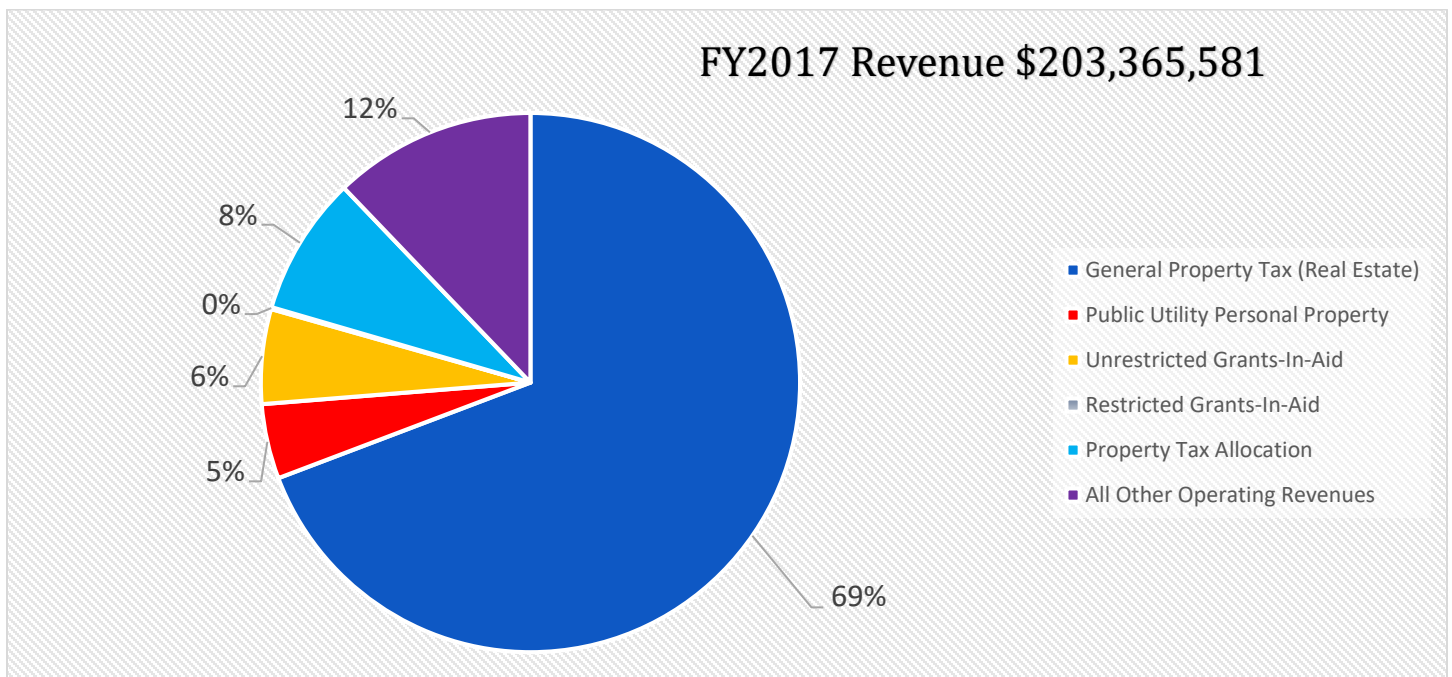
Enrollment numbers are essential for staffing assumptions and the timing of opening new buildings. The District uses the most recent enrollment projections as presented by the Facilities Committee to estimate student population in future years. This most recent plan was presented to and approved by the Board of Education at the November 2016 Board meeting. The enrollment analysis demonstrated that enrollment growth is expected to increase at a faster pace than anticipated in prior year analysis. Growth in enrollment projections demonstrates the need for additional staffing and classroom space. The Board of Education purchased classroom space to accommodate the District's high school STEM initiative, Olentangy Academy. The new high school is projected to be built and opened in FY2019. Space within Shanahan Middle School will be converted back to classroom usage as central office staff relocates to leased office space.

Actual K-12 enrollment is 19,986 as of March 1, 2017.

Projected Enrollment	FY2017	FY2018	FY2019	FY2020	FY2021
Preschool	451	465	479	476	472
K - 5	9,076	9,172	9,459	9,564	9,703
6 - 8	5,067	5,166	5,080	5,101	5,104
9 - 12	5,948	6,270	6,614	6,894	7,080
Total K - 12	20,091	20,608	21,153	21,559	21,887

No. of Buildings	24	24	25	25	25
Certified Staff	1,268	1,311	1,362	1,391	1,412
Classified Staff	773	788	819	828	836
Administrative Staff	90	99	103	104	104
Pupil Teacher Ratio	15.84	15.72	15.53	15.50	15.50

REVENUE



Note 1.01 – General Property Tax (Real Estate)

The Delaware County Auditor conducted a reappraisal of existing property values in calendar year 2014, which resulted in a small increase of approximately 2% in overall valuations. The 2017 triennial update is anticipated to increase property valuations by approximately 5-6%.

Due to the effect of HB 920, an increase or decrease in valuation will affect our un-voted, or inside, millage. This means that if total valuation increases from our five (5) inside mills, revenue increases and vice versa if valuation is decreases. HB 920 causes the District's voted, or outside, millage to adjust so that the District does not receive more or less revenue than the voted mills provided when they were approved by the voters. It is worth noting that a half percent change in valuation equates to over \$500,000 in revenue. A change in new construction, Board of Revision cases, delinquencies, etc. could have a significant dollar impact on the forecast. The District estimates a collection rate of approximately 97% based on historical trends. Delinquencies are expected to remain at their current level. The District continues to have conversations with the Delaware County Auditor concerning these matters.

The passage of the 5.9 mill operating levy on the March 2016 ballot is anticipated to generate over \$18 million of annualized collections beginning in January of 2017. Additionally, sales of existing homes and construction of new homes continue to increase. The forecast assumes that growth in new residential and commercial real estate will continue at a gradual rate.

	Projected Collection Year 2017	Projected Collection Year 2018	Projected Collection Year 2019	Projected Collection Year 2020	Projected Collection Year 2021
Residential					
Inflation/Reappraisal/BOR	0.00%	5.60%	0.00%	0.00%	4.80%
New Construction	2.00%	2.00%	2.00%	2.00%	2.00%
Commercial					
Inflation/Reappraisal/BOR	0.00%	2.00%	0.00%	0.00%	4.80%
New Construction	1.50%	1.50%	1.50%	1.50%	1.50%

Based on the above discussion, the real estate tax revenue is projected as follows:

	FY2017	FY2018	FY2019	FY2020	FY2021
Real Estate Tax Revenue	\$ 140,791,093	\$ 153,329,615	\$ 155,892,523	\$ 158,809,801	\$ 162,142,320

Note 1.02 – Public Utility Personal Property Tax

Public Utility Personal Property Tax (PUPP) is the tangible personal property used in the operations of a public utility company, such as telephone and electric lines. The District expects to continue collecting this portion of taxes, which is based on voted millage.

	FY2017	FY2018	FY2019	FY2020	FY2021
Personal Property Utility Tax	\$ 9,133,833	\$ 10,781,694	\$ 10,997,328	\$ 11,217,274	\$ 11,441,620

Note 1.035 - Unrestricted Grants-In-Aid

This forecast will include three state biennial budgets during the remainder of the forecast period, including HB 64 for FY2015 through FY2017 and HB 49 for FY2018 and FY2019 as discussed on page one. Annual increases of approximately 5% are estimated in FY2018 through FY2021. Projected increases in the Autism and Jon Peterson Scholarship Deductions from the state have a negative impact on state basic aid. In January 2013, the District began receiving Casino Tax Revenue based on the opening of casinos in Ohio as approved by the State legislature. It is projected that this revenue will continue to be received each January and August. This forecast assumes Casino Tax Revenue of approximately \$51 per pupil.

	FY2017	FY2018	FY2019	FY2020	FY2021
State Basic Aid	\$ 10,507,865	\$ 11,403,610	\$ 11,964,991	\$ 12,564,154	\$ 13,191,338
Spec Ed Preschool and Transportation Funding	\$ 1,737,862	\$ 1,738,577	\$ 1,773,348	\$ 1,808,816	\$ 1,844,992
Autism and Peterson Scholarship Deductions	\$ (1,737,704)	\$ (1,753,561)	\$ (1,788,033)	\$ (1,823,193)	\$ (1,859,057)
Casino Tax Revenue	\$ 1,037,259	\$ 1,056,081	\$ 1,068,473	\$ 1,077,287	\$ 1,083,924
Total State Aid	\$ 11,545,282	\$ 12,444,707	\$ 13,018,779	\$ 13,627,064	\$ 14,261,197

Note 1.04 – Restricted Grants-In-Aid

Special state funding programs are included in this category including special education catastrophic aid. The District also receives money from the state to assist in career tech funding.

	FY2017	FY2018	FY2019	FY2020	FY2021
Restricted Grants in Aid	\$ 227,089	\$ 230,678	\$ 233,174	\$ 235,725	\$ 238,321

Note 1.05 – Property Tax Allocation

The State reimburses tax credits given to owner occupied residences known as homestead/rollback equaling 12.5% of the gross property taxes charged to residential taxpayers and up to 10% for commercial and industrial taxpayers. These amounts will increase and decrease with property valuation fluctuations (discussed in Note 1.01) and the number of residents applying for the credit. Credits will not be given for taxes levied after 2014, thus the District will not receive any homestead and rollback for the 2016 voted millage.

	FY2017	FY2018	FY2019	FY2020	FY2021
Rollback/ Homestead	\$ 16,944,062	\$ 17,242,229	\$ 17,620,954	\$ 17,965,122	\$ 18,356,302

Note 1.06 - All Other Operating Revenues

Included in this category are various items such as tax increment financing payments (TIF's), investment income, facility rentals, pay-to-participate fees, tuition, donations, income tax sharing agreements and other

miscellaneous items. A large portion of this revenue is from tax sharing agreements with the City of Westerville which abated several businesses. Due to the size of the abatements, they are required to share tax revenue with the District.

The TIF District includes JP Morgan Chase, the Polaris Mall and most of the commercial property along the Polaris corridor. Changes in TIF valuation will affect revenue, as well as changes to millage. Increases in valuation and revenue could be offset by a decrease in valuation caused by various other businesses filing with the County to decrease their respective valuations through the Board of Revision process.

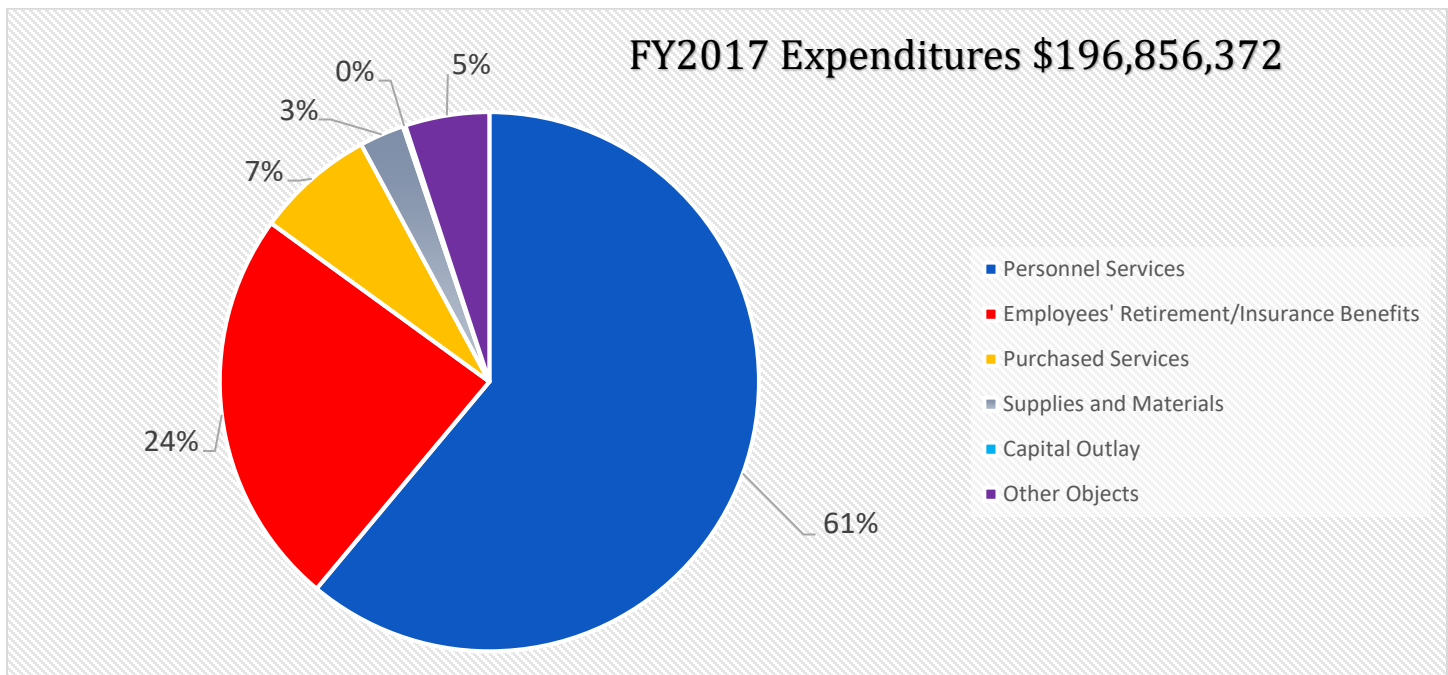
The District began receiving a guaranteed payment from Citicorp in the amount of \$453,000 per year beginning in FY2008 as part of a 15 year CRA agreement. As TIF and CRA agreements expire, resulting in a loss of revenue in the Other Revenue line, that valuation becomes taxable and increases revenue in the Property Tax line.

	FY2017	FY2018	FY2019	FY2020	FY2021
TIF Tax Revenue	\$20,483,132	\$21,250,000	\$21,682,000	\$21,682,000	\$21,682,000
Tax Revenue Sharing	\$1,047,657	\$1,052,895	\$1,058,159	\$1,063,450	\$1,068,767
CRA's	\$453,000	\$453,000	\$453,000	\$453,000	\$453,000
Other Revenue	\$2,715,435	\$2,696,797	\$2,577,503	\$2,645,581	\$2,715,057
Total	\$24,699,224	\$25,452,692	\$25,770,662	\$25,844,031	\$25,918,824

Note 2.07 - Total Other Financing Sources

Included in this category are operating transfers, advances-in, refunds and sales of notes.

EXPENDITURES



Note 3.01 - Personnel Services

The District has three unions: Olentangy Teachers Association (OTA), Ohio Association of Public School Employees (OAPSE) for bus drivers and OAPSE for custodial, maintenance, and field service technicians. Step increases are expected to average 2.7% in FY2017 through FY2021. Extension of the union contract agreements resulted in base increases of 2.25% for FY2017. The Board has approved a one-year OTA contract for FY2018. The agreement includes restoring the experience step from FY2013 and a 2.25% one-time payment for those teachers not employed by the District during that fiscal year. The Board is currently negotiating with the OAPSE groups and is anticipating an increase in base wages for FY2018. A base increase of 1% has been included for FY2019 through FY2021.

In addition to base and step increases, certified staff can increase their salaries by increasing their education (i.e. Bachelor's Degree to Master's Degree, etc.). This cost will continue over the years as the number of employees continues to grow.

The District estimates future staffing needs based on student enrollment projections, student needs and the opening of schools. Classroom ratios for hiring purposes are based on 25:1 at the middle school/high school level and 24:1 at the elementary level. (See discussion relating to growth in the "General Assumptions" section). Attrition savings are realized as resigning/retiring staff members are replaced at a lower than projected salary, or positions are not replaced at all.

	FY2017	FY2018	FY2019	FY2020	FY2021
Base Wages	\$ 112,862,106	\$ 120,224,592	\$ 129,170,698	\$ 136,653,044	\$ 143,266,288
Pay/Step Increase	\$ 5,586,674	\$ 4,394,770	\$ 4,748,421	\$ 5,056,163	\$ 5,300,853
One-time Stipend	\$ -	\$ 835,000	\$ (835,000)	\$ -	\$ -
New Staffing/ Attrition/Other	\$ 1,775,812	\$ 3,716,336	\$ 3,568,925	\$ 1,557,081	\$ 1,308,376
Total	\$ 120,224,592	\$ 129,170,698	\$ 136,653,044	\$ 143,266,288	\$ 149,875,517

Pupil/Teacher ratios are as follows:

Note that certified staff includes special classes such as librarians, physical education, art, music, foreign language, etc. which decreases the actual classroom ratio.

	FY2017			FY2018			FY2019			FY2020			FY2021		
Grade	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio	Cert Staff	Projected Enrollment	Ratio
K-5	568	9,076	15.98	582	9,172	15.76	596	9,459	15.87	602	9,564	15.89	609	9,703	15.93
6-8	343	5,067	14.77	353	5,166	14.63	354	5,080	14.35	356	5,101	14.33	357	5,104	14.30
9-12	357	5,948	16.66	376	6,270	16.68	412	6,614	16.05	433	6,894	15.92	446	7,080	15.87
Total	1,268	20,091	15.84	1,311	20,608	15.72	1,362	21,153	15.53	1,391	21,559	15.50	1,412	21,887	15.50

Note 3.02 – Employees’ Retirement/Insurance Benefits

Employer pension payments to STRS/SERS equal to 14% of payroll. Participation in STRS/SERS is governed by Ohio Revised Code (ORC). The rate of 14% is also governed by ORC. Also included in this line is the District paid employee contribution portion of retirement, or pick-up on the pick-up, for all administrative staff. SERS charges a surcharge for any employee who does not make \$23,000 per year. This surcharge means that any employee salary less than the surcharge amount will be charged by SERS to the District as if the employee was paid the surcharge amount. There is a statewide limit of total qualified payroll of 1.5% for all employers, generating approximately \$350,000 to \$400,000 in additional expense to the District. The SERS surcharge is dictated by the SERS board. The District has no control over these rates.

The District became self-insured for health insurance as of 1/1/15. This allowed the District to negate various Affordable Care Act and state fees associated with fully-insured plans. The switch to self-insured, along with other factors such as better claim experience, helped the District achieve lower than market renewal rates for the past 2 years. For the 2017 calendar year the District received an 8% increase in premiums, which is within normal trend for a self-insured District of our size. Future increases are expected to be approximately 8% to 10% based on estimates from the District’s insurance broker. Additional expenses will be incurred due to new staff or plan enrollment changes that occur during open enrollment.

STRS/SERS

	FY2017	FY2018	FY2019	FY2020	FY2021
STRS/SERS/Pickup Pay/Step	\$ 16,587,004	\$ 17,617,752	\$ 18,883,018	\$ 19,923,311	\$ 20,849,427
Increase/Stipend New Staffing/Attrition/Other	\$ 782,134	\$ 744,979	\$ 540,643	\$ 708,125	\$ 742,416
Total	\$ 17,617,752	\$ 18,883,018	\$ 19,923,311	\$ 20,849,427	\$ 21,775,016

INSURANCE

	FY2017	FY2018	FY2019	FY2020	FY2021
Base Cost	\$ 23,648,680	\$ 27,241,413	\$ 30,601,696	\$ 34,204,816	\$ 38,072,088
Trend/New Staff/ Open Enroll	\$ 3,592,733	\$ 3,360,283	\$ 3,603,121	\$ 3,867,271	\$ 4,331,481
Total	\$ 27,241,413	\$ 30,601,696	\$ 34,204,816	\$ 38,072,088	\$ 42,403,569

OTHER

	FY2017	FY2018	FY2019	FY2020	FY2021
Medicare Premiums	\$ 1,742,863	\$ 1,857,811	\$ 1,953,648	\$ 2,045,668	\$ 2,147,200
BWC/Unempl/Tuition	\$ 502,717	\$ 512,771	\$ 523,027	\$ 533,487	\$ 544,157
Total	\$ 2,245,580	\$ 2,370,582	\$ 2,476,675	\$ 2,579,155	\$ 2,691,357

Note 3.02 Total	\$ 47,104,745	\$ 51,855,296	\$ 56,604,802	\$ 61,500,670	\$ 66,869,942
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Note 3.03 - Purchased Services

Purchased services include various contracted services such as utilities, legal fees, insurance, professional development, data processing, and substitute teachers hired through the Educational Service Center of Central Ohio Council of Governments. Significant factors include:

- META student data processing fees using an actual student count to calculate processing fees.
- Educational purchased services increase at an average of approximately 4% annually.
- Community school costs, post-secondary educations costs, and other foundation payments increase an average of 4% each year.
- Utilities are forecasted to increase approx. 4% each year. However, utility costs have been inflated in FY2019 through FY2021 for the operations of the new high school and additional office space previously referenced.

	FY2017	FY2018	FY2019	FY2020	FY2021
Purchased Services	\$ 4,195,397	\$ 4,855,367	\$ 5,229,949	\$ 5,371,542	\$ 5,514,013
Educational Purchased Services	\$ 3,806,747	\$ 3,959,017	\$ 4,117,378	\$ 4,282,073	\$ 4,453,356
Foundation Payments	\$ 2,205,122	\$ 2,409,029	\$ 2,505,390	\$ 2,605,606	\$ 2,709,830
Utilities	\$ 3,804,245	\$ 4,034,802	\$ 4,625,482	\$ 4,814,901	\$ 5,007,497
Total	\$ 14,011,511	\$ 15,258,215	\$ 16,478,199	\$ 17,074,122	\$ 17,684,696

Note 3.04 – Supplies and Materials

General supplies include materials for the classrooms, offices, clinic, software items, computer supplies and other general items. Textbook adoption costs vary depending on the applicable course subject. For FY2018 textbook adoptions will occur at the elementary, middle and high school. For the last couple prior fiscal years, the District has benefited from lower than average fuel prices. The forecast is projecting higher market trends in fuel prices for FY2018 through FY2021.

	FY2017	FY2018	FY2019	FY2020	FY2021
Supplies & Materials	\$ 3,730,059	\$ 4,170,567	\$ 4,515,660	\$ 4,372,751	\$ 4,397,327
Textbooks	\$ 845,613	\$ 1,511,755	\$ 919,120	\$ 960,480	\$ 1,003,701
Fuel	\$ 715,000	\$ 771,500	\$ 925,800	\$ 1,110,960	\$ 1,333,152
Total	\$ 5,290,672	\$ 6,453,822	\$ 6,360,580	\$ 6,444,191	\$ 6,734,180

Note 3.05 – Capital Outlay

Capital outlay consists of any equipment type items the District purchases over \$2,000. The capital outlay projection for FY2018 through FY2021 is based on the FY2017 budget and is expected to increase approximately 2% each year. The majority of the District's capital outlay expenditures are budgeted within bond or permanent improvement funds; therefore, the capital outlay from the General fund is low compared to the size of the District.

Note 4.3 - Other Objects

The majority of expenses in this category relate to contracted services with the Educational Service Center of Central Ohio (ESCCO). Most of the services provided are for special education curriculum. The County Auditor fees for the collection of taxes are also included. As tax revenue increases, collection fees also increase. The collection fees for FY2017 will be higher than previous years due to the collection of the new operation millage passed on the March 2016 ballot.

	FY2017	FY2018	FY2019	FY2020	FY2021
ESCCO Services	\$ 6,974,912	\$ 7,393,400	\$ 7,837,233	\$ 8,307,247	\$ 8,805,522
County Auditor Fees	\$ 2,284,272	\$ 2,406,000	\$ 2,454,120	\$ 2,503,202	\$ 2,553,266
Additional Fees and Services	\$ 665,522	\$ 981,210	\$ 868,234	\$ 885,599	\$ 903,311
Total	\$ 9,924,706	\$ 10,780,610	\$ 11,159,587	\$ 11,696,048	\$ 12,262,099

RISK ASSESSMENT

General Assumptions

As discussed on page 1, the successful passage of the March 2016 levy and bond issuance allowed the District to construct a new high school, scheduled to open in FY2019. The timing of the completion of this project impacts the forecast due to the operating costs a new building adds.

Enrollment projections, as discussed on page 2, present a risk as they are used by the District to project facilities needs and staffing requirements. Each of those components significantly contribute to forecasted expenditures.

1.035 - Unrestricted Grants-In-Aid

One of the most critical areas of risk in this forecast is the Unrestricted Grants-In-Aid or state funding payments. As discussed on page one, the formula created by HB 64 provides minimal increases in our state foundation funding for FY2017 and beyond, but the growth cap prevents the District from receiving the fully calculated funding it is entitled to due mainly to the continual growth in enrollment. Each \$1 of state income tax paid by a District resident equates to approximately \$0.05 in state funding received by the District, while the state average is \$0.81. Considering our local taxpayers provide the majority of our funding through tax levies, additional state aid would help stretch the levy cycles to provide property tax relief. Administration continues to lobby local and state legislators to provide additional state funding for the District. This forecast assumes minimal growth in state basic aid in future biennial budgets, but the level of success of lobbying efforts to increase state funding could significantly impact revenue, as well as the timing of the District's levy cycle.

The Jon Peterson Scholarship and the Autism Scholarship programs lead to a significant amount of funding being deducted out of our state foundation revenue for special education programs for qualified special education students. Each additional scholarship could result in a deduction of up to \$27,000.

3.01 - Personnel Services and 3.02 – Employees' Retirement/Insurance Benefits

Enrollment is a key driver in this and other expenditures. New growth increases staffing costs as well as retirement and benefit costs associated with those staff members.

Current contract agreements with the two OAPSE unionized groups will expire June 30, 2017. The District currently has good working relationships with each union. Union negotiations will have a significant impact on future personnel costs and insurance plan designs.

Medical insurance premiums are also a risk to the District. High claims utilization will negatively impact healthcare premium rates. Current insurance plans negotiated with the unions provide a High Deductible insurance option with a health savings account and a PPO option. The District's insurance committee is working to develop recommendations for plan design modifications to ensure future fiscal sustainability. We will continue to monitor healthcare premiums as it relates to the "Cadillac Tax", other provisions of the Affordable Care Act, and potential future liabilities for the District.

3.03 - Purchased Services

Utility costs are a risk factor depending on weather conditions as well as rate increases from year to year. The District is taking measures to reduce the usage and expense of utilities by starting work on a HB 264 energy conservation project. Utility cost savings generated will be used to pay for the financing of the project. The timing of project completion will impact the savings and therefor the expenses incurred by the General Fund.

4.3 – Other Objects

Education Service Center expenditures have a significant impact on this category. This expense is related to the staffing of our preschool and special education programs. The District continues to experience growth in these areas of student population thereby increasing the need for additional staffing services and a classroom capacity as discussed in prior notes.

**OLENTANGY LOCAL SCHOOL DISTRICT
FISCAL YEAR 2018
GENERAL FUND BUDGET**



**Emily Hatfield
Treasurer/CFO**

Olentangy Local Schools
Expenditures by Object
Fiscal Year 2018 Budget
General Fund

OBJECT	DESCRIPTION	FY 2018 Grand Total
PERSONAL SERVICES/ BENEFITS		
111	CERTIFICATED - REGULAR SALARY	102,381,432.00
113	CERTIFICATED - SUPPLEMENTARY SALARY	1,825,000.00
119	OTHER CERTIFICATED SALARY	79,000.00
123	CERTIFIED - VACATION LEAVE	9,600.00
132	CERTIFICATED - SEVERENCE	550,000.00
141	CLASSIFIED - REGULAR SALARY	21,779,266.00
142	CLASSIFIED - SUBSTITUTE SALARY	700,000.00
143	CLASSIFIED - SUPPLEMENTAL SALARY	808,000.00
144	CLASSIFIED - OT SALARY	700,000.00
149	CLASSIFIED - OTHER SALARY	200,000.00
151	CLASSIFIED - SICK LEAVE	8,000.00
153	CLASSIFIED - VACATION LEAVE	39,400.00
162	CLASSIFIED - SEVERENCE	73,000.00
169	OTHER CLASSIFIED COMP	3,000.00
171	BOARD MEMBER COMPENSATION	15,000.00
		<u>\$ 129,170,698.00</u>
EMPLOYEES' RETIREMENT/ INSURANCE BENEFITS		
211	CERTIFICATED - EMPLOYER'S SHARE RETIREMENT	14,069,319.00
212	CERTIFICATED - EMPLOYER'S (PICK UP) RETIREMENT	1,119,124.00
221	CLASSIFIED - EMPLOYER'S SHARE RETIREMENT	3,514,166.00
222	CLASSIFIED - EMPLOYER'S (PICK UP) RETIREMENT	180,409.00
223	CLASSIFIED - SOCIAL SECURITY	900.00
231	TUITION REIMBURSEMENT	33,000.00
241	CERTIFICATED - MEDICAL INSURANCE	20,188,875.00
242	CERTIFICATED - LIFE INSURANCE	96,752.00
243	CERTIFICATED - DENTAL INSURANCE	1,014,437.00
244	CERTIFICATED - VISION INSURANCE	225,277.00
249	CERTIFICATED MEDICARE	1,506,024.00
251	CLASSIFIED - MEDICAL INSURANCE	8,505,078.00
252	CLASSIFIED - LIFE INSURANCE	36,191.00
253	CLASSIFIED - DENTAL INSURANCE	435,658.00
254	CLASSIFIED - VISION INSURANCE	99,428.00
259	CLASSIFIED - MEDICARE	350,887.00
261	CERTIFICATED WORKERS COMP	346,630.00
262	CLASSIFIED - WORKERS COMP	73,936.00
273	CERTIFIED - ANNUITIES	44,205.00
282	CLASSIFIED UNEMPLOYEMENT	15,000.00
		<u>\$ 51,855,296.00</u>

***Olentangy Local Schools
Expenditures by Object
Fiscal Year 2018 Budget
General Fund***

OBJECT	DESCRIPTION	FY 2018 Grand Total
PURCHASED SERVICES		
410	PROFESSIONAL AND TECHNICAL SERVICES	423,100.00
411	INSTRUCTION SERVICES	3,548,848.00
413	HEALTH SERVICES	99,500.00
414	STAFF SERVICES	18,000.00
416	DATA PROCESSING SERVICES	410,169.00
418	PROFESSIONAL/LEGAL SERVICES	439,000.00
419	OTHER PROFESSIONAL AND TECHNICAL SERVICE	724,418.00
422	GARBAGE REMOVAL CLEANING SERVICES	97,400.00
423	REPAIRS & MAINTENANCE SERVICES	717,367.00
424	PROPERTY INSURANCE	269,500.00
425	RENTAL	515,500.00
426	LEASE-PURCHASE AGREEMENTS	407,600.00
434	NON-CERTIFICATED MEETING EXPENSE	600.00
439	OTHER TRAVEL/MTG EXPENSE PROFESSIONAL DEVELOPMENT	248,925.00
441	TELEPHONE SERVICES	360,000.00
443	POSTAGE	52,200.00
446	ADVERTISING	8,000.00
451	ELECTRICITY	2,849,100.00
452	WATER AND SEWER	494,502.00
453	GAS	593,800.00
460	CONTRACTED SERVICES	59,500.00
461	PRINTING AND BINDING	104,630.00
471	TUITION PAID TO OTHER DISTRICTS WITHIN THE STATE	68,000.00
472	TUITION AND OTHER PAYMENTS PAID TO OTHER DISTRICTS OUTSIDE THE STATE	56,000.00
474	EXCESS COSTS	104,000.00
475	PYMTS FOR SPECIAL ED STUDENTS RESIDING IN DISTRICT	54,000.00
477	PYMTS UNDER OPEN ENROLLMENT PROGRAM	197,000.00
478	PAYMENTS TO COMMUNITY SCHOOLS	1,303,029.00
479	OTHER PYMTS	627,000.00
483	STUDENT TRANSPORTATION PURCH.FROM OTHER SOURCES	45,000.00
489	OTHER PUPIL TRANSPORTATION SERVICES	225,000.00
490	OTHER PURCHASED SERVICES	137,527.00
		<u>\$ 15,258,215.00</u>
SUPPLIES & MATERIALS		
511	INSTRUCTIONAL SUPPLIES	1,163,492.00
512	OFFICE SUPPLIES	147,003.00
514	HEALTH & HYGIENE SUPPLIES	15,150.00
516	SOFTWARE SUPPLIES	1,014,700.00
519	OTHER GENERAL SUPPLIES	142,274.00
520	TEXTBOOKS	1,404,000.00
521	NEW TEXTBOOKS	550.00
524	SUPPLEMENTAL TEXTBOOKS	35,778.00
531	NEW LIBRARY BOOKS	57,517.00
532	LIBRARY REPLACEMENT BOOKS	9,910.00
539	OTHER LIBRARY BOOKS	4,000.00
541	NEWSPAPERS	700.00
542	PERIODICALS	11,927.00
568	CANDIES & SNACKS	321.00
571	LAND	225,000.00
572	BUILDINGS	1,038,000.00
581	SUPPL & PARTS FOR MAINT.& REPAIR MOTOR VEHICLES	320,000.00
582	FUEL	771,500.00
583	TIRES AND TUBES	92,000.00
		<u>\$ 6,453,822.00</u>

***Olentangy Local Schools
Expenditures by Object
Fiscal Year 2018 Budget
General Fund***

OBJECT	DESCRIPTION	FY 2018 Grand Total
CAPITAL OUTLAY		
640 EQUIPMENT		360,350.00
		<u>\$ 360,350.00</u>
OTHER OBJECTS		
841 MEMBERSHIP (PROFESSIONAL ORGANIZATION)		58,110.00
843 AUDIT EXAMINATION		54,500.00
844 COUNTY BOARD OF EDUCATION CONTRIBUTIONS		7,393,400.00
845 PROPERTY TAX COLLECTION FEES		2,406,000.00
846 GENERAL FISCAL ELECTION EXPENSE		300.00
848 BANK CHARGES		60,000.00
849 OTHER DUES AND FEES		360,100.00
851 LIABILITY INSURANCE		130,000.00
870 TAXES AND ASSESSMENTS		28,200.00
912 CONTINGENCIES		290,000.00
		<u>\$ 10,780,610.00</u>
TOTAL GENERAL FUND		<u><u>\$ 213,878,991.00</u></u>

Appropriations Adjustments

Fund	5.18.17 Adjustments	Explanation:
003 - Permanent Improvement	\$ 500,000.00	PI Expenditure
200 - Student Activity	\$ 15,450.00	New Activities/Fundraisers
599 - Misc Federal Grants	\$ 1,400.00	Additional ODE Allocation
	<hr/> \$ 516,850.00	

Donations for May 18, 2017 Meeting

- 1) **\$250**
From: Olentangy Rotary Foundation
To: Indian Springs Elementary

- 2) **Epson Photo Printer valued at \$195**
From: Dennis Burns, on behalf of the Burns' family
To: Orange High School Art Department

ADMINISTRATIVE CONTRACT RENEWALS

2017-2018 School Year

Recommended for Board of Education Approval on May 18, 2017

Administrator	Position	Location	Contract		
			Days/Year	Recommendation	
Arganbright, James M.	Director, Pupil Serv	CO	260	2017-2020	3 Years
Baker, Kristin E.	Principal	OMES	226	2017-2020	3 Years
Beard, Timothy A.	Coordinator, Testing	CO	260	2017-2020	3 Years
Berend, Daniel P.	Supervisor, Custodial	CO	260	2017-2019	2 Years
Betz, John W.	Director, Athletics	OBHS	260	2017-2020	3 Years
Clark, Jodie L.	Director, Transportation	TRANS	260	2017-2019	2 Years
Clifford, Jennifer L.	Asst Principal	OCES	216	2017-2020	3 Years
Crothers, Nichole M.	Asst Principal	OLHS	226	2017-2020	3 Years
Cunningham, Scott A.	Principal	OOMS	226	2017-2020	3 Years
Daberkow, Stefanie L.	Asst Director, Pupil Serv	CO	260	2017-2020	3 Years
Damceski, Anna A.	Asst Principal	OHMS	226	2017-2020	3 Years
Griffiths, Robert H.	Asst Principal	OLHS	226	2017-2020	3 Years
Immelt, Devon J.	Public Information Coord	CO	260	2017-2019	2 Years
Kimchi, Dana M.	Asst Principal	OMES	216	2017-2020	3 Years
Lather, Julie A.	Principal	OCES	226	2017-2020	3 Years
Lawrensen, Valerie L.	Asst Principal	OLHS	226	2017-2020	3 Years
Linscott, Ross E.	Supervisor, Pupil Services	CO	260	2017-2020	3 Years
Mazza, Jennifer S.	Principal	TRES	226	2017-2020	3 Years
McDaniels, Joshua D.	Principal	OSMS	226	2017-2020	3 Years
Meeker, Darin J.	Director, Athletics	OLHS	260	2017-2020	3 Years
Norman, Samantha J.	School-Community Liaison	CO	185	2017-2020	3 Years
Palo, Michele M.	Asst Supervisor, Food Serv	CO	226	2017-2020	3 Years
Ross, Jeremy W.	Principal	WRES	226	2017-2020	3 Years
Saiben, Christopher E.	Asst Principal	OOMS	226	2017-2020	3 Years
Sargent, Stephen W.	Principal	FTES	226	2017-2020	3 Years
Sedoti, Karen	Asst Principal	OOHS	226	2017-2020	3 Years
Sexton, Robert E.	Director, Technology	CO	260	2017-2020	3 Years
Slocum, Jessica N.	Asst Principal	OHS	226	2017-2020	3 Years
Smith, Trond L.	Asst Principal	OOHS	226	2017-2020	3 Years
Stackhouse, Laura M.	Supv, Pupil Services	CO	260	2017-2020	3 Years
Staum, Susan L.	Principal	HES	226	2017-2020	3 Years
Wolfe IV, John H.	Director, Athletics	OHS	260	2017-2020	3 Years

CERTIFIED CONTRACTS
2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Employee Name			Position	Location	Contract		
Last Name	First Name	Middle			Effective Date	Term	Salary
Arango	Angela	M.	Integrated Mathematics	OHS	08/14/17	1-Year	\$ 41,082.00
Bickley	Andrea	M.	School Nurse	Traveling	08/14/17	1-Year	\$ 41,082.00
Bluth	Annie	L.	Intervention Specialist	OLMS	08/14/17	1-Year	\$ 50,278.00
Collins	Gloria	E.	Visual Art (0.67 FTE)	OOHS	08/14/17	1-Year	\$ 28,629.00
Freese	Lindsay	J.	Integrated Language Arts	OHS	08/14/17	1-Year	\$ 39,434.00
Haynes	Kevin	M.	Integrated Social Studies	OOHS	08/14/17	1-Year	\$ 52,486.00
Hecker	Rachel	A.	Integrated Language Arts	OHS	08/14/17	1-Year	\$ 42,194.00
Mattingly	Kethryn	A.	Grade 8	OHMS	08/14/17	1-Year	\$ 39,434.00
Miller	Devoney	E.	Grade 8	OOMS	08/14/17	1-Year	\$ 39,434.00
Rafferty	Jill	A.	Adapted Physical Educaiton	OLSD	08/14/17	1-Year	\$ 66,268.00
Ragland	Jorie	L.	Integrated Mathematics	OOHS	08/14/17	1-Year	\$ 52,191.00
Smith	Emily	C.	Intervention Specialist, OG Reading Inst	OLMS	08/14/17	1-Year	\$ 59,841.00
Ward	Rebecca	A.	Grade 8	OSMS	08/14/17	1-Year	\$ 62,364.00
Williams	Tyler	D.	Integrated Language Arts (0.50 FTE)	OOHS	08/14/17	1-Year	\$ 31,833.00
Willis	Kristy	L.	Intervention Specialist	OBMS	08/14/17	1-Year	\$ 44,540.00

CERTIFIED NEW TEACHER ACADEMY STIPEND PAID THROUGH MEMORANDUM BILLING
2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Last Name	First Name	Middle
Arango	Angela	M.
Bickley	Andrea	M.
Bluth	Annie	L.
Collins	Gloria	E.
Freese	Lindsay	J.
Haynes	Kevin	M.
Hecker	Rachel	A.
Mattingly	Kethryn	A.
Miller	Devoney	E.
Rafferty	Jill	A.
Ragland	Jorie	L.
Smith	Emily	C.
Ward	Rebecca	A.
Williams	Tyler	D.
Willis	Kristy	L.

1-Year Contracts

Agner, Kylee N.
Aumiller, Corey D.
Bagnoli, Katherine M.
Bates, Kristen L.
Beal, Amy M.
Beggrow, Anthony D.
Binkley, Chris A.
Blackford, Kendall A.
Brooks, Lauren M.
Callahan, Nicole E.
Capps, Alyssa L.
Cox, Ishbah
Cromleigh, Thomas P.
Dauner, Lindsey R.
Dobosh, Andrew J.
Dunn, Mary Ann
Duy, Katie E.
Emery, Erin E.
Foraker, Renee M.
Frazier, James M.
Frim, Taylor E.
Fuller, Kristopher M.
Gregory, Kimberly M.
Griffin, Candun M.
Grubb, Zachary R.
Hale, Courtney R.
Hamilton, Molly K.
Helmlinger, Tricia J.
Higgins, Kyle
Hoffer, Renee A.
Houseworth, Jenna R.
Hutch, Lisa M.
Jones, Layne J.
Kelly, Catherine B.
Lambert, Monica M.
Lee, Karen E.
Lloyd, Benjamin S.
Martin, Joshua C.
Mays, Tara N.
Michael Zachary A
Minardi, Peter G.
Moseley, Alyssa C.
Norcia, Michelle C.
Parson, Michelle Y.
Perry, Katina M.
Petz, Stacey A.
Pierce, Shanda R.
Reing, Katherine B.
Rice, Kelley C.
Rietschlin, Angela C.
Rogers, Molly C.
Romano, Amy J.
Romanoff, Loran A.
Ross, Madison E.
Rumph, Sara E.
Sabharwal, Jacqueline J.
Savinell, James K.
Schroeder, Wesley D.
Snider, Margret J.

Spinosi, Rebecca J.
Starr, Katy A.
Staskiewicz, Caitlin R.
Stern, Brooke R.
Stevens, Kristopher C.
Stevens, Lacey A.
Stringer, Elizabeth A.
Sweigard, Shaun C.
Swerness, Erin M.
Talbert, Christopher D.
Tallarico, Katelyn E.
Teller, Albert A.
ten Brink, Michael O.
Thompson, Brett A.
Thorp, Rachel A.
Underwood, Grace M.
Vogel, Jason M.
Wagner, Ashlee M.
Wagner, Stuart A.
Walden, Brock D.
Webber, Michael S.
Weitthoff, Travis J.
Wiley, Hanna M.
Wolfer, Heidi A.
Wozniak, Lauren R.
Youmans, Rachael E.

1-Year Post-Retirement Contracts

Andrews, Susan B.
d'Amato, Dora E.
Dunn, Mary Ann
Fritch, Bruce A.
Kent, Loretta G.
Rathje, David A.
Starr, Sharon G.
Waterwash, Ronald G.

2-Year Contracts

Alexander, Dominique C.
Almanson, Joshua D.
Arie, Diana C.
Arnold, Wandah J.
Axelrod, Samantha M.
Bachmann, Andrew B.
Birri, Samantha R.
Blakeley, Alison R.
Boerner, Erica C.
Buckley, Tifanie L.
Burga, Brittany M.
Button, Michele E.
Chambers, Marci E.
Coen, Cris J.
Cunningham, Maryann R.
Dobney, Rachel M.
Doyle Jr., Michael P.
Dutrow, Christine B.
Dyer, Karey I.
Ellis, Laura A.
Ensign, Daniel P.

Evans, Stephanie R.
Fink, Melissa J.
Ford, Ryan M.
Foster, Meaghan M.
Frencho, Angela E.
Gray, Shawn A.
Griffin, Shannon M.
Haege, Katrin Y.
Hartenstein, Stuart J.
Harvey, Annaliese G.
Hayes, Alannah C.
Haynes, Sarah S.
Hendrickson, Krista D.
Hickey, Keeley A.
Hickman, Taylor K.
Hilkert, Addison R.
Holly, Kelly R.
Howard, Robin L.
Hoyt, Kimberly M.
Jarrett, Stephanie A.
Jehnzen, Jennifer A.
Johansen, Danielle C.
Jones, Kaylee A.
Karam, Melissa
Kirk, Casie R.
Kurtek, Katrina D.
Lampp, Sarah S.
Langel, Laura A.
Lee, Susan E.
Lewis, Makenna R.
Lewis Sr., Stephen M.
Little, Tyler D.
Losh, David H.
Lozier, Jodi L.
Luchene, Megan J.
Maloney, Kathleen E.
Marlow, Kelsey A.
McCord, Gavin J.
McGrew, Jill A.
McKay, Margaret J.
McKendrick, Jason M.
McKnight, Selena N.
Mellen, Justin M.
Menary, Kelly R.
Moder, Angela J.
Mullinax, Cari A.
Nemergut, Kelly A.
Nickolai, Morgan M.
Nieto, Whitney L.
Oldaker, Kelly J.
Otten, Erin L.
Palmer, Christine E.
Petercsak, Emily B.
Podnar, Jenna L.
Pomeroy, Christi L.
Rager, Sarah A.
Reeder, Kristin M.
Reeder, Taita M.
Regoli, Angela E.
Reid, Hannah C.

Risaliti, Laura K.
Sachs, Erica N.
Sauder, Theodore A.
Sauer, Lauren N.
Scheid, Melissa A.
Schupp, Lori A.
Selway, Jessica B.
Serra, Elisa P.
Shoaf, Shane A.
Shuman, Molly M.
Sieve, Taylor M.
Sigley, Kelliea S.
Sparks, Ryan D.
Sribanditmongkol, Verathai
Strong, Grant L.
Stuller, Kathleen A.
Stumpf, Renae L.
Swetnam, Laura J.
Thompson, Paul J.
Tressler, Scott C.
Tuttle, William G.
Vu, Peter D.
Walker, Megan J.
Walters, Adam R.
Webb, Timothy M.
White, Jessica T.
White, Nicole M.
Wood, Danielle M.
Woolard, Christina A.

3-Year Contracts

Amborski, Michael D.
Beals, Carrie S.
Beckstedt, Lana A.
Benham, Karri A.
Bindel, Amanda R.
Bird, Courtney R.
Boehm, Tara D.
Bowman, Bethany A.
Breckner, Margaret M.
Budic, Erin E.
Burns, Sunara
Burson, Theodore D.
Butler, Sarah E.
Callaghan, Philip D.
Cervi, Tammera S.
Chirpas, Gina M.
Chisek, Amy F.
Conard, Karen L.
Corwin, Natasha B.
Cunningham, Bethany M.
Deck, Ashley J.
DiMarco, Kristin N.
Dishno, Lisa A.
Dotson, Alexandra L.
Ducat, Kristy L.
Durbin, Jamie R.
Edwards, Rhainy N.
Effler, Julie N.
Evancho, Stephen T.

Febus, Lisa K.
Findley, Kyle R.
Foster, Kimberly A.
Frazer, Brandi L.
Frobose, Kyle E.
George, Anesia W.
Glover, Shayla S.
Gossett, Gretchen R.
Hale, Jason R.
Hansen, Amanda N.
Harden, Cindy A.
Harden, Dana A.
Harey, Rebecca T.
Hastings, Kate W.
Hedrick, Jennifer E.
Heiman, Deborah K.
Hess-Klein, Jennifer L.
Hill, Rebekah A.
Ho, Luong C.
Hoffman, Anna L.
Holibaugh, Dianne M.
Holoweiko, Chelsie D.
Holt, Joshua S.
Hoover, Alissa A.
Huffman, Stephanie L.
Hughes, Melissa A.
Huskey, Susan E.
Johnson, Erin A.
Johnson, Erin M.
Jones, Christy B.
Jones, Judith H.
Jones, Robert W.
King, Michelle E.
Kocher, Bethany L.
Krieger, Mark A.
Kriss, Emily L.
Lawson, Melissa M.
Leonard, William J.
Lindow, Brian C.
Liu, Kelsey H.
Long, Corey J.
Lower, Jennifer D.
Manarolla, Angela M.
McCalla, Kelly A.
McLoughlin, Laura S.
McNamara, Ryan P.
Merz, Jamie L.
Middleton, Lisa A.
Millsbaugh, Kelly A.
Miner, Marah C.
Mitchell, Shannon M.
Mohr, Drew K.
Moore, Christopher C.
Munhall, Elizabeth A.
Murphy, Spencer M.
Nation, Genni R.
Norris, Jane S.
Otero, Edlyn R.
Overbeck, Christa W.
Page, Jessica M.

Patton, Monica L.
Perry, Jaimie L.
Peterson, Kelli M.
Peterson, Zachary T.
Pickett, Jenna M.
Pierce, Tyler J.
Purlee, Jenna K.
Ramey, Kaylee A.
Rehklau, Mark W.
Ricard, Michelle C.
Rindler, Cara R.
Riva, Monica A.
Roberts, Meghan B.
Rogers, Lindsey L.
Rogers, Lorrin K.
Ross, Carrie E.
Saraullo, Shelley M.
Savage, Adam M.
Scheibeck, Valerie L.
Schnerer, Jonathan D.
Schreiber, Adam C.
Schubert, Kyleigh E.
Seiffert, Paula L.
Sexton, Rene C.
Sidel, Eric M.
Sievert Wagner, Amy L.
Slone, Walter D.
Slusser, Ann K.
Smith, Amy C.
Snyder, Kirstie A.
Solis, Mark L.
Soroka, Kiley L.
Sprang, Jennifer A.
Stevenson, Amy S.
Stolpe, Lesia A.
Tanner, Emily Thompson
Telesz, Angela M.
Theodore, Paulette R.
Tierney, Jesse L.
Tressel, Mark D.
Tripp, Emily J.
Tullis, Jenna L.
Tweedy, Rachel K.
Underman, Abby M.
Vallier, Brittany A.
Veon, Lisa M.
Vitale, Gina A.
Waggle, Jay W.
Walters, Cynthia E.
Ward, Stephanie A.
Williams, Vicki R.
Zahran, Alessandra H.
Zercher, Amanda G.
Zornes, Barbara J.

Continuing Contracts

Barnes, Megan A.
Boden, Martin E.
Brenning, Jennifer L.
Chittock, Fred J.

Cornett, James J.
Davis, Jayme M.
Echelberry, Alison L.
Flory, Joshua A.
Glew, Trevor C.
Hardymon, Philip G.
Hausman, Lauren A.
Hosste, Kelly K.
Imbrogno, Dawn P.
Jeffrey, Troy A.
Jones, Brieanne N.
Jones, Kathryn A.
Karr, Sarah R.
Kent, Anissa M.
Kindberg, Briana T.
Lee, Susan L.
McClaskey, Diane E.
Miley, Edward L.
Morgan, Heather L.
Mylander, Zachary C.
Neishloss, Amy M.
Ralph, Ashlee M.
Rubesich, Nikolas R.
Saiben, Lisa N.
Sarnovsky, Jennifer S.
Schuler, Abbey L.
Sharrock, Andrea M.
Sisko, Bobbie M.
Smith, Abigail M.
Strohl, Susan M.
Thiele, Andrew E.
Thomas, Mikela R.
Weaver, Michael M.
Witherow, Ann M.

CERTIFIED EXTENDED SERVICE CONTRACT DAYS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2016

Employee Name	Position / Area	Location	Contract Days	Contract Salary
Wells, Eric B.	DECA/Marketing	OHS	2	\$ 688.28
Thompson, Britany R.	DECA/Marketing	OLHS	2	\$ 646.93
Shanahan, Chrystal L.	DECA/Marketing	OOHS	2	\$ 791.65
Glew, Trevor C.	Guidance	OA	15	\$ 5,189.27
Wozniak, Lauren R.	Guidance	OHS	15	\$ 3,766.46
Hamilton, Whitney C.	Guidance	OHS	15	\$ 5,373.08
McKnight, Selena N.	Guidance	OHS	15	\$ 5,162.11
Naveau, Michael P.	Guidance	OHS	15	\$ 8,284.30
Roberts, Meghan B.	Guidance	OHS	15	\$ 5,056.54
McGrew, Jill A.	Guidance	OLHS	15	\$ 3,921.49
Purlee, Jenna K.	Guidance	OLHS	15	\$ 6,431.43
Rafey, Angela M.	Guidance	OLHS	15	\$ 7,192.38
Sisko, Bobbie M.	Guidance	OLHS	15	\$ 5,480.19
Vallier, Brittany A.	Guidance	OLHS	15	\$ 4,851.97
Waterwash, Ron G.	Guidance	OLHS	15	\$ 4,840.78
Baumgartner, Matthew J.	Guidance	OOHS	15	\$ 4,541.84
Carder, Laura E.	Guidance	OOHS	15	\$ 5,937.41
Gunther, Stephen P.	Guidance	OOHS	15	\$ 6,241.22
Harry, Debra D.	Guidance	OOHS	15	\$ 6,480.97
Otten, Pamela L.	Guidance	OOHS	15	\$ 8,284.30
Smith, Abigail M.	Guidance	OBMS	12	\$ 4,425.08
Yochum, Dana L.	Guidance	OBMS	12	\$ 5,606.59
Davis, Latoya D.	Guidance	OHMS	12	\$ 5,449.56
Fritch, Bruce A.	Guidance	OHMS	12	\$ 4,384.15
Durell, Jason D.	Guidance	OLMS	12	\$ 5,449.56
Washington, Holly L.	Guidance	OLMS	12	\$ 6,210.49
Davis, Jayme M.	Guidance	OOMS	12	\$ 5,297.32
D'Errico, Nick D.	Guidance	OOMS	12	\$ 5,963.68
Decaminada, Gina M.	Guidance	OSMS	12	\$ 5,601.73
Magill, Jacqueline E.	Guidance	OSMS	12	\$ 3,927.63
Palmer, Christine E.	Guidance	OSMS	12	\$ 4,551.70
Maxey, Elizabeth A.	Guidance	ACES	6	\$ 2,149.23
Bucco, Katie E.	Guidance	AES	6	\$ 2,002.80
Strayer, Kathleen C.	Guidance	CES	6	\$ 2,437.01
Fry, Cassandra S.	Guidance	FTES	6	\$ 1,940.79
Bickley, James H.	Guidance	GOES	6	\$ 3,313.72
Malone, Krista M.	Guidance	HES	6	\$ 1,630.64
Litzenberg, Kristi, S.	Guidance	ISES	6	\$ 3,105.24
Arie, Diana C.	Guidance	JCES	6	\$ 1,692.68
Byerly, Heather S.	Guidance	LTES	6	\$ 2,437.01
Griffin, Candun M.	Guidance	OCES	6	\$ 2,496.49
Sipes, Kimberly J.	Guidance	OMES	6	\$ 3,181.33
Otero, Edlyn R.	Guidance	SRES	6	\$ 2,402.46
Faber, Lisa M.	Guidance	TRES	6	\$ 3,216.52
Hall, Amanda C.	Guidance	WCES	3	\$ 757.29
Perry, Jaimie L.	Guidance	WCES	3	\$ 547.22
Gutierrez, Jamie M.	Guidance	WRES	6	\$ 2,312.95
Harrison, Kaelin E.	Library/Media	OHS	4	\$ 1,376.56
Poindexter, Leeann M.	Library/Media	OLHS	4	\$ 1,505.73
Starcher, Robyn D.	Library/Media	OOHS	4	\$ 2,019.44
Chan, Melissa B.	Library/Media	OBMS	4	\$ 1,715.05
Waltz, Elizabeth L.	Library/Media	OHMS	4	\$ 2,144.35

CERTIFIED EXTENDED SERVICE CONTRACT DAYS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2016

Employee Name	Position / Area	Location	Contract Days	Contract Salary
Starr, Sharon G.	Library/Media	OLMS	4	\$ 963.03
Silwani, Kelly R.	Library/Media	OOMS	4	\$ 1,559.44
Moffett, Pamela J.	Library/Media	OSMS	4	\$ 1,691.18
Nickolai, Morgan M.	Library/Media	ACES	6	\$ 2,075.71
Dangel, Betty A.	Library/Media	AES	6	\$ 2,437.01
Chisek, Amy F.	Library/Media	CES	6	\$ 2,250.91
Moore, Angela J.	Library/Media	FTES	6	\$ 2,704.05
Hetterscheidt, Susan R.	Library/Media	GOES	6	\$ 2,437.01
Jones, Christy B.	Library/Media	ISES	6	\$ 3,216.52
Acox, Nicole D.	Library/Media	JCES	6	\$ 2,782.31
Adelsberger, Bridget D.	Library/Media	LTES	6	\$ 2,420.37
Sattler, Michelle R.	Library/Media	OCES	6	\$ 2,772.71
Dennison, Julie M.	Library/Media	OMES	6	\$ 2,215.10
Olson, Peggy A.	Library/Media	SRES	6	\$ 2,465.77
Savage, Heather M.	Library/Media	TRES	6	\$ 2,425.49
Laughbaum, Laura J.	Library/Media	WCES	6	\$ 2,149.23
Bussard, Kara L.	Library/Media	WRES	6	\$ 3,313.72

**CERTIFIED POSITIONS PAID THROUGH MEMORANDUM BILLING
2016-17 School Year**

Recommended for Board of Education Approval on May 18, 2017

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
Extended School Year Services - Pupil Services						
Arganbright	Dawn	M.	Instructor, OOHS	12.00	\$ 25.00	\$ 300.00
Beabout	Bree	L.	Instructor, GOES	45.00	\$ 25.00	\$ 1,125.00
Blackford	Kendall	A.	Instructor, WCES	30.00	\$ 25.00	\$ 750.00
Boone	Catherine	E.	Instructor, OHMS	22.00	\$ 25.00	\$ 550.00
Buckerfield	Abby	M.	Instructor, OLMS	14.00	\$ 25.00	\$ 350.00
Castiglione	Donna	M.	Associate Level Instructor, OOMS	100.00	\$ 45.00	\$ 4,500.00
Chimbidis	Jennifer	A.	Instructor, WCES	20.00	\$ 25.00	\$ 500.00
Clark	Tiffany	R.	Instructor, OCES	75.00	\$ 25.00	\$ 1,875.00
Cunningham	Maryann	R.	Instructor, JCES	42.00	\$ 25.00	\$ 1,050.00
Dariano	Lauren	A.	Associate Level Instructor, ACES	9.00	\$ 45.00	\$ 405.00
Ford	Ryan	M.	Instructor, ACES	12.00	\$ 25.00	\$ 300.00
Ford	Ryan	M.	Associate Level Instructor, ACES	7.00	\$ 45.00	\$ 315.00
Fratianne	Laura	K.	Instructor, TRES	43.00	\$ 25.00	\$ 1,075.00
Frim	Taylor	E.	Instructor, FTES	22.00	\$ 25.00	\$ 550.00
Gibson	Sara	E.	Wilson Level I Instructor, OMES	32.00	\$ 40.00	\$ 1,280.00
Gossett	Gretchen	R.	Instructor, OMES	10.00	\$ 25.00	\$ 250.00
Hall	Rebecca	E.	Associate Level Instructor, FTES	20.00	\$ 45.00	\$ 900.00
Halls	Allyson	L.	Instructor, OLHS	21.00	\$ 25.00	\$ 525.00
Harden	Dana	A.	Associate Level Instructor, TRES	18.00	\$ 45.00	\$ 810.00
Harrington	Jill	R.	Associate Level Instructor, ACES	44.00	\$ 45.00	\$ 1,980.00
Henry	Amanda	K.	Instructor, OMES	21.00	\$ 25.00	\$ 525.00
Karam	Melissa		Instructor, WRES	12.00	\$ 25.00	\$ 300.00
Kirk	Ezra	P.	Orton-Gillingham Instructor, OHS	34.00	\$ 35.00	\$ 1,190.00
Lee	Karen	E.	Instructor, OHS	5.00	\$ 25.00	\$ 125.00
Lee	Karen	E.	Associate Level Instructor, OHS	40.00	\$ 45.00	\$ 1,800.00
Litvin-Kigaraba	Sarah	M.	Associate Level Instructor, OHMS	12.00	\$ 45.00	\$ 540.00
Maloney	Kathleen	E.	Instructor, JCES	20.00	\$ 25.00	\$ 500.00
Mauk	Whitney	E.	Instructor, CES	56.00	\$ 25.00	\$ 1,400.00
McGuinness	Jennifer	L.	Instructor, OOMS	9.00	\$ 25.00	\$ 225.00
Muntean	Nicole	V.	Instructor, OHMS	7.00	\$ 25.00	\$ 175.00
Olenick	Jannette	L.	Instructor, FTES	11.00	\$ 25.00	\$ 275.00
Petercsak	Emily	B.	Instructor, ISES	8.00	\$ 25.00	\$ 200.00
Polhemus	Eric	J.	Instructor, OHMS	22.00	\$ 25.00	\$ 550.00
Reep	Shannon	J.	Instructor, OHMS	80.00	\$ 25.00	\$ 2,000.00
Riva	Monica	A.	Instructor, ACES	10.00	\$ 25.00	\$ 250.00
Riva	Monica	A.	Associate Level Instructor, ACES	5.00	\$ 45.00	\$ 225.00
Robbertz	Holly	E.	Fellow in Training Instructor, OOHS	12.00	\$ 60.00	\$ 720.00
Sansbury	Christopher	M.	Instructor, OOMS	6.00	\$ 25.00	\$ 150.00
Sarnovsky	Jennifer	S.	Instructor, OMES	22.00	\$ 25.00	\$ 550.00
Simmons	Jennifer	S.	Instructor, OMES	18.00	\$ 25.00	\$ 450.00
Smith	Amy	C.	Instructor, LTES	18.00	\$ 25.00	\$ 450.00
Spinosi	Rebecca	J.	Instructor, JCES	18.00	\$ 25.00	\$ 450.00
St. Germain	Jennifer	L.	Instructor, AES	13.00	\$ 25.00	\$ 325.00
Szakacs-Sigler	Frances	L.	Instructor, OMES	15.00	\$ 25.00	\$ 375.00
Tallarico	Katelyn	E.	Instructor, LTES	19.00	\$ 25.00	\$ 475.00
Wilson	Lauren	E.	Instructor, FTES	8.00	\$ 25.00	\$ 200.00
Home Instruction						
Dobosh	Andrew	J.	Instructor, OOHS	18.00	\$ 25.00	\$ 450.00
Vogel	Angela	R.	Instructor, FTES	100.00	\$ 25.00	\$ 2,500.00
SEE '17 Grade 3 Summer Reading Camp						
Clark	Tiffany	R.	Instructor, OCES	0.00	\$ -	\$ 2,400.00

**CERTIFIED POSITIONS PAID THROUGH MEMORANDUM BILLING
2016-17 School Year**

Recommended for Board of Education Approval on May 18, 2017

Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
Lee	Susan	L.	Instructor, WRES	0.00	\$ -	\$ 2,400.00
Schumacher	Andrea	N.	Instructor, JCES	0.00	\$ -	\$ 2,400.00
Vasila	Brittni	E.	Instructor, OMES	0.00	\$ -	\$ 2,400.00
Wyss	Ashley	J.	Instructor, ISES	0.00	\$ -	\$ 2,400.00
SEE '17 Grade 3 Summer Reading Intervention						
Clark	Tiffany	R.	Instructor, OCES	0.00	\$ -	\$ 1,200.00
Lee	Susan	L.	Instructor, WRES	0.00	\$ -	\$ 1,200.00
Vasila	Brittni	E.	Instructor, OMES	0.00	\$ -	\$ 1,200.00
Wyss	Ashley	J.	Instructor, ISES	0.00	\$ -	\$ 1,200.00
Summer Intervention Academy						
Beabout	Bree	L.	Instructor, GOES	0.00	\$ -	\$ 2,400.00
Biddle	Emily	N.	Instructor, WRES	0.00	\$ -	\$ 1,200.00
Cervi	Tammera	S.	Instructor, HES	0.00	\$ -	\$ 1,200.00
Counts	Daniel	G.	Instructor, OLHS	0.00	\$ -	\$ 2,400.00
Cunningham	Maryann	R.	Instructor, JCES	0.00	\$ -	\$ 1,200.00
Dauner	Lindsey	R.	Instructor, OCES	0.00	\$ -	\$ 1,200.00
Evans	Stephanie	R.	Instructor, OOMS	0.00	\$ -	\$ 2,400.00
Fitzgerald	Colleen	A.	Instructor, OLMS	0.00	\$ -	\$ 2,400.00
Funk	Lauren	A.	Instructor, TRES	0.00	\$ -	\$ 1,200.00
Gallmeyer	Kelly	N.	Instructor, OHS	0.00	\$ -	\$ 2,400.00
Goody	Kaitlin	R.	Instructor, GOES	0.00	\$ -	\$ 1,200.00
Kendall	Jill	D.	Instructor, AES	0.00	\$ -	\$ 1,200.00
Maloney	Kathleen	E.	Instructor, JCES	0.00	\$ -	\$ 2,400.00
Munhall	Elizabeth	A.	Instructor, OHMS	0.00	\$ -	\$ 1,200.00
Ross	Alysse	M.	Instructor, OLMS	0.00	\$ -	\$ 2,400.00
Ross	Madison	E.	Instructor, OLMS	0.00	\$ -	\$ 1,200.00
Simmons	Jennifer	S.	Instructor, OMES	0.00	\$ -	\$ 2,400.00
Walden	Brock	D.	Instructor, OHS	0.00	\$ -	\$ 2,400.00
Summer School Academy						
Boden	Martin	E.	Instructor, College Prep English 9	0.00	\$ -	\$ 2,662.00
Boden	Martin	E.	Instructor, College Prep English 10	0.00	\$ -	\$ 2,662.00
Cable	Kelly	A.	Instructor, College Prep English 11	0.00	\$ -	\$ 2,662.00
Frye	Ginger	D.	Instructor, Physical Education	0.00	\$ -	\$ 5,324.00
McCleary	Amanda	S.	Instructor, College Prep English 12	0.00	\$ -	\$ 7,986.00
Mickens	Shawn	J.	Instructor, Physical Education	0.00	\$ -	\$ 2,662.00
Teachers Teaching Teachers - Think Tank Conference (May 31, 2017 and/or June 1, 2017)						
Cabral Hever	Jennifer	A.	Instructor, OOMS	0.00	\$ -	\$ 100.00

SUPPLEMENTAL CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Building Leadership Teams						
Building Leadership Team	ACES	Buckner, Amber S.	7	4	\$ 2,760.00	All Year
Building Leadership Team	ACES	Huskey, Susan E.	7	10	\$ 3,943.00	All Year
Building Leadership Team	ACES	Kletrovetz, Cheryl A.	7	0	\$ 1,972.00	All Year
Building Leadership Team	ACES	Nickolai, Morgan M.	7	0	\$ 1,972.00	All Year
Building Leadership Team	ACES	Scaltreto, Erin D.	7	2	\$ 2,366.00	All Year
Instructional Technology Department Chair	ACES	LeGros, Jacob J.	7	4	\$ 2,760.00	All Year
Building Leadership Team	AES	Boone, Erica L.	7	2	\$ 2,366.00	All Year
Building Leadership Team	AES	Dodson, Jennifer N.	7	2	\$ 2,366.00	All Year
Building Leadership Team	AES	Pulfer, Michelle L.	7	4	\$ 2,760.00	All Year
Building Leadership Team	AES	Shondell, Bethany A.	7	6	\$ 3,155.00	All Year
Building Leadership Team	AES	Walsh, Cara V.	7	6	\$ 3,155.00	All Year
Instructional Technology Department Chair	AES	Oldaker, Kelly J.	1/2 of 7	0	\$ 986.00	All Year
Instructional Technology Department Chair	AES	Wagner, Ashlee M.	1/2 of 7	0	\$ 986.00	All Year
Building Leadership Team	CES	Casto, Katherine J.	7	3	\$ 2,563.00	All Year
Building Leadership Team	CES	Doak, Amy M.	7	0	\$ 1,972.00	All Year
Building Leadership Team	CES	Hausman, Lauren A.	7	6	\$ 3,155.00	All Year
Building Leadership Team	CES	Strayer, Kathleen C.	7	4	\$ 2,760.00	All Year
Building Leadership Team	CES	Taglione, Regina K.	7	6	\$ 3,155.00	All Year
Instructional Technology Department Chair	CES	Miracle, Aileen N.	7	6	\$ 3,155.00	All Year
Building Leadership Team	FTES	Bass, Franchesca E.	7	6	\$ 3,155.00	All Year
Building Leadership Team	FTES	Bova, Amy J.	7	0	\$ 1,972.00	All Year
Building Leadership Team	FTES	Gillman, Desiree L.	7	4	\$ 2,760.00	All Year
Building Leadership Team	FTES	Raiff, Catherine A.	7	6	\$ 3,155.00	All Year
Building Leadership Team	FTES	Vogel, Angela R.	7	6	\$ 3,155.00	All Year
Instructional Technology Department Chair	FTES	Laughlin, Donna M.	7	10	\$ 3,943.00	All Year
Building Leadership Team	GOES	Beals, Carrie S.	7	2	\$ 2,366.00	All Year
Building Leadership Team	GOES	Johansen, Danielle C.	7	5	\$ 2,958.00	All Year
Building Leadership Team	GOES	King, Michelle E.	7	2	\$ 2,366.00	All Year
Building Leadership Team	GOES	Lucas, Kara N.	7	0	\$ 1,972.00	All Year
Building Leadership Team	GOES	Miner, Marah C.	7	1	\$ 2,169.00	All Year
Instructional Technology Department Chair	GOES	Telesz, Angela M.	7	1	\$ 2,169.00	All Year
Building Leadership Team	HES	Griffin, Shannon M.	7	1	\$ 2,169.00	All Year
Building Leadership Team	HES	Halsey, Amy J.	7	2	\$ 2,366.00	All Year
Building Leadership Team	HES	Livelsberger, Jessica M.	7	4	\$ 2,760.00	All Year
Building Leadership Team	HES	Murdock, Karrie J.	7	10	\$ 3,943.00	All Year
Building Leadership Team	HES	Trajkov, Natalia M.	7	3	\$ 2,563.00	All Year
Instructional Technology Department Chair	HES	Reing, Katherine B.	7	0	\$ 1,972.00	All Year
Building Leadership Team	ISES	Barboza, Carolyn M.	7	1	\$ 2,169.00	All Year
Building Leadership Team	ISES	Brown, Amanda J.	7	2	\$ 2,366.00	All Year
Building Leadership Team	ISES	Greisberger, Lauren L.	1/2 of 7	6	\$ 1,577.50	All Year
Building Leadership Team	ISES	Hoover, Alissa A.	7	5	\$ 2,958.00	All Year
Building Leadership Team	ISES	Jones, Kathleen E.	1/2 of 7	0	\$ 986.00	All Year
Building Leadership Team	ISES	Maurer, Whitney D.	1/2 of 7	2	\$ 1,183.00	All Year
Building Leadership Team	ISES	Shough, Katheryn P.	1/2 of 7	3	\$ 1,281.50	All Year
Instructional Technology Department Chair	ISES	Jones, Christy B.	7	5	\$ 2,958.00	All Year
Building Leadership Team	JCES	Baker, Emily F.	7	6	\$ 3,155.00	All Year
Building Leadership Team	JCES	Deacon, Susan A.	7	9	\$ 3,746.00	All Year
Building Leadership Team	JCES	Nietfeld, Amy L.	7	1	\$ 2,169.00	All Year
Building Leadership Team	JCES	Sparks, Michele C.	7	1	\$ 2,169.00	All Year
Building Leadership Team	JCES	Winand, Karen S.	7	10	\$ 3,943.00	All Year

SUPPLEMENTAL CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Instructional Technology Department Chair	JCES	Rodriguez, Tammy E.	7	4	\$ 2,760.00	All Year
Building Leadership Team	LTES	Adelsberger, Bridget D.	1/2 of 7	2	\$ 1,183.00	All Year
Building Leadership Team	LTES	Budic, Erin E.	1/2 of 7	1	\$ 1,084.50	All Year
Building Leadership Team	LTES	Hilsher, Aimee M.	1/2 of 7	4	\$ 1,380.00	All Year
Building Leadership Team	LTES	Hunsicker, Carrie D.	7	2	\$ 2,366.00	All Year
Building Leadership Team	LTES	Juravich, Jonathan D.	7	5	\$ 2,958.00	All Year
Building Leadership Team	LTES	Skinner, Mindy J.	1/2 of 7	0	\$ 986.00	All Year
Building Leadership Team	LTES	Smith, Amy C.	1/2 of 7	10	\$ 1,971.50	All Year
Building Leadership Team	LTES	Smith, Lindsay E.	1/2 of 7	8	\$ 1,774.50	All Year
Instructional Technology Department Chair	LTES	Vedder, Kimberlee A.	7	2	\$ 2,366.00	All Year
Building Leadership Team	OCES	Adair, Elizabeth J.	7	10	\$ 3,943.00	All Year
Building Leadership Team	OCES	Bice, Emily J.	7	6	\$ 3,155.00	All Year
Building Leadership Team	OCES	Jacobsen, Roy D.	7	10	\$ 3,943.00	All Year
Building Leadership Team	OCES	Sekula, Natalie A.	7	2	\$ 2,366.00	All Year
Building Leadership Team	OCES	Sherman, Kevin M.	7	8	\$ 3,549.00	All Year
Instructional Technology Department Chair	OCES	Thompson, Ramona L.	7	2	\$ 2,366.00	All Year
Building Leadership Team	OMES	Cannon, Kimberly A.	7	0	\$ 1,972.00	All Year
Building Leadership Team	OMES	Dunham, Hilary A.	7	8	\$ 3,549.00	All Year
Building Leadership Team	OMES	Parker, Elizabeth A.	7	0	\$ 1,972.00	All Year
Building Leadership Team	OMES	Rindler, Cara R.	7	6	\$ 3,155.00	All Year
Building Leadership Team	OMES	Wypasek, Lynn E.	7	3	\$ 2,563.00	All Year
Instructional Technology Department Chair	OMES	Pulfer, Kevin W.	7	8	\$ 3,549.00	All Year
Building Leadership Team	WRES	Bussard, Kara L.	7	6	\$ 3,155.00	All Year
Building Leadership Team	WRES	Mathews, Emily M.	7	2	\$ 2,366.00	All Year
Building Leadership Team	WRES	Payne, Jill E.	7	2	\$ 2,366.00	All Year
Building Leadership Team	WRES	Scott, Tara L.	7	6	\$ 3,155.00	All Year
Building Leadership Team	WRES	Smith, Kathleen J.	7	9	\$ 3,746.00	All Year
Instructional Technology Department Chair	WRES	Mickens, Shawn J.	7	4	\$ 2,760.00	All Year
Building Department Chairs						
Language Arts	OBMS	Nagel, Morgan A.	7	5	\$ 2,958.00	All Year
Mathematics	OBMS	Holmberg, Monica L.	7	6	\$ 3,155.00	All Year
Science	OBMS	Callif, Holly M.	7	4	\$ 2,760.00	All Year
Social Studies	OBMS	Emrich, Justin D.	7	3	\$ 2,563.00	All Year
Special Education	OBMS	Palmer, Beth A.	7	6	\$ 3,155.00	All Year
Language Arts	OHMS	Brown, Julie C.	7	5	\$ 2,958.00	All Year
Mathematics	OHMS	Helline, Todd J.	7	5	\$ 2,958.00	All Year
Science	OHMS	Stried, Jessica N.	7	10	\$ 3,943.00	All Year
Social Studies	OHMS	Kern, Tami R.	7	5	\$ 2,958.00	All Year
Special Education	OHMS	Spencer, Hillary A.	7	10	\$ 3,943.00	All Year
Technology	OHMS	Meta, James R.	7	10	\$ 3,943.00	All Year
Language Arts	OLMS	Klein, Mary T.	7	1	\$ 2,169.00	All Year
Mathematics	OLMS	Nichols, Lisa M.	7	8	\$ 3,549.00	All Year
Science	OLMS	Racette, Margaret E.	7	5	\$ 2,958.00	All Year
Social Studies	OLMS	Chittock, Fred J.	7	10	\$ 3,943.00	All Year
Special Education	OLMS	Buckerfield, Abby M.	7	10	\$ 3,943.00	All Year
Technology	OLMS	Long, Cynthia M.	1/2 of 7	10	\$ 1,971.50	All Year
Technology	OLMS	Longley, Matthew W.	1/2 of 7	0	\$ 986.00	All Year
Language Arts	OOMS	Bragg, Jennifer R.	7	4	\$ 2,760.00	All Year
Mathematics	OOMS	Durbin, Jamie R.	7	8	\$ 3,549.00	All Year
Science	OOMS	Flory, Joshua A.	1/2 of 7	0	\$ 986.00	All Year
Science	OOMS	Syrocka, Kelly S.	1/2 of 7	4	\$ 1,380.00	All Year

SUPPLEMENTAL CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Social Studies	OOMS	Marconi, Kristin E.	7	5	\$ 2,958.00	All Year
Special Education	OOMS	McGuinness, Jennifer L.	7	8	\$ 3,549.00	All Year
Technology	OOMS	McClaskey, Diane E.	7	4	\$ 2,958.00	All Year
Language Arts	OSMS	Biggam, Valerie N.	1/2 of 7	2	\$ 1,183.00	All Year
Language Arts	OSMS	Nichols, Kimberly K.	1/2 of 7	0	\$ 986.00	All Year
Mathematics	OSMS	Snyder, Kirstie A.	7	1	\$ 2,169.00	All Year
Science	OSMS	Thomas, Jaimie A.	7	10	\$ 3,943.00	All Year
Social Studies	OSMS	Hanna, Eric O.	7	6	\$ 3,155.00	All Year
Special Education	OSMS	Moore, Rachael A.	7	2	\$ 2,366.00	All Year
Technology	OSMS	Luttrell, Thomas J.	7	3	\$ 2,563.00	All Year
Foreign Language	OHS	Thomson, Margaret O.	7	5	\$ 2,958.00	All Year
Guidance Counselor	OHS	Naveau, Michael P.	1/2 of 7	4	\$ 1,380.00	All Year
Guidance Counselor	OHS	Roberts, Meghan B.	1/2 of 7	2	\$ 1,183.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Lewis, Jennifer L.	1/3 of 7	3	\$ 854.33	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Shank, Linda S.	1/3 of 7	10	\$ 1,314.33	All Year
Health/Physical Education/ Business/Family/Consumer Science	OHS	Wells, Eric B.	1/3 of 7	3	\$ 854.33	All Year
Language Arts	OHS	Centa, Erin C.	1/2 of 7	0	\$ 986.00	All Year
Language Arts	OHS	Sweeney, Amanda M.	1/2 of 7	0	\$ 986.00	All Year
Mathematics	OHS	Humes, Elaine K.	7	10	\$ 3,943.00	All Year
Performing Arts	OHS	Beck, Michelle L.	1/2 of 7	5	\$ 1,479.00	All Year
Performing Arts	OHS	Brun, Ian J.	1/2 of 7	10	\$ 1,971.50	All Year
Science	OHS	Fairbanks, Nancy L.	7	5	\$ 2,958.00	All Year
Social Studies	OHS	Shaw, S. Tyler	7	3	\$ 2,563.00	All Year
Special Education	OHS	Wester, Jessica A.	1/2 of 7	2	\$ 1,183.00	All Year
Special Education	OHS	Woolard, Christina A.	1/2 of 7	1	\$ 1,084.50	All Year
Technology	OHS	Gammill, Adam W.	1/2 of 7	3	\$ 1,281.50	All Year
Technology	OHS	Gavula, Erin R.	1/2 of 7	3	\$ 1,281.50	All Year
Visual Arts/Industrial Technology	OHS	Harman, David M.	1/2 of 7	5	\$ 1,479.00	All Year
Visual Arts/Industrial Technology	OHS	Shawberry, Teresa A.	1/2 of 7	10	\$ 1,971.50	All Year
Foreign Language	OLHS	Baehr, Lisa E.	1/2 of 7	4	\$ 1,380.00	All Year
Foreign Language	OLHS	Fejko, Stephanie A.	1/2 of 7	4	\$ 1,380.00	All Year
Guidance Counselor	OLHS	Sisko, Bobbie M.	7	4	\$ 2,760.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OLHS	Underman, Abby M.	7	4	\$ 2,760.00	All Year
Language Arts	OLHS	Moore, Christopher C.	1/2 of 7	2	\$ 1,183.00	All Year
Language Arts	OLHS	Overbeck, Christa W.	1/2 of 7	2	\$ 1,183.00	All Year
Mathematics	OLHS	Ross, Kate E.	7	8	\$ 3,549.00	All Year
Performing Arts	OLHS	O'Neal, R. Douglas	7	10	\$ 3,943.00	All Year
Science	OLHS	Johnson, Erin M.	7	3	\$ 2,563.00	All Year
Social Studies	OLHS	Crandall, Linda S.	7	2	\$ 2,366.00	All Year
Special Education	OLHS	Kriss, Emily L.	7	5	\$ 2,958.00	All Year
Technology	OLHS	Hale, David G.	1/2 of 7	4	\$ 1,380.00	All Year
Technology	OLHS	Poindexter, Leeann M.	1/2 of 7	2	\$ 1,183.00	All Year
Visual Arts/Industrial Technology	OLHS	Heckelman, Nadene L.	7	4	\$ 2,760.00	All Year
Foreign Language	OOHS	Sink, Sonia L.	7	10	\$ 3,943.00	All Year
Guidance Counselor	OOHS	Otten, Pamela L.	7	6	\$ 3,155.00	All Year
Health/Physical Education/ Business/Family/Consumer Science	OOHS	Frye, Ginger D.	1/2 of 7	9	\$ 1,873.00	All Year

SUPPLEMENTAL CONTRACTS
2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Health/Physical Education/ Business/Family/Consumer Science	OOHS	Wade, Claudia A.	1/2 of 7	10	\$ 1,971.50	All Year
Language Arts	OOHS	Vescelius, Andrea L.	7	10	\$ 3,943.00	All Year
Mathematics	OOHS	Burcham, Joanna C.	7	10	\$ 3,943.00	All Year
Performing Arts	OOHS	Brooks, Cheryl E.	7	8	\$ 3,549.00	All Year
Science	OOHS	Timmons, Jessica P.	7	4	\$ 2,760.00	All Year
Social Studies	OOHS	Jordan, John R.	7	9	\$ 3,746.00	All Year
Special Education	OOHS	Brenning, Jennifer L.	1/2 of 7	0	\$ 986.00	All Year
Special Education	OOHS	Lower, Marcia S.	1/2 of 7	8	\$ 1,774.50	All Year
Technology	OOHS	Guse, Kevin R.	7	8	\$ 3,549.00	All Year
Visual Arts/Industrial Technology	OOHS	Forney, Stephanie J.	1/2 of 7	1	\$ 1,084.50	All Year
Visual Arts/Industrial Technology	OOHS	Schmidt, Rory J.	1/2 of 7	10	\$ 1,971.50	All Year
District Department Chairs						
Diversity (K-12)	CO	Cole, Heather L.	7	5	\$ 2,958.00	All Year
ELL (K-12)	District	Burggraf, Jennifer M.	7	1	\$ 2,169.00	All Year
Foreign Language (6-8)	OLMS	Mechling, Jennifer F.	1/2 of 7	5	\$ 1,479.00	All Year
Foreign Language (6-8)	OSMS	Ralph, Ashlee M.	1/2 of 7	10	\$ 1,971.50	All Year
Gifted (K-8)	OBMS	Dittman, Rebecca S.	7	7	\$ 3,352.00	All Year
Guidance (K-5)	CES	Strayer, Kathleen C.	7	4	\$ 2,760.00	All Year
Guidance (6-8)	OOMS	Davis, Jayme M.	7	0	\$ 1,972.00	All Year
Health/Physical Education (6-8)	OSMS	Witt, Katy A.	7	4	\$ 2,760.00	All Year
Media (K-12)	OBMS	Chan, Melissa B.	1/2 of 7	1	\$ 1,084.50	All Year
Media (K-12)	OOHS	Starcher, Robyn D.	1/2 of 7	1	\$ 1,084.50	All Year
Performing Arts (K-5)	CES	Miracle, Aileen N.	1/2 of 7	6	\$ 1,577.50	All Year
Performing Arts (K-5)	LTES	Walls, Lori M.	1/2 of 7	10	\$ 1,971.50	All Year
Performing Arts (6-8)	OBMS	Kelley, Jessica G.	7	4	\$ 2,760.00	All Year
Physical Education (K-5)	ISES	Gnagy, Greta K.	1/2 of 7	10	\$ 1,971.50	All Year
Physical Education (K-5)	ISES	Riebold, Kirsti J.	1/2 of 7	2	\$ 1,183.00	All Year
Special Education (K-5)	SRES	Davis, Molly K.	7	10	\$ 3,943.00	All Year
Special Education (K-5)	OSMS	Hall, Rebecca D.	7	9	\$ 3,746.00	All Year
Special Education (K-5)	JCES	Schumacher, Andrea N.	7	6	\$ 3,155.00	All Year
Visual Arts (K-5)	LTES	Juravich, Jonathan D.	1/2 of 7	5	\$ 1,479.00	All Year
Visual Arts (K-5)	WRES	Stake, Jan K.	1/2 of 7	10	\$ 1,971.50	All Year
Visual Arts (6-8)	OLMS	Kardas, Rebecca O.	1/2 of 7	10	\$ 1,971.50	All Year
Visual Arts (6-8)	OBMS	Lloyd, Kaitlyn N.	1/2 of 7	0	\$ 986.00	All Year
Diversity Liaisons						
Diversity Liaison	ACES	Nye, Mollie B.	7	4	\$ 2,760.00	All Year
Diversity Liaison	AES	Ailiff, Connie J.	1/2 of 7	4	\$ 1,380.00	All Year
Diversity Liaison	AES	Scialabba, Kristin A.	1/2 of 7	2	\$ 1,183.00	All Year
Diversity Liaison	CES	Waters, William E.	7	0	\$ 1,972.00	All Year
Diversity Liaison	FTES	Agranoff, Cheryl L.	7	4	\$ 2,760.00	All Year
Diversity Liaison	GOES	Beabout, Bree L.	7	1	\$ 2,169.00	All Year
Diversity Liaison	HES	Mickens, Shannon M.	7	2	\$ 2,366.00	All Year
Diversity Liaison	ISES	Rogers, Lindsey L.	7	1	\$ 2,169.00	All Year
Diversity Liaison	JCES	Conaway, Melanie L.	1/2 of 7	4	\$ 1,380.00	All Year
Diversity Liaison	JCES	Hyme, Krista L.	1/2 of 7	0	\$ 986.00	All Year
Diversity Liaison	LTES	Anderson, Angela M.	1/2 of 7	3	\$ 1,281.50	All Year
Diversity Liaison	LTES	Fisher, Christina M.	1/2 of 7	1	\$ 1,084.50	All Year
Diversity Liaison	OCES	Simpson, Laura G.	7	4	\$ 2,760.00	All Year
Diversity Liaison	OMES	Henry, Amanda K.	1/2 of 7	1	\$ 1,084.50	All Year
Diversity Liaison	OMES	Lewis, Amy M.	1/2 of 7	2	\$ 1,183.00	All Year

SUPPLEMENTAL CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Diversity Liaison	WRES	Gutierrez, Jamie M.	1/2 of 7	3	\$ 1,281.50	All Year
Diversity Liaison	WRES	Smith, Kathleen J.	1/2 of 7	0	\$ 986.00	All Year
Diversity Liaison	OBMS	Srivastava, Jenna M.	7	2	\$ 2,366.00	All Year
Diversity Liaison	OHMS	Kirsten, Megan E.	1/2 of 7	1	\$ 1,084.50	All Year
Diversity Liaison	OHMS	Waltz, Elizabeth L.	1/2 of 7	0	\$ 986.00	All Year
Diversity Liaison	OLMS	Tate, Elisabeth A.	7	4	\$ 2,760.00	All Year
Diversity Liaison	OOMS	Barkhurst, Brian M.	7	4	\$ 2,760.00	All Year
Diversity Liaison	OSMS	Foster, Kimberly A.	7	4	\$ 2,760.00	All Year
Diversity Liaison	OHS	McKnight, Selena N.	7	1	\$ 2,169.00	All Year
Diversity Liaison	OLHS	Heckman, Nance E.	7	2	\$ 2,366.00	All Year
Diversity Liaison	OOHS	Lewis Sr., Stephen	7	2	\$ 2,366.00	All Year

PUPIL ACTIVITY SUPERVISOR CONTRACTS

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Supplemental Area	Location	Coach / Advisor	Contract			
			Group	Step	Amount	Season
Cheerleading						
Head Cheerleading Coach	OLHS	Contini, Stefanie	5	0	\$ 2,760.00	Fall
Head Cheerleading Coach	OOHS	Closson, Vickie L.	5	0	\$ 2,760.00	Fall
Cross Country						
Boys Asst Cross Country Coach	OOHS	Edens, Joshua W.	5	0	\$ 2,760.00	Fall
Football						
Football - Volunteer	OLHS	Pecikonis, Nicholas J.	N/A	N/A	\$ -	Fall
Soccer						
Girls Head Soccer Coach	OHS	Devanny, Earl	2	10	\$ 6,704.00	Fall
Boys Head Soccer Coach	OLHS	D'Auteuil, Marc S.	2	10	\$ 6,704.00	Fall
Boys Head Soccer Coach	OOHS	Bayer, Jason E.	2	10	\$ 6,704.00	Fall
Girls Head Soccer Coach	OOHS	Lawrence, Timothy A.	2	10	\$ 6,704.00	Fall
Girls Asst Soccer Coach	OOHS	Goebel, Steven J.	4	10	\$ 5,126.00	Fall
Girls Asst Soccer Coach	OOHS	Sieradzki, Allie M.	4	1	\$ 3,352.00	Fall
Girls Asst Soccer Coach	OOHS	Smith, Chad E.	4	10	\$ 5,126.00	Fall

1 Year Contracts

AIDES

Gladman, Jill
Jackson, Tamekia
Meade, Katherine
Ramsier, Kristan
Walters, Christina

FOOD SERVICE

Gray, Mindy
Henson, Debra

SECRETARIES

Blackburn, Tracy
Peters-Ryan, Jennifer
Wegesin, Jessica

TECHNOLOGY

Donahue, Gavin

TRANSPORTATION

Seymour, Marsha J.

TREASURER

Robinson, Cindy

2 Year Contracts

AIDES

Allinger, Bonnie
Atanosian, Amanda
Bahnick, Kenneth
Batta, Karen
Bauknecht, Amy
Bennett, Carrie
Braaten, Alisa
Bull, Amy
Cawley, Cheryl
Corson, Amy
Dittman, Fred
Foley, Deanna
Geiger, Andrea RN
Gingrich, Deanna
Gough, Deborah
Gray, Scott
Grilliot, Olivia
Hall, Ellen
Henry, Gilbert
Juttner, Kim
Kelley, Alyssa
Kelley, Kelly
Knight, Angela
Koehrsen, Amy
Kontley, k Catherine
Lansdale, Heather
LeGross, Meredith
Lloyd, David

Lynch, Kevin
Medley, Mandy
Meihls, Ellen
Miller, Wendi
Moneypenny, Nina
O'Rourke, Aidan
Patton, Wendy
Phillips, Andrew
Pittroff, Catherine
Richards, Darrell
Sherman, Megan
Sullivan, Kristen
Tuma, Jennifer
Wang, Rene
Welsh, Sarah
Wentworth, Sarah
Williams, Kelly

CLERKS

Kellow, Pamela

FOOD SERVICE

Barnes, Leanne
Dray, Anne
Froehlich, Kathleen
Fuller, Myrona
Grathwol, Dawn
Grote, Theresa
Gunawan, Djulita
Harris, Ndaru
Higgins, Kristen
James, Juanita
Kwon, Haejin
Penka, Deborah
Pruett, Kerri
Shimp, Jill
Swisher, Jennifer
Wallace, Colleen
Wears, Janelda
Werling, Amy
Yarris, Mindy
Zimmer, Michelle

SECRETARIES

Miller, Jana
Phillips, Stacie A.

TECHNOLOGY

McMonagle, James
Tufts, LaMont
Zaye, Patrick

TRANSPORTATION

Postle, Andrew

TREASURER

Bober, Vicki

Continuing Contracts

AIDES

Adams, Tamara
Dahlke, Jamie L.
Donaldson, Constance
Franz, Kisha
Galloway, David W.
Garland, Brooklyn M.
Gatts, Denise
Hale, Carla
Jacobsen, Estrella
Kaiser, Laura
Kaiser, Michele
Randle, Christine
Row, Molly
Sauer, Melissa
Schirtzinger, Susan
Turon, Mary
Walker, Gary M.
Wendel, Heidi L.
Wiseman, Angela A.

CLERK

Sullivan, Lisa

FOOD SERVICE

Aguilar, Wendy
Baum, Laura
Bower, Kelly
Cook, Amy E
Cumbo, Cynthia
Gurtler, Renee J.
Henrickson, Susan
Holmes, Jennifer
Koenig, Kelly K.
Kokaska, Karen
Mattox, Jennifer
Miller, Tara L.
Pfeiffer, Theresa T
Reed, Sara E.
Sherman, Jodi L.
Taylor, Terri L.

SECRETARIES

Arnold, Sue Ellen
Hagan, Chrisi
Murdock, Leslie
Robertson, Rebecca J.
Scherman, Teresa L.

TECHNOLOGY

Roth, Christophier

June (for closing the 2016-17 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Office Aides	2 days
July and August (for opening the 2017-18 school year)		
Elementary Buildings	Office Aides	2 days
Middle School Buildings	Athletic/Guidance Aides	10 days

CLASSIFIED SUBSTITUTES

2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Abramowitz, Haley	Lucas, Julie A.
Allen, Amanda N.	Maddox, Grant T.
Anderson, Karen C.	Manchikanti, Lalitha
Anderson, Kory T.	Marshall, Melanie D.
Arena, Nicole	Matous, Diane M.
Armstrong, Mary J.	McDougal, Jodi A.
Bassler, Karrie L.	McGarvey, Irene V.
Beals, Kathleen	Merkel, Melissa
Beardsley, Amy	Metcalf, Alice J.
Bensen, Amy I.	Metcalf, Teresa L.
Bergamesca, Christopher D.	Michaelides, Jackie
Blair, Valerie R.	Midura, Steven L.
Bleedorn, Traci L.	Miller, Cheryl L.
Boccio, Ronald	Miller, Laura
Bodnar, Michelle M.	Milner, Emerson R.
Boetcher, Arika	Miner, Justin
Brant, Melissa M.	Minnear, David C.
Breault, Gil J.	Montgomery, Eugena L.
Brett, Rachel M.	Murray, Annette A.
Briggs, Tasha	Naguleswaran, Dhmayanthi
Bruck, Anna	Nershiser, Nathan
Bruck, Chester F.	Neuman, LeeAnn
Bruncak, Melissa M.	Nicol, Mason A.
Carrothers, Heather	Norfolk, Elizabeth A.
Chafin, Bobby J.	O'Reilly, Garrett, P.
Chambers, Gina M.	Osborne, Barbara L.
Choudhary, Priyanka	Palo, Andrew T.
Clifford, Mitchell J.	Patel, Rekha H.
Coffman, Joetta S.	Patel, Tejal H.
Cook, Holly A.	Patracuollo, Joseph N.
Copeland, Loretta J.	Polk, Rosanna C.
Coy, Jennifer A.	Pollitt-Gore, Jamie N.
Davis, James S.	Porter, Jennifer J.
Deep, Austin T.	Prather, Ande
Diehr, Kelley E.	Querry, Evan
Drosos, Katherine	Reynolds, Andrew L.
Dunnick, Katelyn S.	Reynolds, Steve W.
Durst, Monique R.	Richmond, Everece M.
Durst, Noah	Rittenhouse, Christine Z.
Durst, Samuel R.	Robinson, Wendy S.
Echenrode, Jill H.	Robison, Marcy A.
Evanko, Kimberly	Robson, Alicia L.
Flanagan, Jennifer	Savage, Jill
Foley, Mary K.	Scharf, Radulka
Galloway, Tyler	Scherman, Adam R.
Garwood, Kimberlee	Schlagenhaft, Kathy J.
Geller, Mary H.	Schmersal, Alexander
Giesige, Robert G.	Schuck, Sherrie L.
Gordon, Cole	Schueren, Anne P.
Gossing, Cheryl A.	Schultz, Melody S.
Gresham, Carrie	Shealy, Kathleen K.
Grubbs, Andrew K.	Shults, Mary A.
Guastella, Charlotte	Shumaker, Landunn
Hagermeier, Kristine S.	Siddiqui, Zahra E.

CLASSIFIED SUBSTITUTES
2017-18 School Year

Recommended for Board of Education Approval on May 18, 2017

Hall, Austin J.	Skidmore, Matthew L.
Harrell, Phillip L.	Skidmore, Melissa
Hawk, Stephanie C.	Skidmore, Melissa E.
Heidenreich, Linda A.	Smith, Mark A.
Heilman, Ben	Snyder, Mary J.
Heller, Linda	Soundarajan, Chitra
Hershiser, Shane I.	St Johns, Nancy V.
Hicks Jr., William L.	Stevens, Daniel
Higgins, Terri	Stevens, Daniel
Hill Jr., Patrick B.	Strawser, Ryan
Hoffman, Collin J.	Strawser, William
Holehouse, Rhonda J.	Strine, Nikolas A.
Hollis, Courtnie	Svensson, Erica F.
Hopkins, GabRielle E.	Swanson, Douglas C.
Hrabcak, Mallory	Szasz, Sara E.
Hughes, Maria C.	Taylor, Judy M.
Hughes, Mary J.	Taylor, Kenneth J.
Hughes, Paula	Tomick, Dana
Hull, Ann	Townsend, Denise J.
Ishtayeh, Lena A.	Travis, Gordon A.
Jacobs, Theodore J.	Tucciarone, Bethany M.
James, Loretta	Van Horn, Paul J.
Kaufmann, Elizabeth A.	Vartorella, Julie A.
Kearns, Melinda	Varughese, Vinoyi
Kickbush, Stacey J.	Viers, Justin
Kletrovetz, Cheryl	Vincent, Miguel
Knapp, Michael A.	Vincent, Nancy
Knowlton, Kimberly	Wade, Wallace L.
Koehler, Owen	Ward V., William E.
Kolath, Sherri J.	Webster, Trisha D.
Kolp, Terry	Williams, Jarrett
Kowalski, Michael	Wiltjer, Janet D.
Kraft, Debra K.	Wong, Jill A.
Kragarise, Jennifer N.	Wood, Rachel
Kreutzer, Andrew	Wortman, Regina S.
Lambert, Alicia	Wray, Sally K.
Lauria, Daniel	Xenakis, Jamie M.
Lehman, Margaret	Yadav, Anita
Leonetti, Julie A.	Young, Shari
Louks, Michelle	Zappitelli, Stephanie A.
Lucas, Buneka R.	Zvansky, Helena A.

CLASSIFIED POSITIONS PAID THROUGH MEMORANDUM BILLING
2016-17 School Year
Recommended for Board of Education Approval on May 18, 2017

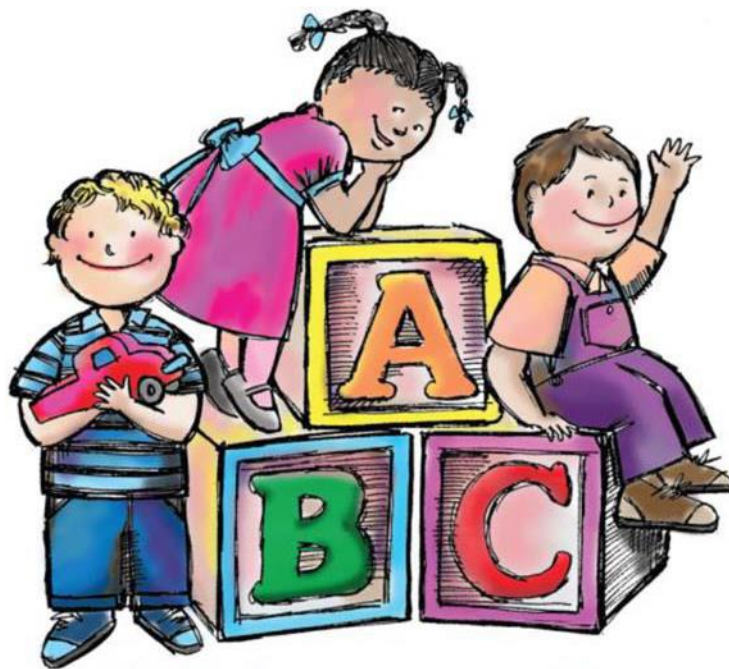
Employee Name			Position	Hours	Salary	
Last Name	First Name	MI			Per Hour	Total
Extended School Year Services - Pupil Services						
Henderson	Raye	A.	Aide, WRES	9.00	\$ 25.00	\$ 225.00
Kaufman	Jeanine	L.	Aide, OLMS	46.00	\$ 25.00	\$ 1,150.00
Kelley	Alyssa	A.	Aide, GOES	15.00	\$ 25.00	\$ 375.00
Lyberger	Dennis	R.	Aide, OHS	8.00	\$ 25.00	\$ 200.00
Rockwell	Shari	L.	Aide, WRES	8.00	\$ 25.00	\$ 200.00
Tudor Stegner	Kari		Aide, SRES	30.00	\$ 25.00	\$ 750.00
Summer Intervention Academy						
Atanosian	Amanda	L.	Aide, HES	0.00	\$ -	\$ 560.00
Bahen	Gregory		Aide, OOHs	0.00	\$ -	\$ 1,120.00
Bauknecht	Amy		Aide, OLMS	0.00	\$ -	\$ 1,120.00
Beekman	Erica	A.	Aide, GOES	0.00	\$ -	\$ 1,120.00
Boyle	John	P.	Aide, GOES	0.00	\$ -	\$ 1,120.00
Coy	Jennifer		Aide, OCES	0.00	\$ -	\$ 560.00
Cropper	Brittany	A.	Aide, ACES	0.00	\$ -	\$ 560.00
Curtis	Darin	M.	Aide, OLHS	0.00	\$ -	\$ 1,120.00
Dahlke	Jamie	L.	Aide, OLHS	0.00	\$ -	\$ 1,120.00
Elmurr	Michele	L.	Aide, GOES	0.00	\$ -	\$ 560.00
Grilliot	Olivia	J.	Aide, OOMS	0.00	\$ -	\$ 1,120.00
Kelley	Alyssa	A.	Aide, GOES	0.00	\$ -	\$ 1,120.00
Knore	Kim	E.	Aide, OMES	0.00	\$ -	\$ 1,120.00
Meade	Katherine	S.	Aide, WRES	0.00	\$ -	\$ 560.00
Michael	Debra	A.	Aide, OLMS	0.00	\$ -	\$ 560.00
MoneyPENny	Nina	S.	Aide, OCES	0.00	\$ -	\$ 1,120.00
Moore	Julie	A.	Aide, OLHS	0.00	\$ -	\$ 560.00
Nobile	Constance	L.	Aide, OHMS	0.00	\$ -	\$ 1,120.00
Pittroff	Catherine	E.	Aide, GOES	0.00	\$ -	\$ 1,120.00
Rogers	Nicole	A.	Aide, HES	0.00	\$ -	\$ 1,120.00
Row	Molly	L.	Aide, OMES	0.00	\$ -	\$ 1,120.00
Sullivan	Kristen	L.	Aide, OCES	0.00	\$ -	\$ 1,120.00
Vance	Kristine	L.	Aide, OMES	0.00	\$ -	\$ 1,120.00
Wang	Renee	L.	Aide, AES	0.00	\$ -	\$ 1,120.00

OLENTANGY LOCAL SCHOOLS

EXHIBIT

2017-18 PRESCHOOL

HANDBOOK



Provided to parents of preschool students as a supplement to the Olentangy Elementary Handbook.

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INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Preschool Handbook, a supplement to the Elementary Handbook, and the Elementary Handbook. The Preschool Handbook provides information specific to Olentangy Preschool. The Elementary Handbook provides parents with district information. Both handbooks can be found on the district's Preschool website <http://www.olentangy.k12.oh.us/Preschool>. I understand that if I have any questions, I can contact my student's teacher, the preschool secretary or the preschool supervisor. Parents should inform the school of changes in residence, custody and home phone, work and emergency numbers.

TEACHER_____

STUDENT'S NAME_____

I have received and read the contents of the Preschool Handbook, a supplement to the Elementary Handbook, and the Elementary Handbook.

PARENT SIGNATURE_____

DATE_____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL.

LETTER FROM THE PRESCHOOL SUPERVISORS

Dear Parent(s)/ Guardian(s),

On behalf on the entire preschool staff, we take great pride in welcoming you and your child to the Olentangy Local School District (OLSD) preschool program. We are looking forward to having you, your child's first and most lasting teacher, as a partner in education. Our staff recognizes the importance of the preschool years and strives to provide our students with a developmentally and exceptionality appropriate program that facilitates maximum learning for every student. As your child begins their educational journey, we are looking forward to working with your child and your family.

Sincerely,

Olentangy Preschool Supervisors

FOREWARD

The OLSD Preschool Handbook was written for the following purposes:

- The OLSD Preschool handbook was developed as a supplement to the OLSD Elementary Handbook.
 - The OLSD Elementary Handbook provides parents with district information.
 - The OLSD Preschool Handbook contains information that is specific to OLSD preschool students.
- The handbook was written to answer frequently asked questions that parents of preschool students may have regarding the preschool program.
- The handbook was written to address the requirements of the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.
- The handbook was written to comply with program standards for Step Up to Quality (SUTQ). With the passage of house bill 487 and Senate Bill 316 in July of 2012, all learning and development programs that receive funding from the Ohio Department of Education were required to participate in SUTQ. SUTQ is a tiered quality rating and improvement system.

Please take the time to review both the elementary and preschool handbooks and sign the handbook awareness statements. Please return both of the handbook awareness statements to your child's teacher.

DISTRICT MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

DISTRICT VISION STATEMENT

To be the Recognized Leader for High Performance and Efficiency in Education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

PHILOSOPHY

OLSD is committed to providing a nurturing, secure, play-based educational setting for young children and their families. We believe that all children are capable of learning when provided with a developmentally/exceptionality appropriate learning opportunities that utilize a combination of play and research-based, student-focused instruction.

Developmentally appropriate practice embraces the understanding that each child is unique and has their own pattern of growth and development. The environment, curriculum, materials and staff must be responsive to the individual interests and abilities of each child. Differing levels of ability and development are expected, accepted and used to design appropriate learning activities. Exceptionality appropriate practice encourages instruction to begin at the point of the child's level of proficiency and proceed along the developmental sequence.

The preschools' prepared environment of active play is designed to stimulate and challenge students at a variety of developmental levels. We believe children learn through meaningful play. Our play-based learning opportunities integrate the physical, cognitive, social, emotional, language, self-help and aesthetic areas of development.

Our staff is well-versed in the use of research-based, student focused instructional strategies. It is our belief that our staff can best facilitate learning when capitalizing on those teachable moments that occur within the context of the child's self-directed play or within the context of developmentally appropriate teacher-initiated activities.

Olentangy preschool staff believes that when families are engaged in the child's education; the child's learning is enhanced, increasing school readiness and future academic success.

PROGRAM OVERVIEW

PRESCHOOL PROGRAM FOR STUDENTS WITH SPECIAL NEEDS AND PEER ROLE MODELS

All school districts are required to provide services for students with disabilities who are three to five years of age. Children with special needs are served through a continuum of program options in the least restrictive environment appropriate for the child. Specialized instruction and intervention services are provided for each child in accordance with a team developed, Individualized Education Program (IEP). Related services include speech and language therapy, occupational therapy, physical therapy and transportation. Itinerant services in an early childhood education setting, daycare or the child's home are provided when appropriate.

Eligibility for the Special Education Preschool Program requires that children:

- Are three to five years of age and not yet compulsory school age
- Demonstrate a disability/ exhibit significant delays

Students with special needs demonstrate documented deficits in one or more of the following areas: communication, motor, social-emotional/ behavioral functioning, cognitive, adaptive behavior, hearing or vision as determined by a multidisciplinary team through a multi-factored evaluation.

RESEARCH OVERVWHELMINGLY SUPPORTS THE BENEFITS OF AN INCLUSIVE SETTING FOR BOTH STUDENTS WITH SPECIAL NEEDS AND PEER ROLE MODELS. Many of our placement options for students with special needs include peer role models.

Students with Special Needs benefit from exposure to peer models.

Children with special needs learn through observation and the practice and modeling the behavior of their peers. As children with special needs observe and interact, the peer models are providing a model of age-appropriate skills in social, behavior, play, speech, language and motor development.

Peer role models benefit from the peer program in many ways.

- Peers have opportunities to interact with children with a variety of special needs. Children learn compassion, tolerance, empathy and to accept/ celebrate differences and similarities among the children in the classroom.
- The OLSD preschool teachers hold a minimum of a bachelor's degree and are licensed to provide services for both regular education and special education students. The teachers are trained to be responsive to the individual abilities and interest of all children. Differing levels of ability and development are expected, appreciated and considered when designing appropriate learning activities for student with special needs and peer role models.
- Class sizes are small with low student-to-teacher ratios. Our classrooms are staffed with a minimum of one teacher and one assistant. Dependent upon the needs of the students in the classroom, additional assistants may be added to support students. Our early childhood options for peer models can serve up to 16 students (up to 8 students with special needs and 8 peer models).
- Preschool staff is knowledgeable about OLSD kindergarten expectations, standards and curriculum. The Ohio Early Learning and Development Standards used in all of our preschool classrooms are aligned to the kindergarten learning standards. All learning opportunities are designed to help children enter kindergarten ready to learn.

PROGRAM DESCRIPTIONS

Itinerant Program (For students with special needs)

The OLSD itinerant program is designed to assist preschool students with identified disabilities in their home, daycare or private preschool setting. The itinerant placement option may include the services of a traveling itinerant teacher (a minimum of four hours per month) and/or related services of speech and language therapy, occupational therapy and/or physical therapy. The child's Individualized Education Program team will determine goals and objectives and the supports/services needed for the child to make progress on the goals and objectives. The itinerant teacher provides a combination of direct and consultative services to support the child's progress.

Itinerant Phonology Program (For students with special needs)

Students with special needs who demonstrate deficits with articulation/phonology can be served in the itinerant phonology program. Students meet for one and a half hours, one time per week in an Olentangy preschool classroom. Up to six students receive services from an early childhood special education teacher and a speech language therapist in individual and small group settings during the one-and-a-half-hour session. Various phonological processes and sound errors are targeted through this itinerant option. Parents participate through monthly observations and weekly consultations regarding carry-over activities for the home environment and the children's regular education environments (private preschool or daycare setting).

½ Day Early Childhood Classroom (For students with special needs and peer role models)

Preschool students with special needs and peer role models participate in our center-based classrooms for 2 hours and 40 minutes for four days per week (T-F) during an AM or PM session. Please check the district website for site locations and hours for each site. Up to 16 children may participate in the classroom. Each room may contain up to 8 students with special needs and up to 8 peer role models. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of one teaching assistant. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

½ Day Early Childhood Special Education Classroom (For students with special needs)

Preschool students with special needs participate in our center-based classrooms for 2 hours and 40 minutes for four days per week (T-F) during an AM session. Please check the district website for site locations and hours for each site. Each room may contain up to 7 students with special needs. No peer models are placed in this classroom. Children in this placement option demonstrate significant communication and/or behavioral needs and require intensive opportunities for individualized and small group instruction. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of two teaching assistants. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

Extended Day Early Childhood Classroom (For students with special needs and peer role models)

Preschool students with special needs and peer role models participate in our center-based classrooms for 4 hours and 55 minutes for four days per week (T-F) during an extended day session. Please check the district website for site locations and hours for each site. The students with special needs in this placement option demonstrate significant communication and/or behavioral needs and require intensive opportunities for

individualized and small group instruction. Up to 12 children may participate in the classroom. Each room may contain up to 6 students with special needs and up to 6 peer role models. Each preschool classroom is staffed with an Early Childhood Intervention Specialist and a minimum of two teaching assistants. Additional classroom assistants may be assigned if the needs of the students in that room necessitate additional staffing. Speech language therapists, occupational therapists and physical therapists are assigned to classrooms as prescribed by the Individualized Education Program (IEP).

PEER MODEL CRITERIA

Peers serve as models of age-appropriate skills for children demonstrating delays in their development. For this reason, it is critical that peers demonstrate the skills listed below.

- Meet age criteria on peer application
- Completely toilet trained
- Separates easily from parents
- Able to follow rules and routines
- Attends to adult-guided activities
- Plays with a variety of toys appropriately
- Is able to play beside and/ or with other children while sharing the same bin of toys
- Verbally interacts with peers in play situations
- Speaks in clear English sentences and can comprehend and answer simple questions
- Speech is clear and understandable by unfamiliar adults.

ADDITIONAL DETAILS OF PEER ROLE MODEL PROGRAM

- Parents must make application for a peer model space. OLSD has a limited number of peer role model spaces. Acceptance into the program is not guaranteed. Please check district website for the peer model application and application instructions.
- Peer role models must pay a monthly tuition. Please check district website for tuition costs
- Parents must provide transportation to and from school for peer role models. No bus transportation will be provided for peer models.

ARRIVAL AND DISMISSAL

ARRIVAL

Children should arrive within the window of time indicated by the child's teacher. If you are transporting your child to school, you must escort him/her into the building and wait with your child in the area designated by the teacher. Each building may have a different procedure and your teacher will inform new students of arrival and dismissal procedures during Open House or an individual class visit. The parent/guardian is responsible for managing the child's behavior in the school environment until the teacher or classroom assistant arrives to pick up the child from the designated location.

Arrival and dismissal times require the careful attention of the classroom teacher and assistant(s). Staff is unable to answer questions or conference with parents during arrival or dismissal. Please send a note or call the school if you wish to discuss something with your child's teacher, assistant or therapists. Your child's safety is our primary concern during arrival and dismissal.

DISMISSAL

Children will only be released to assigned bus drivers, parent/guardians, or those individuals who are designated on the release form. If someone else is picking up your child, please send a note or call the school. Those individuals unfamiliar to classroom staff may be asked to show identification.

TRANSPORTATION

Transportation can be arranged for special needs children. A transportation form must be completed by the parents requesting transportation. You may request a transportation form from the preschool secretary or your child's teacher. You will be contacted by the preschool secretary with your child's pick up and/or drop off times and bus numbers prior to your child's transportation start date.

Students must be picked up and dropped off at one location for four consecutive days. Drop off and pick up location *may* be different *with approval*.

If you choose to utilize transportation, please be aware that due to the size of the district and complexity of routing preschool children to several different preschool sites, routes can be up to an hour in length. Preschool is unique because our class sizes grow throughout the school year. We do not start with our entire class. Instead, as children turn three and/or complete the evaluation process, children are added to the class lists. Route times often change as students are added to the routes.

Some preschool students will ride "preschool-only" buses, while other preschool students will be riding an elementary bus. The bus used during dismissal for the AM class and pick up for the PM class will always be preschool-only buses.

All preschool students who ride the school bus are required to wear a safety vest. Safety vests are the property of OLSD and will need to be returned at the end of the school year. Failure to return the safety vest will result in a charge equal to replacement costs.

All transportation requests/ changes or concerns must come through the preschool office secretary. Do not make a request for a transportation change directly to the transportation department. The preschool secretary needs to initiate the change to ensure that the teacher/assistant is fully aware of the change.

Additions to routes and route changes can take up to 5 business days to be arranged.

If you are utilizing bus transportation and your transportation location changes, it may be necessary to change your child's building location if the new location is in a different attendance boundary than the school the child already attends.

If your child is attending a daycare, the parent is responsible for checking with the daycare to see if the daycare bus can transport to preschool and/or back to daycare at the end of the day. Olentangy can transport to and from daycares located within OLSD attendance boundaries only when there are no other options for parental or private transportation.

ATTENDANCE

Attendance as a preschool peer role 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.

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 instruction. Absences for preschool students must be coded as excused or unexcused absences. Reasons for excused absences from school include: personal illness, illness in the family, quarantine of the home, death of a relative, observation of religious holidays/absence for religious reasons, or professional appointments.

REPORTING AN ABSENCE

When a student is absent from school, the parent should notify the teacher or preschool office of the student's absence and the reason for the absence. If the student rides the bus, transportation should also be notified. 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.

SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

It is important that students are not sent to school if they experience a fever (100 degrees F or above), vomiting, diarrhea, and/or 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 the 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.

WITHDRAWAL FROM PRESCHOOL

When withdrawing a preschool student from OLSD preschool, parents must notify the preschool office, preferably in writing/email. If the student is receiving special education services, the parent may want to provide information about where the family is moving and sign the documents needed to transfer the child's Evaluation Team Report (ETR) and Individualized Education Program (IEP).

SCHOOL CLOSINGS/CALAMITY DAYS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us

Delay and closing information will also be reported using the district's automated phone system, the email notification system, the local television stations (Channels 4, 6.10 and 28) and the 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).

When OLSD is closed for the day, all preschool programs are also closed for the day.

In the event of a two-hour delay, all AM preschool classes are cancelled. PM preschool classes will be held on schedule. Extended-day preschool classes will operate on a two-hour delay.

There are rare occasions, when weather is worsening as the day progresses, when the PM session may be cancelled. In the event of the closure of the PM session, parents will be notified by preschool staff via a telephone call and/or email.

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threatens the well-being of students, staff and/or necessitates the public utilization of school property. In addition to the steps outlined in the District Safety Plan, our staff routinely trains on many of these procedures. The drills include, fire, tornado and lockdown.

In the event of a lockdown, parents will be notified via email notification. If the situation causes a delay in the start of school or a change in release time, parents will be notified using the district's automated calling 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.

HEALTH

OLENTANGY LOCAL SCHOOLS COMMUNICABLE DISEASE POLICY

OLSD Preschool has developed the communicable disease policy in accordance with Olentangy Local Schools Communicable Disease Policies (8450, 8453, 8453.01) and with the requirements set forth by its licensing agency, the Ohio Department of Education.

- All preschool teachers and assistants shall receive a copy of the program's communicable disease policy for review upon employment. The parent of the child enrolled in a center shall be provided access to the program's written communicable disease policy.
- All Olentangy preschool teachers and assistants are required to attend communicable disease training. The training includes recognizing the signs and symptoms of illness, hand-washing procedures, and disinfection procedures.
- All classrooms must post the "Child Daycare Communicable Disease chart": (September 2009, www.odifs.state.oh.us/forms for appropriate management of suspected illnesses.)

The program immediately notifies the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness is immediately isolated and discharged to his/her parent or guardian:

- Diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms that require immediate discharge:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

When a child exhibits symptoms of a communicable disease, the preschool staff will adhere to the following guidelines:

- The child will be isolated in a room or portion of a room not being used in the preschool program.
- The child will remain within sight and hearing of an adult at all times.
- No child shall ever be left alone or unsupervised.
- The child will be made comfortable and provided with a cot or place to rest. If linens or blankets are used, the linens and blankets shall be laundered before being used by another child. After use, the cots/resting place shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- The child will be closely monitored for worsening symptoms.
- The child will be discharged to parent/ guardian, or person designated by the parent/ guardian as soon as is practical.

If there is a child in a classroom that has been diagnosed with specific communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Specific communicable diseases include diseases such as Conjunctivitis, Ringworm, Impetigo, Scabies, Chicken Pox, Lice and Strep Throat.

The following communicable disease must also be reported to the school nurse/designee: Encephalitis, Hepatitis, Infectious Mononucleosis, Measles, Meningitis, Mumps, Polio, Reyes Syndrome, Ringworm, Rubella, Scabies, Whooping Cough.

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. The school nurse will send you a reminder of the required immunizations your child still needs.

Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children:

<http://www.cdc.gov/acip/easyschedule/>

Ohio Revised Code 5104.014, Division B:

Each child's care provider must provide to the center, home, or other place of residence a copy of the immunization record for the child, including the dates of immunization, the type of vaccine, and the lot number of the vaccine.

1. Chicken pox; 2. Diphtheria; 3. Kaemophilus nmnv-tuuay type b; 4. tetanus; 5. tetanus;	6. mnuenza; 7. Measles; 8. Mumps; 9. Pertussis; 10. Pneumococcal polysaccharide;	11. Polio; 12. Rotavirus; 13. Rubella; 14. Tetanus.
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Ohio Revised Code 5104.014, Division C:

A child's immunization record must be maintained in the child's medical record, and the parent or guardian must be notified of the child's immunization status.

1. Immunization against tetanus, diphtheria, and pertussis (Tdap); 2. Measles, mumps, and rubella (MMR); 3. Immunization against measles, mumps, and rubella (MMR);	4. Immunization against hepatitis B (HepB); 5. Immunization against polio (Polio); 6. Immunization against pneumococcal polysaccharide (PPSV23);	7. Immunization against Hib (Hib); 8. Immunization against meningococcal polysaccharide (Menactra); 9. Immunization against varicella (Varivax);
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Visit the Ohio Department of Health website for more information:

<http://www.ohio.gov/immunization/>

Ohio Revised Code 5104.014, Division D:

The medical statement must include the following information:

1. The dates of immunization; 2. The type of vaccine; 3. The medical statement must include the following information:	4. The lot number of the vaccine; 5. The name of the immunization provider; 6. The date of the immunization;	7. The name of the child; 8. The date of birth of the child; 9. The date of the medical statement;
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Follow the link below to the Ohio Department of Health's Child Medical Statement:

<http://www.ohio.gov/immunization/>

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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.

MEDICATIONS

The board wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home; however, it is recognized that certain circumstances may necessitate taking 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 the students.

For purposes of this policy, "prescription medication" shall include all medicines prescribed by an Ohio licensed health professional authorized to prescribe medication. "Nonprescription" medications shall include all over-the-counter drugs, preparations, and/or remedies.

All prescription medications and certain nonprescription medications, such as rectal suppositories, injections, or medications to be given by a gastric tube, must be prescribed and administered according to the procedures taught by a licensed school nurse to staff designated by the Superintendent. 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.

Training will be provided to staff as needed and/or as required by law.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel.

Any parent/guardian requesting the school to administer prescribed and over-the-counter medication to a student must comply with the following:

- 1) Prescription Medicine: A *Physician's Medication Procedure Request Form* and *Parent's Medication Procedure Request Form* must be completed, signed and dated by the physician and on file in the office before any prescription medication will be given.
- 2) Over-the-Counter Medication: Complete a *Physician's Medication Procedure Request Form*. A physician must sign and date this form as for the administration of over-the-counter medications such as Tylenol, Motrin, Benadryl, cold medicine, diaper cream/ointment, etc. Parent/guardian must provide written consent and waiver of liability by completing the *Parent's Non-Prescription Medication Request Form*.

Preschool students are not permitted to carry or to self-administer non-prescription medication

Parents/guardians are to bring prescription and over-the-counter medication to school in the original container and medication must be kept in the clinic. Medication forms are available in the office and on the district web site. It is the teacher's responsibility to send the student to the clinic at the appropriate time for the administration of medication.

PARENT PARTICIPATION AND COMMUNICATION

REQUIRED FORMS

In order to obtain and maintain an operating license, the preschool classrooms in OLSD must comply with the Ohio Department of Education Licensing Rules and the Step Up to Quality standards. To be in compliance, each child enrolled in preschool must complete the following forms:

Health/ Medical Forms

- Medical Statement: The medical statement form OR a copy of immunization records can be provided. The form or shot records are due upon enrollment and must be updated when additional immunizations have been administered.
- Annual Medical Diagnostic Screening Form: The form documents that a physical that meets all licensing requirements has occurred within the last year. The form must be dated and signed by a physician. The form is due within 30 business days of entrance to the preschool program and annually – within 13 months of the date of the last physical.
- Annual Dental Screening- The form documents that a dental screening has taken place. The form must be dated and signed by a dentist. The form is due within 60 business days of entrance to the preschool program and annually- within 13 months of the last dental screening.

The health/medical forms will be provided to the parent prior to the child beginning school. Please complete and submit the forms according to the instructions and deadlines on each form.

The child's building clinic staff will track compliance with the medical/health mandates. Parents will receive letters requesting completion and submission if forms are not received by the mandated deadlines. When forms are about to expire, you will receive a letter with the deadline, new forms for completion and directions for submission.

Additional Forms That Must Be Completed Annually

For students new to preschool, the following forms will be provided during enrollment. For students returning for another year of preschool, the following forms will be provided as an attachment in an email. The forms are sent along with notification of your child's preschool site assignment and teacher assignment. If the family does not have access to email, the notification and forms will be sent via US mail.

- Emergency Contact and Child Release
- Emergency Medical Authorization Form
- Photography/Publication Release
- Family Roster Release
- Student Information Form

CLASSROOM ROSTER

A class roster of parent/child names, addresses and phone numbers is available to the families in your child's class. It is your choice to be on the roster or not. Parents can be a great support and resource for each other. The roster can also provide contacts for families to get students together outside of school.

CLASSROOM SUPPLIES

Each teacher has their own supply list. The supply list will either be provided to the family during Open House/classroom visit prior to the child's start date or via email along with the site/teacher assignment.

SNACKS

Parents are asked to supply one (1) box or bag of snack each month for the class to share. Suggestions include: pretzels, goldfish, fruit cups, applesauce cups, raisins, graham crackers, yogurt, cereal, crackers, cheese sticks and popcorn. Fresh fruit and vegetables are also welcome. Please avoid snacks that contain peanuts. Please talk with your teacher about any special diet concerns/allergies your child may have and regarding procedures for special treats/celebrations.

DIAPERS/ WIPES

All peer models must be completely toilet-trained to be considered for acceptance as peer role models. If peer role model has five or more accidents during school hours, a meeting will be held with parents to discuss readiness to continue as a peer role model.

If your student with special needs wears diapers or pull-ups, please send in a full package of diapers/pull-ups and wipes labeled with your child's name. Your teacher or assistant will notify you when the child needs additional diapers and wipes.

We wish to *support* your potty-training efforts. We will place your child on the toilet according to a schedule and/or remind the child to use the toilet. Please note that for sanitary and health reasons, if your child is wearing underwear and continually has accidents at school, we **MUST** place your child in diapers or pull-ups until the child is able to remain accident free for the duration of the school day.

PARENT DONATIONS

Teachers will often have a wish list or send home requests for items needed for arts and crafts projects, theme-related play or day-to-day operations (hand soap, paper towels, etc.) in the weekly newsletter. Thank you for your support of our preschool program and students through your donations.

STAFF GIFTS

The Board of Education considers the presentation of gifts to a professional staff member by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties of his/her public employment, or as a supplement to his/her compensation.

CLOTHING

Please send in a change of clothing in a large plastic baggie marked with your child's name. If your child becomes wet or soiled during the day, our staff will change the child's clothing and send home the original clothes in the child's backpack. Any wet or soiled clothing will be placed in a plastic bag.

Children should be properly clothed for daily outside play. Children *may* be taken outside for gross motor time when the temperature is 20 degrees Fahrenheit or above, the wind chill is 15 degrees Fahrenheit or above, and playground conditions permit safe play. Preschool teachers *may* decide to opt for indoor gross motor activities when the weather is cold or the playground is snowy.

Tennis shoes are preferred for preschool students. Our students engage in at least 20 minutes of gross motor activities daily. Our playgrounds have pea gravel and students often have difficulty on the playground if the student wears open-toed shoes, sandals or flip flops.

Many times preschool students engage in messy activities with paint, mud, water, markers, shaving cream, etc. Our staff covers the clothing with plastic smocks, but clothing will often come home with marks or stains. We purchase washable paint, markers, and other school supplies, but parents often report difficulty removing the stain unless the clothing is pre-treated with stain remover. Please do not send your child to school in clothing that you would be upset about if damaged or stained. Preschool is meant to be a messy place for exploration and fun.

COMMUNICATION**PARENT TEACHER CONFERENCES**

Parent teacher conferences are scheduled two times annually and follow the district elementary conference schedule. If parents wish to meet with the teacher outside of the conference schedule, they are welcome to contact the teacher to schedule a conference/meeting.

ANNUAL IEP MEETINGS

Annual IEP meetings are held for students with special needs. If parents wish to request an IEP prior to the annual review of the IEP, parents may contact the child's teacher to request an IEP meeting.

ONGOING COMMUNICATION

Ongoing communication regarding classroom themes and learning activities occurs through weekly parent newsletters. Communication specific to your child may occur via notes, notebook exchanges, emails, phone calls or face-to-face meetings.

PARENT VOLUNTEER/ CLASSROOM PARTICIPATION GUIDELINES

The Olentangy Preschool Program has a tradition of strong parent/school partnerships. We are fortunate to live in a community with a history of active and involved parents that have been willing to share their time and talents within our preschool classrooms. We value parent attendance at school events/ parties and are thrilled when a parent is willing to volunteer.

Please keep in mind, there are some occasions when a particular classroom is not able to involve parents during parties and/ or utilize parent volunteers due to the needs of the specific students in the classroom. Some of our special needs students can become overstimulated when new people are in the environment and the routine is disrupted. Please check with your child's teacher to determine what type of participation/ volunteer opportunities are available this school year in your child's room.

Volunteer Requirements

Olentangy guidelines state that any parent who volunteers with children is required to participate in the VIP training offered in the child's building of attendance. Check with your building secretary for VIP training dates and times. Additionally, any parent who volunteers with children must complete an online background check through Secure Volunteer. A link to Secure Volunteer is provided at the bottom of every Olentangy website page. A processing fee will be collected as part of the background check submission.

VIP training and background checks are not required for parents who observe or attend classroom parties or other school events. Please read the following guidelines/ tips prior to observing, attending a school event or volunteering.

Guidelines/ tips for observations, classroom visits and volunteer opportunities:

- 1) We encourage parents to allow the child to attend preschool for a few weeks before observing, participating or volunteering in the classroom. Children naturally look to their parents for guidance and assistance. From the very first day, we want the child to participate in the activities designed to help the child understand routines/ expectations, become comfortable with preschool and develop positive relationships with preschool staff. We find that when parents attend in the first few weeks of a child's experience, the child tends to resist participation in the activities that were selected to help the child make his or her transition from home to school.
- 2) When at all possible, we ask that you arrange for your observation or visit in advance. It is helpful for staff to prepare for your visit. Parental access to OLSD Preschool Programs adheres to the Ohio Administrative code 3301-37-07 which states "Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hour of operation , to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director." Upon entering the building please stop at the office to sign in and obtain a visitor's badges.
- 3) Confidentiality is critical, especially for classrooms that provide services for children with special needs. **Anytime you are present in a classroom, for any reason, you are required to maintain confidentiality during and after the visit.** Please do not speak about a child with the staff, the child's parents or anyone else. Discussing any information about children obtained during any visit is never appropriate. Please respect all students and adults by maintaining strict confidentiality. If confidentiality is not

honored, further opportunities to participate and volunteer may be eliminated for the parent(s) involved.

- 4) Follow the teacher's direction regarding your role during volunteer/ visitation opportunities.
- 5) Please let the preschool staff handle all matters related to discipline/ behavior. Children in the classroom may have behavioral needs and a specific behavioral plan may be in place.
- 6) Your child will be excited about your school visit. Sometimes it is hard for the little ones to participate in activities when they are so excited about your visit. Please communicate the expectation that your child should be following the daily schedule with the other students. S/he should be encouraged to participate in all classroom activities and to sit/ play in the area designated by preschool staff. Your child will be so proud to have you see what s/he does during the preschool day.
- 7) Encourage the children in the classroom to be independent as possible. For example, if a child asks you for help with a zipper, you could engage the zipper for the child and ask that the child pull up the zipper the rest of the way on her/ his own.
- 8) Preschool staff is not able to conference/ hold conversations about your child or answer questions during the time students are in session. When the children are present, the staff must devote their full attention to the students for safety and educational purposes. If you need to ask questions or have comments/ concerns, preschool staff is happy to email, telephone, or arrange a meeting time to communicate with you outside of student hours. Preschool staff wants to fully devote the time and attention needed to professionally address your questions, comments or concerns.
- 9) At times, following a visit to school, you may have a concern related to another child. Due to confidentiality, our staff can't speak to you about other children. Preschool staff can tell you how concerns such as yours are generally addressed, but not how they will be addressed in a specific circumstance. For example: If you are concerned because you noticed a child taking a toy from another child, the teacher can't talk to you about how the situation will be addressed with that specific child, but instead, the teacher can share with you how taking toys from someone else is handled in the classroom when that behavior is demonstrated by any child.
- 10) If you have a question or concern about something observed in the preschool environment, please discuss this concern with a preschool staff member. You may email, telephone or request a meeting to communicate your questions or concerns to a teacher, assistant and/or therapist. Preschool staff welcomes the opportunity to come up with appropriate strategies to solve problems and alleviate concerns. If you do not feel comfortable addressing questions or concerns directly with the teacher, assistant or therapist on your own, you may set a meeting to discuss your questions or concerns with a supervisor present.
- 11) Parent volunteers can be of tremendous assistance to preschool staff by being an extra set of hands and another adult who is able to appropriately interact with students. A teacher may ask if you are willing to assist by conducting a table-top activity with an individual student or group of students. Also, children love it when adults facilitate play during center time. We want children to play with one another and encourage you to engage children in child to child interactions. You will find many new friends in preschool!

- 12) Help staff by being of assistance to a student. If a student needs assistance with something that s/he cannot do alone, offer assistance. Feel free to tie that shoe or assist a child with where that next puzzle piece may go. There are many opportunities to support students while encouraging learning and independence.
- 13) Each student has an opportunity to celebrate his/ her birthday at school. If parents wish, they may send in a special birthday snack or if there are dietary restrictions, parent can send special birthday plates and napkins. Parents who wish to video-tape and invite additional family members/ friends are encouraged to have a separate party at home and keep the school celebration simple.
- 14) You must check with your child's teacher prior to taking pictures or videos in the classroom. Some parents choose not to have their child's picture taken and only the teacher will know each parent's preference. Please DO NOT post another child's picture on social networks without permission.

We hope the guidelines and tips help to make parent's time in our preschool classroom a success. Parent attendance at school events and willingness to volunteer is so appreciated. Staff recognizes that the excellence in our school system is due, in large part, to the involvement of our parents and their volunteer efforts.

FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES

Olentangy Family Engagement Activities

Annual Open House: Families and children are invited to the Open House held in the evening before school begins. The Open House is meant to provide an opportunity for children and parents to meet staff and see the classroom/school before the first day of school. Open House helps students to be prepared for the first day of school, become familiar with the staff, interact with the toys/classroom materials and familiarize themselves with the facility. Parents and the child can stay for as much time as they would like.

Annual Fall Singing Show: Olentangy's traveling music teacher, Mrs. Stevens, invites families to see a music "show" during the last few weeks of October. The families are invited to watch their children perform the songs they have practiced. The teachers *may* combine the parent's observation of the singing with a class party for fall or Halloween. The music teacher goes to each room in the district at her regularly scheduled music times. The show is about 20 minutes in duration and consists of 8 interactive songs with props. The parents usually beam with pride as the students sing and participate in songs, finger plays and dances with a wide-range of props as Mrs. Stevens strums her guitar and sings along with students. Students are so proud to share their songs during the show. Grandparents and other family members are welcome to attend, as well.

Annual Winter Singing Show: Olentangy's traveling music teacher, Mrs. Stevens, invites families to see a music "show" during the last few weeks of December. The families are invited to watch their child perform the songs they have practiced. The teachers *may* combine the parent's observation of the singing with a class party for winter or winter holidays. The music teacher goes to each room in the district at her regularly scheduled music times. The show is about 20 minutes in duration and consists of 8 interactive songs with props. The parents usually beam with pride as the students sing and participate in songs, finger plays and dances with a wide-range of props as Mrs. Stevens strums her guitar and sings along with students. Students are so proud to share their songs during the show. Grandparents and other family members are welcome to attend, as well.

Olentangy Family Education Information

Curriculum Night- Curriculum Night is held annually. Preschool Curriculum Night is always held on the same day as the Elementary Curriculum Night, but is at a different time so families can attend both events if needed. The preschool hours are 4:30-6:00 and the elementary hours are from 6:00-8:00 PM. During curriculum night, teachers provide information regarding the Early Learning and Development Standards and the curriculum used by Olentangy Preschool. All teachers start with the same Power Point framework and customize their own presentation to include their schedules, information about positive behaviors supports and methods for communicating with families. All families are provided with a series of hand-outs. Hand-outs include: Power Point presentation copy, standards overview, and "What we do in preschool."

Preschool to Kindergarten Transition Meeting for Parents of Students with Special Needs- The two-hour transition presentation is held annually sometime during the month of January. The preschool supervisors make a presentation regarding the transition process for students with special needs as they prepare for the exit from preschool and entry to Kindergarten. Each parent is provided a copy of the Power Point presentation and handouts. Topics include: Overview of the preschool to K transition process for special needs students, reevaluation process, special education services available in Kindergarten, Kindergarten registration, and Kindergarten expectations and curriculum information. Following the presentation, parents are given an opportunity to ask questions.

Olentangy Preschool Child Check/ Child Find: Child check is a developmental screening for children ages 3-5 and provides information about a child's current development in the areas of motor, language, concept, self-help and social-emotional development. Any child who is a resident of Olentangy may participate if parents have developmental concerns. Informal vision and hearing screening are also conducted as part of the screening. The screening is held 9 times annually on a Monday in the months from August through April. Child check is offered by the Olentangy Local Schools preschool program as a resource to parents to help identify any developmental concerns that may exist for a child. Screening results are mailed to parents and parents are contacted if screening results suggest any possible concerns.

Olentangy's Formal Family Engagement Model

Olentangy strongly believes that in to address the district mission statement of facilitating maximum learning for each child, the preschool staff must develop meaningful relationships with the child's parents. Olentangy preschool staff believes that when families are engaged in the child's education; the child's learning is enhanced, increasing school readiness and future academic success.

The strategies below are used to:

- Facilitate relationship building with families.
- Support families in developing or strengthening parenting skills
- Value the family's role in the child's development.
- Provide links for families to access resources.

Formal Family Engagement Strategies Used in Olentangy Preschool:

Olentangy Preschool encourages family participation in decision making related to the child's education.

- Olentangy offers parents of special needs preschool students the opportunity to have input into the development of goals and objectives as a valued member of the IEP team.
- Parents of peers have the opportunity to develop annual goals for their child through the peer goal process.
- Additionally, parents have a chance to list preference for AM or PM sessions. If the child and teacher are returning to the same site, parents can request to remain with the same teacher or request a different teacher.
- Parents can choose what form of communication is preferred.

Olentangy recognizes the importance of building relationships with families. Olentangy has designed effective forms of school to home and home to school communications about what is happening at school, what is happening at home and the child's progress.

- Parents are offered the opportunity for two formal parent teacher conferences annually.
- It is Olentangy policy that parents can request a formal or informal meeting or observation whenever the parent desires.
- Throughout the years, preschool staff participates in ongoing communication in a variety of ways. Teachers are available on some Mondays for phone calls, parent meetings at the school or home visits. Teachers use email, make phone calls and meet upon parent request or when the teacher has information she needs to communicate.
- Most therapists send home therapy notes on the day the child was seen by the therapist.
- All classrooms send home weekly newsletters regarding the weekly theme, learning activities, songs/ books and learning targets for the week.
- Backpacks are checked daily for notes from parents.
- Frequent and positive communication from staff to parents is encouraged and valued.

Teachers seek out information about their student's lives, families and communities in order to integrate this information into the curriculum and instructional practices. Information from the parent is sought out through a variety of sources, the multi-factored evaluation process, Ages and Stages Questionnaire-3, AEPS Curriculum Family Report, and Student Information forms. The teachers' choices for themes relate to learning more about the child, the child's family and cultural/ family customs and traditions. Common themes include: "All About You", Families, Cultural celebrations, etc. Parents are invited to attend class parties, observe when they wish and send treats/ snacks or develop an activity for classroom use.

Olentangy seeks out information about what families/the community believes to be program strengths and program needs. Olentangy preschool completes an annual survey with families and the community. The survey helps the program to identify opportunities for improvement and set goals and objectives annually for addressing issues identified by parents/ the community.

Olentangy places importance on creating and sustaining learning activities that extend the teaching of the program so as to increase the learning for each child. Parents are encouraged to extend and share in learning opportunities. Weekly newsletters share the theme of the week. Parents have an opportunity to learn through the weekly newsletter what the child did at school and can repeat the experience at home. Books and songs are often listed in the newsletter. Activities are often described. Additionally, weekly therapy notes are provided by most therapists describing learning objectives addressed and activities used to address the learning objectives. Teachers must communicate with parents about strategies that are working at school. For example, many children use an individual picture schedule for transitions. Teachers often share these types of strategies and develop materials for home use. During parent teacher conferences and IEP meetings, teachers and parents discuss the child's progress and how to extend and facilitate progress at home.

Olentangy support the development of parenting skills- Olentangy preschool staff helps educate families about age appropriate expectations through staff/parent communications in the newsletters, sharing of health, educational and community resources and the provision of parent education opportunities such as curriculum night, positive discipline support, transition training.

Olentangy is dedicated to identifying and integrating resources and services from the community to strengthen our preschool program. Often parents are able to share what is working at home or in private therapy. Our teachers and therapists request releases to collaborate with private therapists and service providers. When all parties involved in the education of the child are pulling in the same direction, maximum progress is facilitated. Families are educated about community resources to enhance learning opportunities. For example, when a child is eligible for preschool special education services, the child will also qualify for Delaware County Board of Developmental Disabilities funding. As soon as a child is determined eligible for Olentangy's preschool special education services, the evaluation team shares this resource with families. Families receive a budget from DCBDD to tap into community resources for therapy, equipment and respite needs. The area is resource rich and parents often request ideas for daycare, private schooling options, and community classes. and therapy services. Newsletters and postings in the handbook and on the OLSD

preschool website help parents to link to resources. Additionally, Olentangy has a school community liaison that can help link families in crisis to needed supports (food, fuel, furniture, clothing, health, etc.). If your family is in need of assistance from our school community liaison, please contact your teacher to request assistance.

The program is dedicated to providing the teachers with the time, resources and education needed to develop an ongoing and comprehensive system for promoting family engagement. Our preschool program provides OLSD preschool staff with extensive professional development opportunities and the resources needed to develop family engagement. Staff is provided time on Mondays for home visits, parent meetings and community outreach (such as Child Check). Teachers have the tools and materials to create materials for home use (paper, color printer, Boardmaker program, etc.). Building administrators and supervisors have the expectation that high levels of parent support and communication are part of the Olentangy culture.

STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT

PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS

INTRODUCTION

In December 2011, Ohio was awarded the Race to the Top Early Learning Challenge Grant. To be awarded the funding, Ohio was required to have *Early Learning and Development Standards in all Essential Domains of School Readiness, Birth to Age 5*. These five domains included:

- Social and Emotional Development
- Physical Well-being and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

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. Because the infant/toddler years are marked by rapid developmental change, the standards are divided into three meaningful transitional periods: Infants (birth to around 8 months), Young Toddlers (6 to around 18 months), and Older Toddlers (16 to around 36 months). The standards during the preschool years describe those developmental skills and concepts children should know and be able to do at the end of their preschool experience.

The Ohio Early Learning and Development Standards were created as part of a collaborative effort of state agencies serving young children including Ohio Department of Education, Ohio Department of Job and Family Services, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Developmental Disabilities, and the Governor's Office of Health Transformation. The state agencies worked with national experts and writing teams made up of Ohio-based content experts and stakeholders to revise and expand the standards in the five developmental domains.

Ohio's revision of standards builds upon the strong set of existing standards in Ohio's Infant and Toddler Guidelines (for children birth to 36 months of age) and the Pre-Kindergarten Standards (for children ages 3 to 5). Ohio's *Infant and Toddler Guidelines* was the major source for the development of the infants' and toddlers' standards. Similarly, Ohio's *Pre-Kindergarten Content Standards* were revised and expanded in the Language and Literacy and Cognitive Development domains. The Cognition and General Knowledge standards were aligned with the kindergarten Common Core State Standards in English-Language Arts and Mathematics and Ohio's Revised Academic Content Standards in Science and Social Studies. Finally, the standards were reviewed and revised with particular attention to being appropriate for children with disabilities and for children with diverse cultural and linguistic backgrounds. Knowledge of the strengths and

needs of each child is pertinent in order to implement differentiation strategies and culturally responsive pedagogy in a manner to help each child meet the standards.

ORGANIZATION OF THE STANDARDS

The standards within each domain are organized according to **strands**, the developmental or conceptual components within each domain. Each strand contains one or more **topics**, the area of focus within each strand, and the **standard statements**, those concepts and skills children should know and be able to do for the different age-groups. Some topics reflect learning and development across the birth-to-five continuum, with standards for all age levels: infants, young toddlers, older toddler, and Pre-K, while other topics pertain only to a specific age-period. For example, some knowledge and skills such as *the ability to identify and describe shapes* or skills related to social studies and science emerge in preschool. Topics that address those competencies include standards only at the Pre-K level. Other topics such as *Self-Comforting* and *Social Identity* have standards only at the infant-toddler levels, because these foundational skills developed during the early years lead to more specific competencies at the preschool level.

AN OVERVIEW OF THE DOMAINS

Social and Emotional Development: The standards for Social and Emotional development involve behaviors that reflect children’s emotional growth and their growing ability to successfully navigate their social worlds through interactions with teachers and peers. These standards include a focus on children’s developing abilities to regulate attention, emotions, and behavior, and to establish positive relationships with familiar adults and with peers. Research indicates that early skills of social competence and self-regulation are foundational to children’s long-term academic and social success (National Research Council, 2008). Strands in the social and emotional domain are *Self* and *Relationships*.

Physical Well-Being and Motor Development standards address motor skills and health practices that are essential for children’s overall development. These skills include the ability to use large and small muscles to produce movements, to touch, grasp and manipulate objects, and to engage in physical activity. These standards also describe the development of health practices that become part of children’s daily routines and healthy habits such as nutrition and self-help. These skills and behaviors play an important role in children’s physical well-being and set children on a path leading toward a healthy lifestyle. Healthy children are more likely to attend school, to be physically active, and to learn more effectively (Bluemenshine and others, 2008). The two strands in this domain are *Motor Development* and *Physical Well-Being*.

Approaches Toward Learning centers on the foundational behaviors, dispositions, and attitudes that children bring to social interactions and learning experiences. It includes children’s initiative and curiosity, and their motivation to participate in new and varied experiences and challenges. These behaviors are fundamental to children’s ability to take advantage of learning opportunities, and to set, plan, and achieve goals for themselves. This domain also includes children’s level of attention, engagement, and persistence as they do a variety of tasks. These factors are consistent predictors of academic success (Duncan et al., 2007). Finally, children’s creativity, innovative thinking and flexibility of thought allow them to think about or use materials in unconventional ways, and to express thoughts, ideas and feelings in a variety of media. The standards in the domain Approaches Toward Learning are organized in the following strands: *Initiative; Engagement and Persistence; and Creativity*.

Language and Literacy: The standards for language and literacy reflect knowledge and skills fundamental to children's learning of language, reading and writing. Young children's language competencies pertain to their growing abilities to communicate effectively with adults and peers, to express themselves through language, and to use growing vocabularies and increasingly sophisticated language structures. Early literacy skills include children's developing concepts of print, comprehension of age-appropriate text, phonological awareness, and letter recognition. Research has identified early skills of language and literacy as important predictors for children's school readiness, and their later capacity to learn academic knowledge (National Early Literacy Panel, 2008). The Language and Literacy domain consists of the following strands: *Listening and Speaking*, *Reading and Writing*.

Cognition and General Knowledge: This domain includes those cognitive processes that enable all other learning to take place, as well as children's knowledge of the social and physical world. This domain is organized into the strand, *Cognitive Skills* and those concepts and skills in **sub-domains**, *Mathematics*, *Social Studies* and *Science*.

Cognitive Skills: This strand refers to the underlying cognitive mechanisms, skills and processes that support learning and reasoning across domains, including the development of memory, symbolic thought, reasoning and problem-solving.

- **Mathematics.** The sub-domain of mathematics encompasses the mathematical concepts and skills that children develop during the birth-to-five-year period, including children's developing understanding of number and quantity, number relationships, and basic algebraic concepts. A meta-analysis conducted by Duncan and colleagues (2007) suggests that specific early math skills such as knowledge of numbers and ordinality are important predictors of later achievement in math and reading. The Mathematics subdomain also addresses children's developing knowledge of key attributes of objects, including size and shape, and the way objects fit, are positioned, and move in space. The standards in the domain of mathematics are organized in four strands: *Number Sense*, *Number Relationships and Operations*; *Algebra*; *Measurement and Data*; and *Geometry*.
- **Social Studies.** The sub-domain of social studies includes basic skills and competencies that set the foundation for learning about concepts of social science. At a young age, children begin to develop their social identity and to think about their place in the social world. As they grow, they develop an increased awareness of their personal histories and heritage, and a sense of time and place. Through everyday interactions with children and adults, they develop an appreciation for rights and responsibility within a group, and how social rules help people in promoting safety and fairness (Mindes, 2005). Such competencies are described in the domain of Social Studies under the following strands: *History*; *Geography*; *Government*; and *Economics*.
- **Science.** This sub-domain focuses on children's curiosity to explore and learn about their environment. It includes behaviors of exploration and discovery, and fundamental conceptual development such as problem solving and cause and effect. These early behaviors develop into increasingly systematic inquiry skills, and the ability to observe, investigate and communicate about the natural environment, living things, and objects and materials (Gelman and Brenneman, 2004). Early competencies in science are organized in four key strands: *Science Inquiry and Application*; *Earth and Space Science*; *Physical Science*; and *Life Science*.

Ohio's early learning and development standards illuminate the breadth of learning and development from birth to kindergarten entry that strengthens school readiness. An understanding of learning and development in each domain guides programs and teachers as they plan developmentally appropriate learning opportunities and environments for young children. In particular, teachers can use an understanding of standards to focus on the kinds of interactions and environments that support, for example, language development or approaches toward learning. While the standards facilitate a focused look at young children's learning in each domain, teachers and others responsible for the care and education of young children need to keep in mind that infants, toddlers, and preschool-age children learn holistically.

Moreover, social and emotional development stands at the center of their learning. For example, as an infant or toddler builds security in a relationship with a caring adult, that child is also learning to communicate with language and to use the relationship as a secure base for practicing new movement skills and building knowledge about the world through exploration.

Likewise, as preschool-age children tell stories about family experiences they are expanding their self-awareness, using their growing cognitive capacity to remember the past, and practicing narrative skills. Such examples of integrated learning are endless. In addition to providing focused looks in each domain, the standards can help us see how learning occurs in different domains at the same time.

Teachers and others can use the standards as starting points for observing and understanding young children's learning and development. With each learning encounter teachers observe, they can refer to the standards and ask what knowledge and skills are the children gaining in the areas of language and literacy, cognition and general knowledge, social and emotional development, physical well-being and motor development, and approaches toward learning.

Teachers can use their observations of integrated learning to plan new learning encounters for young children and support the building of knowledge in all essential domains of school readiness.

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To review Ohio's Early Learning and Development Standards, go to
www.earlychildhoodohio.org/elds.php

CURRICULUM

Each of the OLSD center-based preschool classroom uses a Step Up to Quality approved, research-based curriculum. Olentangy has selected the Assessment, Evaluation and Programming System (AEPS) curriculum. The AEPS curriculum is aligned to the State of Ohio's Early Learning and Development Standards (ELDS). The AEPS curriculum addresses all of the ELDS developmental areas:

- Social Emotional Development
- Approaches Toward Learning
- Physical Well-being and Motor Development
- Cognitive Development and General Knowledge
- Language and Literacy.

SCREENING

Peer Role Models must participate in a screening within 60 days of entrance to the preschool program. OLSD uses a screening that requires parent input. Parents of peers will be asked to complete the Ages and Stages Questionnaire-3 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.

Name of Process	Description and Supporting Evidence of Informal
Observation/ Anecdotal Notes	Observation information within the context of daily activities can be used for a variety of purposes. Some observational information is recorded on state required assessments (ELA, COSF), IEP data collection forms or the curriculum-based assessment forms (AEPS) for the purpose of monitoring progress. Teachers use individual and group observations to inform instruction and adapt/ customize learning opportunities within the context of the learning activity and/ or for future learning.
Samples of the Child's Work	Samples of the children's work help teachers identify student or group learning strengths and needs. Teachers are able to use artifacts to determine if the child is progressing or needs additional support. Student work samples are a great way to document an individual child's learning progression over time. Teachers date and save samples in a variety of ways (journals, collections, albums, portfolios, files, etc.).
Photos or Videos of Child	Photos or videos are used to document a child's progress and can be used to identify strengths and needs of the individual. The photos and videos are a great way to see how learning is progressing over time.
Anecdotal Verbal Information	Families and other service providers often have informal or formal conversations with teachers/ assistants about the child and the child's performance/ behavior. The information is valuable and can be used to document progress/ inform instruction. The planning process is much more manageable when all those working with a child or group to children can discuss children individually and decide some logical next steps for the child.

State-Required Assessments for **Students with Special Needs**: Each teacher completes two state-required assessments for each child with special needs. Parent input from the AEPS family report, parent-teacher conference and other conversations is used to support the completion of the assessments. 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 OLSD are making progress:

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

All preschool students participate in the AEPS curriculum-based assessment two times annually and parents receive a minimum of two progress reports annually: The AEPS curriculum includes ongoing assessment of a child's development with input from the educational team members, including parents, classroom teacher, teaching assistants and may include related service staff- SLP, OT and PT. Parents are asked for input regarding their child's progress in the AEPS curriculum through annually completing the AEPS Family Report. Teachers complete the AEPS assessment two times annually and report progress to parents at the end of the second and fourth quarters.

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.

The parents of all students are offered the opportunity for Parent Teacher Conferences two times annually- Parent teacher conferences are scheduled according to the OLSD calendar and are scheduled on the same nights as the elementary conferences. During the conference, the child's progress in relation to the ELDS, the curriculum and formal/informal assessments is discussed.

BEHAVIOR MANAGEMENT

OLENTANGY LOCAL SCHOOLS BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

Overview: Use of appropriate behavior management/ discipline policies and procedures ensure the safety, physical and emotional well-being of all individuals on the premises.

Our behavior management / discipline policy adheres to the Olentangy Local Schools behavior/ discipline policies (5630.1, 5600, and 5630) and the requirements (below) set forth by our licensing agency, the Ohio Department of Education:

- Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and positive reinforcement for appropriate behavior.
- The preschool staff members in charge of a child or group of children shall be responsible for their discipline.
- All preschool staff members shall receive a copy of the program's discipline policy for review upon employment
- The parent of the child enrolled in a center shall be provided access to the program's written discipline policy. The policy is included in the parent handbook provided upon enrollment.

OLENTANGY PRESCHOOL'S PHILOSOPHY OF BEHAVIOR MANAGEMENT/DISCIPLINE 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.

OLSD PRESCHOOL MANDATORY HEAD COUNT PROCEDURES

1. Both teacher and assistant are responsible for knowing the number of students present at any given point in the day.
2. Anytime the class travels from one environment from 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.
3. 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.
4. 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.
5. 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.
6. 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 have connected with the adult responsible for taking the child home.
7. 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 can not be reached, the "other preschool supervisor" must be contacted. If neither supervisor is available, the building principal or assistant principal 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.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 8 years or older certain rights with respect to the student's education records. These rights, which are fully explained in the Olentangy Board of Education Policy and Regulations include:

- The right to inspect and review the student's education records.
- The right to request the amendment of student's education records that are believed to be inaccurate and 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 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 as 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 as student's name, address, telephone number date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and rewards received.

Parents have the right to submit a written request to the Communication 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 organization 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, 814 Shanahan Road, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.

CHILD ABUSE AND NEGLECT REPORTING

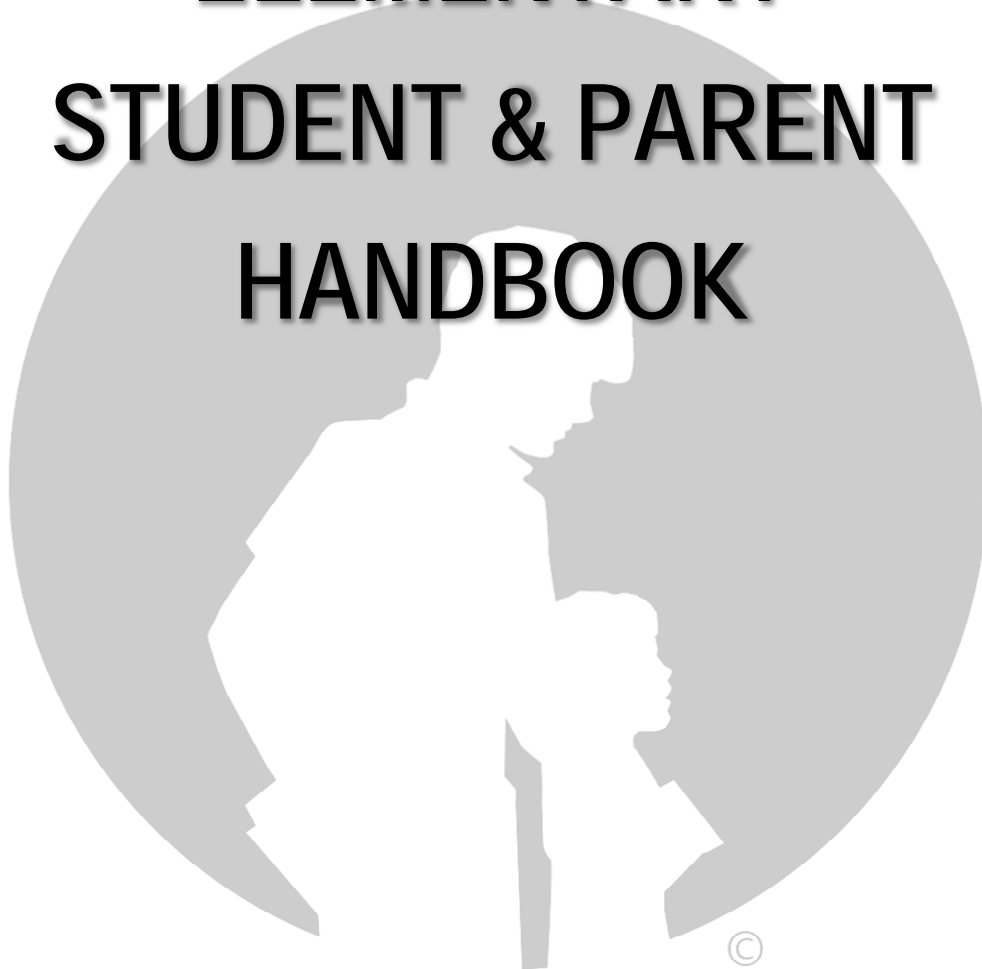
As required by law, all school employees and administrators must immediately report any suspicions of abuse or neglect to the County Children Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The Preschool Supervisor shall be made aware of suspected abuse or neglect.

COMPLAINT PROCEDURES

All complaints and reports concerning the operation of programs regulated by the chapter of the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code, may be reported to the department ombudsman (614) 644-6338. Parents may also request copies of inspection reports of the program from the child's classroom teacher or the Preschool Administrative Secretary (740) 657-5047 or (740) 657-4350.

OLENTANGY | LOCAL SCHOOLS

EXHIBIT
2017-18
ELEMENTARY
STUDENT & PARENT
HANDBOOK



Last adoption date: April 28, 2016

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INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

EXHIBIT-ES 2017-18 Student Handbook: Changes and deletions are in RED.**LETTER FROM THE PRINCIPAL**

Dear Parent/Guardian,

On behalf of the entire staff, we take great pride in welcoming you to your elementary school. It is essential that parents read the Student Handbook and that students are made aware of its contents. We are more than happy to answer any questions or concerns that you may have. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

It is a pleasure to have you as a member of the Olentangy family. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

Best wishes for a successful school year!

Sincerely,

Olentangy Elementary Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. 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. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

VISION STATEMENT

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

- ~~• A respectful, caring and safe environment~~
- ~~• Research based, student focused instruction~~
- ~~• Information driven decision making~~
- ~~• A focused and challenging curriculum~~
- ~~• An active partnership with parents and community~~

To be the Recognized Leader for High Performance and Efficiency in Education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

EXHIBIT-ES 2017-18 Student Handbook: **Changes and deletions are in RED.****SCHOOL INFORMATION**

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- **Email Notification System:** Receive news, announcements and updates from Olentangy straight to your email inbox **and / or smartphone**. **Parents / guardians of Olentangy students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit www.olentangy.k12.oh.us/domain/55.**
- ~~To subscribe or to manage your account, visit the homepage of the district website.~~
- **Social Media:** Follow the district on Facebook at www.facebook.com/olentangylocalschools, and on Twitter at @olentangySD. ~~and @SuperOlsd on twitter.~~
- **Mobile App:** The district's mobile app allows you 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 Local SD" app is available for download for iPhone and Android users in the app store (iTunes, Google Play) on their mobile device.

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 report cards, lunch account balance, transportation information and additional individual student information. Students can access **myOLSD** from the Student Resources page of the district website.
- Parents can access this 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** on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the 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.

CALLING SYSTEM

~~To update your contact information for the calling system, please click on the "calling system information" link on the district's website.~~

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<http://www.olentangy.k12.oh.us/Page/1380>.

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 visit:

<http://www.olentangy.k12.oh.us/Page/1858>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by email to the Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, OH 43035. **7840 Graphics Way, Lewis Center, Ohio 43035.**

Speak UP! Student HELP! Line

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two **"Stay Safe"** or **"Bullied?" Speak UP!** icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) **1-866-listen2me**.

FEDERAL/STATE/LOCAL COMPLIANCE

The 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. 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.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district sponsored trips.

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

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. 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 run, as required, for that course of study's requirements with teacher supervision.
3. 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 on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.

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5. 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.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
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.
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 a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their 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 their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). 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 of by way of example: 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.

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24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school 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.
25. The use of electronic devices for recording purposes must have prior approval.
26. 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.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. Passkeys are not to be shared with others. 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. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using OLSD'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 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.

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 be referred to the appropriate legal authorities and/or other legal action may be pursued.

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.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

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), 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, TRES, WCES, & 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, TRES, WCES, & WRES before 10:00 a.m. if his/her child is absent, unless the parent has given previous notification of the absence.

If a student is absent from school, a parent must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

- 1) Personal illness or injury (a medical verification note may be required by the school principal)
- 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

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 within five school days of the student's return to school or the absence will be considered unexcused. Notes will be accepted for up to 20 absences per year before additional documentation may be required. Ohio Revised Code 3321.19 makes it mandatory for a school district to examine all truancy cases, notify parents of the penalties if a child is truant and file a complaint with the appropriate court if the child does not cease being truant.

EXHIBIT-ES 2017-18 Student Handbook: Changes and deletions are in RED.**TARDINESS**

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

ABSENCE GUIDELINES

- **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 PM tardy.

FIVE DAY RULE

Absences beyond the Five Days per Nine Weeks rule will be handled on an individual basis. This process is necessary due to the frequency of childhood illnesses that may not require a physician's excuse.

Exceptions to the Five Day Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

An absence with medical documentation will be an exception to the Five Day Rule. All absences will be documented with a note containing the reason for the absence and the signature of the parent or guardian of the absent student.

The principal shall consider the number of excused versus unexcused absences and begin intervention to improve attendance. However, parents may receive a letter of notification after five days (2 ½ days for kindergarten) of absence per nine weeks.

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 and will not count against the Five Class Period rule. 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. These rules are necessary to ensure student safety. **You must come to the office to sign your child out.** You must send a note each time there will be a change in your 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, step-parent or friend without prior authorization. **We will follow the child's normal routine without a note from the parent.**

EXHIBIT-ES 2017-18 Student Handbook: Changes and deletions are in RED.**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 toward the Five Class Period/Day Rule.

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:

1. approve the request;
2. give conditional approval to the request; or
3. deny the request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee). 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 ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. document a valid learning content to the alternate experience, if applicable; and
3. demonstrate satisfactory attendance history.

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:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and
3. 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.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. 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 mutilated.

SCHOOL COUNSELOR

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 with a mental health perspective who assist students in the development of their self-concept, decision making skills, communication skills and character. School counselors are part of the total educational program and collaborate with students, parents, teachers and administrators. They are advocates for students and work with other educators to create a caring school culture. School counselors hold a minimum of a master's degree and are required to complete ongoing professional development. Elementary school counselors often provide services including individual counseling, group counseling and classroom guidance activities. 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.

LIBRARY/MEDIA CENTER

Mission and collection-It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

- **Instructional support-**Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade level reading lists to guide student reading.
- **Equipment-**Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.

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- **Policies**-The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **Jon Peterson/Autism Scholarship program**
The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the Jon Peterson or Autism scholarship program. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.

RELEASE TIME FOR RELIGIOUS EDUCATION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- student's parent or guardian gives consent in writing;
- sponsoring entity maintains attendance records and makes them available to the District;
- sponsoring entity provides and assumes liability for the student; and
- student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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~~When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.~~

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 (OLSD Policy 2340). 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 slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. 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. Siblings are not permitted to attend field trips with chaperones.

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 ~~view learn more about~~ the elementary report card ~~and standards based grading~~, please go to <http://www.olentangy.k12.oh.us/Page/1857>.

The chart below describes report card grades.

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

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

+	Consistently Demonstrates	-	Needs Improvement
=	Sometimes Demonstrates		

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

GRADE- REPORT CARDS

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

RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)

Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, ~~and the child's~~ classroom teacher, ~~and parent(s)/guardian(s)~~. The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

ELEMENTARY 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 (<http://www.olentangy.k12.oh.us/Page/1664>) to support the varying instructional ~~and social emotional~~ needs of gifted learners. Students with one or more areas of gifted identification ~~can expect differentiated instruction and curriculum within the regular classroom, receive supports from the General Education teacher, which may include differentiated instruction, enrichment opportunities, and guidance support. The Gifted Intervention Specialist will consult with the classroom teacher as well as assist in collaboration with students, parents and teachers to ensure that student work is appropriately challenging.~~ Students who are identified as gifted in ~~both~~ cognitive ability AND specific academic ~~areas of achievement may~~ receive additional gifted services. ~~Services are provided in the areas of reading and math at grades 3-5 and reading, math, science, and social studies at grade 6-8. These students receive a Written Education Plan (WEP) which outlines academic goals and provides a description of services. Direct services are provided from both a gifted intervention specialist and regular classroom teacher who receives ongoing professional development in the area of gifted education. These services may be provided in the regular classroom and/or gifted classroom setting. 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. The Gifted Intervention Specialist (GIS) and General Education teachers collaborate to provide direct services in the areas of Reading and Math with the instructional supports listed above and may also include, cluster grouping, co-teaching, small group resource room instruction, and subject/ whole grade acceleration. For more information regarding gifted services, please visit the Frequently Asked Questions link on the district's website:~~ <http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/Domain/56/Frequently-Asked-Questions-Gifted-Letter.pdf>

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Please visit <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/> <http://www.olentangy.k12.oh.us/Page/1363> for additional details regarding the gifted identification process, criteria, and services.

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 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, guidance 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 are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>.

HEALTH

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. These are kept on file in the office and used in emergency situations.

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 unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. ~~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.

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.

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

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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.

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 notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100°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.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

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.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply to all activities in the district, including activities on school property, on a school bus, or while enroute 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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- 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
- Court referral
- 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

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 by authorized school personnel 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).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

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

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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 of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and 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 O.R.C. 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

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- 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. 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.

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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 except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rules** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
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.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT/VIOLENCE

Hazing, harassment, intimidation, bullying, and 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, including activities on school property, on a school bus, or while enroute 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/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate 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 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, bullying, or sexual harassment does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, or sexual harassment activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, bullying, or sexual harassment.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances

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or events that might include hazing, harassment, intimidation, bullying, or sexual harassment. If hazing, harassment, intimidation, bullying, or sexual harassment is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, or sexual harassment activities immediately. All hazing, harassment, intimidation, bullying, or sexual harassment 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, bullying/cyberbullying by an electronic act or otherwise and/or sexual harassment, 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. 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. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

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.

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, or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, and/or sexual harassment 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.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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 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.

PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

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 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.**

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. 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.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

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Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

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 with the detention slip signed by the parent or guardian. 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. In-School Detention days will *not* apply toward the Five Class Period Rule.

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5. 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 ~~order to allow them to make up work missed during a 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) North Campus bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC North Campus to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC North Campus and take the OLSD bus back to their home high 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.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

- **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. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

- **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

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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
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

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

- **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

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O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

DUE PROCESS AND RIGHT OF APPEAL

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

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.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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 *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 school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.
- v. "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) 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.

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- a. 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.
- b. 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.
- c. 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

All 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.

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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 vehicle 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

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker 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 status.

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- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that 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. Similarly, the school official may at the hearing 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.

Following are the level of offenses that are prohibited 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

- o Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

Level I Drug & Alcohol Offense

- o Possession, use or application of any mood-altering chemical, as defined above

Level II Drug & Alcohol Offense

- o Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia

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Offenses	Tobacco Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion
Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools 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.

² Ten day out of school suspension may be reduced to 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.

³ 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.

⁴ 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 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.

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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.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats ~~(or other head coverings)~~ and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.
5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers if available. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
10. 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 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 high school Dress Code:

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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.

BUS RULES

Notice to students: The use of video 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 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 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

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- 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 or related products on the bus. (Ohio Law 3301.83.08)
 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)

Students with cellphones or electronic devices on the bus must follow the rules as outlined in the Technology Usage Policy.

Driver's responsibility prior to the first written conduct report: Drivers will confer with the student and/or change the student's seating assignment. Drivers are also strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

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:

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- 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 and the ~~assistant~~ transportation supervisor of the disciplinary action taken. It is then the ~~assistant~~ transportation supervisor's responsibility to inform the driver of that action.

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.

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).

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- A signed pass must be presented to leave the cafeteria (high school).

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.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

Exceptions to this policy include:

- Weapons under the control of Law Enforcement Personnel
- Items 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)
- Theatrical props used in appropriate settings
- Starter pistols used in appropriate sporting events

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, ~~or~~ 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.
8. Students are not to run through or otherwise disrupt someone else's game.

PARENTAL SUPERVISION AT EVENTS

The Olentangy Local Schools sponsors many events which families are encouraged to attend. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary and middle school students should be under the supervision of an adult at all times on these occasions. School rules for behavior apply whenever students are on school property.

GENERAL INFORMATION

ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

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

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

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District 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 Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via **text and/or an email notification**. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

To ensure that the district has accurate contact information, please review and update your PowerSchool account information by following the instructions found on the Parent Resources section of the district's website at <http://www.olentangy.k12.oh.us/Page/1858>.

FEES

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.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

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 Nexcheck 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 Nexcheck 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 Nexcheck at (800) 639-2435.

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. Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

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 or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website **by selecting "Lunch & Fee Payment" under the "For Parents" heading**, or checks may be sent to school with the student.

If your child has a medically documented food allergy, 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 by the principal. 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 (OLSD Policy 5113.01). The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: 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 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.**

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 are 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.

POSTERS / COMMUNITY ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an adviser's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

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.

A. Step No. 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).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 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 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 teacher involved, and the remedy sought.

C. Step No. 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.

D. Dispositions.

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

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. 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

The Olentangy Local School District 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, YouTube, Twitter or Facebook. The district's Web Guidelines allow for the following student information to be used online at the elementary school level:

- Student's first name only;
- Student work (such as, but not limited to, artwork, podcasts, blogs, writing samples, videos, etc.); and,
- Student photographs, but names may not directly accompany any student photograph.

If you do not want your student's information used in a web-based environment, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, **814 Shanahan Road, Suite 100 7840 Graphics Way**, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA, AND INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to 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 photographs may be used in communication tools such as the district newsletter and community postcard 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District **814 Shanahan Road, Suite 100 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 Regulations 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

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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, 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, ~~814 Shanahan Road, Suite 100~~ **7840 Graphics Way**, Lewis Center, Ohio 43035, (740) 657-4050.

RIDING BIKES/SCOOTERS TO SCHOOL

If a student chooses to ride a bike, scooter, skateboard, hover board, etc. to school, they are required to dismount when they arrive on school property. We highly recommend helmets for students using this mode of transportation.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- to inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- to know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA;
- to receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy 2416 and 8330).

SPECIAL DELIVERIES TO SCHOOL

Parents are asked to remember that sending balloons, flowers, gifts, and the like to children during the school day may create a disruption to learning. These items may be better enjoyed at home. If parents choose to send balloons, gifts, etc. to the school, they may be held in the office until the end of the day. Parents may need to pick up said items as they may not be allowed on the bus. This would be at the discretion of the building administrator.

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the

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appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

TELEPHONE USE

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school. The staff of Olentangy Local Schools greatly values their instructional time. If you need to leave a message for your child's teacher, please use his/her voice mail. Students will only be called from the classroom in case of an emergency.

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. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property 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.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times,

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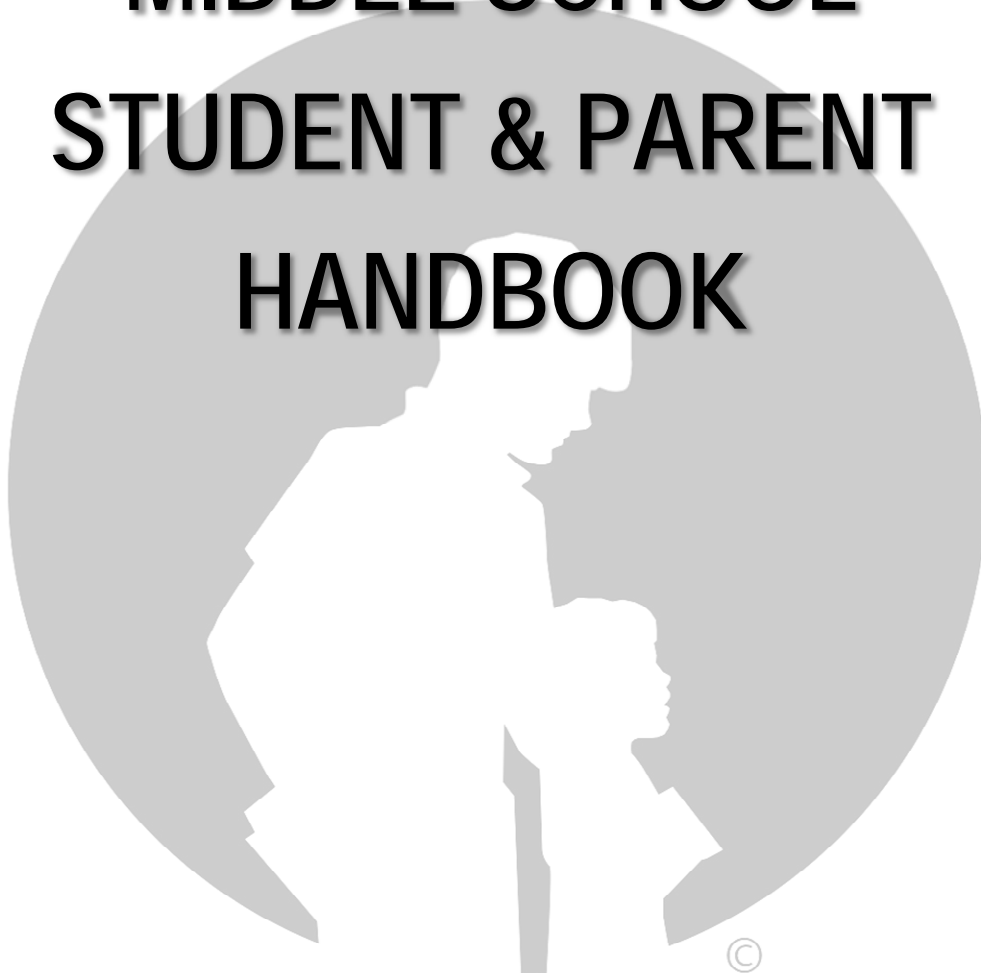
and they may be required to provide ~~a set of fingerprints so that~~ a criminal records check ~~can be conducted~~ prior to their service. For additional information, please refer to OLSD policy 3120.09 or contact your building secretary.

OLENTANGY | LOCAL SCHOOLS

EXHIBIT

2017-18

**MIDDLE SCHOOL
STUDENT & PARENT
HANDBOOK**



Last adoption date: April 28, 2016

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OLENTANGY LOCAL SCHOOLS

~~814 Shanahan Road, Suite 100~~

7840 Graphics Way

Lewis Center, OH 43035

740-657-4050

www.olentangy.k12.oh.us

INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

LETTER FROM THE PRINCIPAL

Dear Parent/Guardian and Student,

On behalf of the entire staff, we take great pride in welcoming you to the middle school. It is essential that parents and students read the Student Handbook. We are more than happy to answer any questions or concerns that you may have. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

It is a pleasure to have you as a member of the Olentangy family. We strive to foster a partnership between home and school; we look forward to working with you.

Best wishes for a successful school year!

Sincerely,

Olentangy Middle School Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. 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. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

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

- ~~• A respectful, caring and safe environment~~
- ~~• Research-based, student-focused instruction~~
- ~~• Information-driven decision-making—~~
- ~~• A focused and challenging curriculum~~
- ~~• An active partnership with parents and community~~

VISION STATEMENT

To be the Recognized Leader for High Performance and Efficiency in Education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

SCHOOL INFORMATION

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- **Email Notification System:** Receive news, announcements and updates from Olentangy straight to your email inbox **and / or smartphone**. Parents / guardians of Olentangy students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit www.olentangy.k12.oh.us/domain/55.
- **To subscribe or to manage your account, visit the homepage of the district website.**
- **Social Media:** Follow the district on Facebook at www.facebook.com/olentangylocalschools, and on Twitter at @olentangySD. **and @SuperOlsc on twitter.**
- **Mobile App:** The district's mobile app allows you 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 Local SD" app is available for download for iPhone and Android users in the app store (iTunes, Google Play) on their mobile device.

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 report cards, lunch account balance, transportation information and additional individual student information. Students can access myOLSD from the Student Resources page of the district website.
- Parents can access this 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 on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the 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.

CALLING SYSTEM

To update your contact information for the calling system, please click on the "calling system information" link on the district's website, <http://www.olentangy.k12.oh.us/Page/1380>.

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 visit:

<http://www.olentangy.k12.oh.us/Page/1858>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by email to the Communications Department, 814 Shanahan Road, Suite 100, Lewis Center, OH 43035. **7840 Graphics Way, Lewis Center, Ohio 43035.**

SPEAK UP! STUDENT HELP! LINE

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two "Stay Safe" or "Bullied?" Speak UP! icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) 1-866-listen2me.

FEDERAL/STATE/LOCAL COMPLIANCE

The 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. 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.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district-sponsored trips.

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

1. Students may only access the network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
2. 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 run, as required, for that course of study's requirements with teacher supervision.
3. 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 on the school's computers.

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4. Students may not use the Internet to engage in “hacking” or other unlawful activities.
5. 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.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online “chat rooms.” Students may not use any email or instant messaging programs on a school’s computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network’s operating system.
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.
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 a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school’s network in such a way that would disrupt their 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 their teacher when a school’s computer malfunctions in any way (example: a program is not opening or closing correctly). 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 of by way of example: 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.

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24. Cyberbullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school 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.
25. The use of electronic devices for recording purposes must have prior approval.
26. 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.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. Passkeys are not to be shared with others. 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, and spyware or bot traffic. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using OLSD'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 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.

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 be referred to the appropriate legal authorities and/or other legal action may be pursued.

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.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

MIDDLE SCHOOL HOURS

- Hyatts Middle School, Orange Middle School, and Shanahan Middle School are in session from 7:40 a.m. – 2:45 p.m.
- Liberty Middle School **is** in session from 8:05 a.m. – 3:10 p.m.
- **Berkshire Middle School is in session from 8:10 a.m. - 3:15 p.m.**

If a student is absent from school, a parent must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (a medical verification note may be required by the school principal)
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

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 doctors' 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.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

- Tardy – Up to ninety minutes late to school
- 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.
- On the fifth, sixth and seventh unexcused tardies in a quarter, a Wednesday or Saturday School may be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, an In-School Detention or similar consequence may be assigned, and a parent conference may be requested.

ABSENCE GUIDELINES

- 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 PM tardy.

FIVE CLASS PERIOD RULE

This policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Exceptions to the Five Class Period Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

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 and will not count against the Five Class Period rule. 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 parent approval. Failure to follow this procedure may result in school discipline.

EXTRA-CURRICULAR/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, 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.

ATTENDANCE CONSEQUENCES

The teacher should notify the main office in writing after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days s/he has missed in each class. Upon the sixth absence, the teacher will notify the main office that a student has missed six class periods and may fail for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

A student who has failed due to absences may serve one Saturday School to reduce one absence. Only one absence day per school year can be eliminated in this manner. The student must contact the principal or principal's designee within five school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the review panel.

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.

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

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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 toward the Five Class Period/Day Rule.

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:

1. approve the request;
2. give conditional approval to the request; or
3. deny the request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee).

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 ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. document a valid learning content to the alternate experience, if applicable; and
3. demonstrate satisfactory attendance history.

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:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and
3. 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.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. 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 mutilated.

SCHOOL COUNSELOR

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.

SCHEDULE CHANGES

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.

LIBRARY/MEDIA CENTER

Mission and collection- It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

- **Instructional support-** Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12

library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade level reading lists to guide student reading.

- **Equipment**-Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.
- **Policies**-The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **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.
- **Jon Peterson/Autism Scholarship program**
The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the Jon Peterson or Autism scholarship program. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.
- **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.

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.

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. Detailed information is available at <https://www.ohiohighered.org/ccp>.

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- A. Submit an intent form (found at <https://www.ohiohighered.org/ccp>) to the school counselor by April 1st
- B. Attend a mandatory meeting with high school officials explaining the program
- C. Apply to and attain acceptance from the college/university
- D. Meet a minimum grade point average required by the college

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. Detailed information is available at <https://www.ohiohighered.org/ccp>.

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- B. Attend a mandatory meeting with high school officials explaining the program
- C. Apply to and attain acceptance from the college/university
- D. Meet a minimum grade point average required by the college

The participant may elect at the time of enrollment to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course. The college shall notify the participant about payment of tuition and fees in the customary manner followed by the college. A participant electing this option also shall elect, at the time of enrollment, whether to receive only college credit or high school credit and college credit for the course.

1. The participant may elect to receive only college credit for the course. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course, but the governing entity of a public secondary school or the governing body of a participating nonpublic secondary school shall not award the high school credit.
2. The participant may elect to receive both high school credit and college credit for the course. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course and the governing entity of a public school or the governing body of a participating nonpublic school shall award the participant high school credit.

The participant may elect at the time of enrollment for each course to have the college reimbursed under section 3365.07 of the Revised Code. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course and the governing entity of a public school or the governing body of a participating nonpublic school shall award the participant high school credit. If the participant elects to have the college reimbursed under this division, the department shall reimburse the college for the number of enrolled credit hours in accordance with section 3365.07 of the Revised

Code.

~~Students may choose option A or B as their post-secondary experience:~~

~~Option A: Students may enroll in college courses for college credit only. The student is responsible for paying tuition, fees, textbooks etc.~~

~~Option B: Students may enroll in college courses for both high school and college credit. Under this option, the student's enrollment will be financed by the local school district if the course is completed. However, the high school reserves the right to predetermine eligibility of a course for high school graduation requirements. For a college course to be counted as a required graduation credit, the student must get approval of the high school principal or designee before registering for the course. If the course is a three-semester hour course or greater, one Carnegie unit of credit will be granted. Grades received in the courses elected for high school credit will be included in the GPA and these credits will appear on the student's record.~~

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.

RELEASE TIME FOR RELIGIOUS EDUCATION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.

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- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

~~When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.~~

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 (OLSD Policy 2340). 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 slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. 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. Siblings are not permitted to attend field trips with chaperones.

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.

GRADE REPORT CARDS

All student grade 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. **Interim** 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.

A student who fails the first semester and passes the second semester of a yearlong course shall receive the full credit of the course if recommended by the teacher and approved by the principal. A student who passes the first semester and fails the second semester shall fail that course and receive no credit if lack of effort is determined to be the cause of the failure.

RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)

Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, **and the child's** classroom teacher, **and parent(s)/guardian(s)**. The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations

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despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

MIDDLE SCHOOLS 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, **and creative thinking** through state approved assessment procedures. Olentangy Local Schools provides a continuum of services (<http://www.olentangy.k12.oh.us/Page/1664>) to support the varying instructional **and social emotional** needs of gifted learners. Students with one or more areas of gifted identification **can expect differentiated instruction and curriculum within the regular classroom receive supports from the General Education teacher, which may include differentiated instruction, enrichment opportunities, and guidance support.** The Gifted Intervention Specialist will consult with the classroom teacher as well as assist in collaboration with students, parents and teachers to ensure that student work is appropriately challenging. Students who are identified as gifted in **both** cognitive ability AND specific academic **areas of achievement may reading and/ or math,** receive additional gifted services. **Services are provided in the areas of reading and math at grades 3-5 and reading, math, science, and social studies at grade 6-8. These students receive a Written Education Plan (WEP) which outlines academic goals and provides a description of services. Direct services are provided from both a gifted intervention specialist and regular classroom teacher who receives ongoing professional development in the area of gifted education. These services may be provided in the regular classroom and/or gifted classroom setting. 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. The Gifted Coordinator and General Education teachers collaborate to provide direct services in the areas of English/ Language Arts (ELA) and Math with the instructional supports listed above and may also include, cluster grouping, co-teaching, small group resource room instruction, and subject/ whole grade acceleration.** For more information regarding gifted services, please visit the Frequently Asked Questions link on the district's website: <http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/Domain/56/Frequently-Asked-Questions-Gifted-Letter.pdf>

Please visit <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/> <http://www.olentangy.k12.oh.us/Page/1363> for additional details regarding the gifted identification process, criteria, and services.

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 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, guidance 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

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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 are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>.

GRADUATION REQUIREMENTS

For the class of 2018 and beyond, 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. More specific information regarding graduation requirements can be found in the Course Selection Guide, located on the district's website at:

<http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/domain/772/january/2017-2018%20High%20School%20Course%20Planning%20Guide.pdf>.

HEALTH

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. These are kept on file in the office and used in emergency situations.

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 unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. **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.

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.

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.

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 notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100°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.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

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.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply to all activities in the district, including activities on school property, on a school bus, or while enroute 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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- 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
- Court referral
- 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

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 by authorized school personnel 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).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

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

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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 of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and 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

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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 O.R.C. 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. 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 is provided for student use for teacher assigned work in courses or programs at the high school. Students may not use cell phones except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rules** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
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.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT/VIOLENCE

Hazing, harassment, intimidation, bullying, and 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, including activities on school property, on a school bus, or while enroute 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/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate 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 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, bullying, or sexual harassment does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, or sexual harassment activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, bullying, or sexual harassment.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, bullying, or sexual harassment. If hazing, harassment, intimidation, bullying, or sexual harassment is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, or sexual harassment activities immediately. All hazing, harassment, intimidation, bullying, or sexual harassment 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, bullying/cyberbullying by an electronic act or otherwise and/or sexual harassment, 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. 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. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

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.

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, or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, and/or sexual harassment 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.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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 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.

PROHIBITION AGAINST DISCRIMINATION (TITLE VI)

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 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 police 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.**

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause

to believe that a student may be in possession of evidence that a law or a school rule has been violated. 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.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has *not* designated the footage as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

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 with the detention slip signed by the parent or guardian. 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. In-School Detention days will *not* apply toward the Five Class Period Rule.
5. 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 ~~order to allow them to make up work missed during a 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) **North Campus** bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC **North Campus** to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC **North Campus** and take the OLSD bus back to their home high 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.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

- **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. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.

7. Students are not permitted on school grounds while serving OSS.

- **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
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

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

- **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

DUE PROCESS AND RIGHT OF APPEAL

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

- 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.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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 *Wite Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed

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physician and kept in the original container that states the student's name and directions for proper use, according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.

- v "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) 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.
 - a. 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.
 - b. 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.
 - c. 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

All 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 vehicle 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

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker 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 status.
- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that 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. Similarly, the school official may at the hearing 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.

Following are the level of offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy.

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Violations are cumulative within grades 7-12.

Tobacco

- Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

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 Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion
Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools 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.

² Ten day out of school suspension may be reduced to 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.

³ 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.

⁴ Five days Out-of-School Suspension reduced to three days In-School Detention at the discretion of the administrator if student/parent agree 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.

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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 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.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire.

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats ~~(or other head coverings)~~ and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.

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5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
10. Students may be permitted to carry book bags, backpacks, and/or other large bags during the school day at the discretion of school administration.

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 high 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.

BUS RULES

Notice to students: The use of video 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!

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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 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 or related products on the bus. (Ohio Law 3301.83.08)
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

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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)

Students with cellphones or electronic devices on the bus must follow the rules as outlined in the Technology Usage Policy.

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

1. Drivers will confer with the student and/or change the student's seating assignment.
2. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

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	3 days off bus
Second Written Report	3 days off bus	5 days off bus

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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 and the ~~assistant~~ transportation supervisor of the disciplinary action taken. It is then the ~~assistant~~ transportation supervisor's responsibility to inform the driver of that action.

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.

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. 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.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

Exceptions to this policy include:

- Weapons under the control of Law Enforcement Personnel
- Items 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)
- Theatrical props used in appropriate settings
- Starter pistols used in appropriate sporting events

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 agenda or~~ an approved pass.

PARENTAL SUPERVISION AT EVENTS

The Olentangy Local Schools sponsors many events which families are encouraged to attend. For reasons of safety, a parent or a responsible adult designated by the parent should accompany elementary students. Elementary and middle school students should be under the supervision of an adult at all times on these occasions. School rules for behavior apply whenever students are on school property.

GENERAL INFORMATION

ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

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

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

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District 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 Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via text and/or an email notification. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

To ensure that the district has accurate contact information, please review and update your PowerSchool account information by following the instructions found on the Parent Resources section of the district's website at <http://www.olentangy.k12.oh.us/Page/1858>.

FEES

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.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

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 Nexcheck 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 Nexcheck 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 Nexcheck at (800) 639-2435.

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.

Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

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 or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website **by selecting "Lunch & Fee Payment" under the "For Parents" heading**, or checks may be sent to school with the student.

If your child has a medically documented food allergy, 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 by the principal. 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 (OLSD Policy 5113.01).

The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: 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 will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an adviser's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

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.

A. Step No. 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).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 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 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 teacher involved, and the remedy sought.

C. Step No. 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.

D. Dispositions.

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

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. 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

The Olentangy Local School District 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, YouTube, Twitter or Facebook.

The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels:

- 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, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, **814 Shanahan Road, Suite 100 7840 Graphics Way**, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to 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 photographs may be used in communication tools such as the district newsletter and community postcard 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, **814 Shanahan Road, Suite 100 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 Regulations include:

- The right to inspect and review the student's education records.

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- 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, 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, ~~814 Shanahan Road, Suite 100~~ 7840 Graphics Way, Lewis Center, Ohio 43035, (740) 657-4050.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- to inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- to know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA;
- to receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy 2416 and 8330).

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation...

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. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property 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.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide ~~a set of fingerprints so that~~ a criminal records check ~~can be conducted~~ prior to their service. For additional information, please refer to OLSD policy 3120.09 or contact your building secretary.

CO/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.

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 at (800) 639-2435.

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.

OLENTANGY | LOCAL SCHOOLS

EXHIBIT

2017-18 HIGH SCHOOL STUDENT HANDBOOK



Last adoption date: April 28, 2016



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OLENTANGY LOCAL SCHOOLS

~~814 Shanahan Road, Suite 100~~

7840 Graphics Way

Lewis Center, OH 43035

740-657-4050

www.olentangy.k12.oh.us

INTRODUCTION

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the contents of the Student Handbook. The student handbook can be found on the district's website <http://www.olentangy.k12.oh.us>. I understand that if I have any questions, I can contact my student's principal. Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers.

TEACHER _____

STUDENT'S NAME (Please print) _____

STUDENT'S SIGNATURE _____

DATE _____

GRADE _____

STUDENT ID # _____

PARENT SIGNATURE _____

PLEASE RETURN THIS SIGNED FORM PAGE TO YOUR TEACHER THE FIRST WEEK OF SCHOOL

LETTER FROM THE PRINCIPAL

Dear Student,

On behalf of the entire staff, we take great pride in welcoming you to Olentangy Orange High School — Home of the Pioneers, Olentangy High School — Home of the Braves, and Olentangy Liberty High School — Home of the Patriots. We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive learning experience.

We encourage all of you to get involved and to contribute as we continue to create a culture of EXCELLENCE. Many doors will open for you creating endless opportunities during your high school years. Take the initiative, make an impact, stay active, and continue to challenge yourself as a learner. Take advantage of your high school years because the mark you make now will create memories that will last a lifetime. This is your school — take pride in yourself, your class, and your community

It is a pleasure to have you as a member of the Olentangy family. Best wishes for a successful school year. Go Pioneers! Go Braves! Go Patriots!

Olentangy High School Principals

FOREWARD

The Olentangy Local School District (OLSD) Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. 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. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

MISSION STATEMENT

OUR MISSION IS TO FACILITATE MAXIMUM LEARNING FOR EVERY STUDENT

VISION STATEMENT

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

- ~~• A respectful, caring and safe environment~~
- ~~• Research-based, student focused instruction~~
- ~~• Information driven decision making~~
- ~~• A focused and challenging curriculum~~
- ~~• An active partnership with parents and community~~

To be the Recognized Leader for High Performance and Efficiency in Education

The vision of the District illustrates the Board of Education's commitment to achieve a level of excellence, while continuously adapting to meet the challenges of the future.

SCHOOL INFORMATION

School, policy, and building information can be found on our website <http://www.olentangy.k12.oh.us>.

DISTRICT INFORMATION SOURCES

Olentangy offers a variety of ways to keep up with important news and information on our school district:

- **Website:** The district's site offers a wealth of information about Olentangy, including school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan and curriculum maps. Make sure you regularly visit www.olentangy.k12.oh.us.
- **Email Notification System:** Receive news, announcements and updates from Olentangy straight to your email inbox and / or smartphone. Parents / guardians of Olentangy students are automatically registered for email notifications based on their PowerSchool account information. To learn more, visit www.olentangy.k12.oh.us/domain/55.
- ~~To subscribe or to manage your account, visit the homepage of the district website.~~
- **Social Media:** Follow the district on Facebook at www.facebook.com/olentangylocalschools, and on Twitter at @olentangySD. ~~and @SuperOlsd on twitter.~~
- **Mobile App:** The district's mobile app allows you 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 Local SD" app is available for download for iPhone and Android users in the app store (iTunes, Google Play) on their mobile device.

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 report cards, lunch account balance, transportation information and additional individual student information. Students can access **myOLSD** from the Student Resources page of the district website.
- Parents can access this 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** on the Parents Resources page of the district website.

The district website can be found at www.olentangy.k12.oh.us. If you forget your password, please contact your building secretary.

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at www.olentangy.k12.oh.us. Delay and closing information will also be reported using an automated phone system, the email notification system, the local television stations (Channels 4, 6, 10 and 28) and the 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.

CALLING SYSTEM

To update your contact information for the calling system, please click on the "calling system information" link on the district's website, <http://www.olentangy.k12.oh.us/Page/1380>.

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 visit:

<http://www.olentangy.k12.oh.us/Page/1858>.

COPYRIGHT INFRINGEMENT

Claims of copyright infringement may be emailed to olswebmaster@olsd.us or sent by email to the Communications Department, ~~814 Shanahan Road, Suite 100, Lewis Center, OH 43035.~~ **7840 Graphics Way, Lewis Center, Ohio 43035.**

SPEAK UP! STUDENT HELP! LINE

An anonymous system for reporting bullying and other safety concerns. To report a concern, simply visit your school's website and look for one of the two "Stay Safe" or "Bullied?" **Speak UP!** icons. Click on the icon that applies, select your area of concern and provide a short explanation of the incident. The system will send your anonymous report to the appropriate people to address your concern. You can also call (toll free) 1-866-listen2me.

FEDERAL/STATE/LOCAL COMPLIANCE

The 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. 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.

TECHNOLOGY USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Olentangy Local School District. The term computer or computer equipment includes but is not limited to: any electronic devices, personal or school owned that is used on school property (including on district-owned vehicles) or during district -sponsored trips.

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

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.

EXHIBIT-HS 2017-18 Student Handbook: ~~Changes and deletions~~ are in RED.

2. 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 run, as required, for that course of study's requirements with teacher supervision.
3. 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 on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. 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.
6. Students should only use computer programs approved by the classroom teacher.
7. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material (e.g., cyber bullying), trade secret protection and/or any vulgar or obscene content.
8. Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
9. Students are not to enter the network's operating system.
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.
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 a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use computers or the school's network in such a way that would disrupt their 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 their teacher when a school's computer malfunctions in any way (example: a program is not opening or closing correctly). 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 of by way of example: 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 the effect is on the school 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.
25. The use of electronic devices for recording purposes must have prior approval.
26. 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.
27. OLSD will provide access to filtered Internet and my.olsd.us platform (Schoology, PowerSchool, Google Drive) email via wireless access for personal computing devices belonging to students for educational purposes. Please note OLSD will not be able to provide technical support for personal computing devices. Students are not allowed to circumvent the Internet filter or click-through warnings. Personal computing devices are not to be attached to the OLSD 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. Passkeys are not to be shared with others. 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. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. As a condition to using OLSD'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 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.

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 be referred to the appropriate legal authorities and/or other legal action may be pursued.

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.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

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 p.m.

If a student is absent from school, a parent must notify the attendance office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence.

EXCUSED ABSENCES

The following conditions may excuse a student from school attendance:

1. Personal illness or injury (a medical verification note may be required by the school principal)
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

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 doctors' 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.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

- Tardy – Up to two class periods late to school
- 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.
- On the fifth, sixth and seventh unexcused tardies in a quarter, a Wednesday or Saturday School may be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, an In-School Detention or similar consequence may be assigned, and a parent conference may be requested.

ABSENCE GUIDELINES

- Tardy – Arriving up to two periods late to school.
- Half-day Absence – Attendance for more than two academic periods, but less than four full academic periods.
- Full-day absence – Attendance for less than four full academic periods.
- Extra-curricular participation – In order for a student to participate in any extracurricular activity, the student must be in school for at least four full periods, not including lunch period.
- Doctor Appointments/Court Appearances – Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled outside the school day when possible.

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.

FIVE CLASS PERIOD RULE

This policy designates five class periods as the maximum number of absences to be permitted in any one course during a nine-week grading period. If this number is exceeded, the student may receive a grade of "F" in that class for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

Exceptions to the Five Class Period Rule (these absences do not count against the total):

- Absence verified by medical documentation for each date absent
- Observance of a religious holiday consistent with student's established creed or belief
- Death in the immediate family, limited to three days unless extenuating circumstances exist and absence is approved by the principal
- School-related absence – participation in a school-related activity (such as a field trip)
- Court appearance, with documentation
- Emergency circumstances, with principal's approval
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)

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 and will not count against the Five Class Period rule. 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 parent approval. Failure to follow this procedure may result in school discipline.

EXTRA-CURRICULAR/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, 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.

ATTENDANCE CONSEQUENCES

The teacher should notify the main office in writing after the student has been absent from class three times in a nine-week grading period, but it is the student's responsibility to be aware of the number of days s/he has missed in each class. Upon the sixth absence, the teacher will notify the main office that a student has missed six class periods and may fail for the nine-week grading period, or be subject to other consequences as outlined in the code of conduct.

A student who has failed due to absences may serve one Saturday School to reduce one absence. Only one absence day per school year can be eliminated in this manner. The student must contact the principal or principal's designee within five school days after the end of the grading period to schedule a Saturday School. All other situations may be taken before the review panel.

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 Card- Students who have perfect attendance during a grading period will be awarded a "Gold/Platinum/Orange 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 approve 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. A college visitation day taken without a properly completed *College Visitation Request* form may count toward the Five Class Period absence rule. College visitation days are limited to three days total per year and are only for 11th and 12th graders.

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 toward the Five Class Period/Day Rule.

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:

1. approve the request;
2. give conditional approval to the request; or
3. deny the request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee).

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 ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. document a valid learning content to the alternate experience, if applicable; and
3. demonstrate satisfactory attendance history.

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:

1. All fees are paid, including library fines, etc.;
2. Books are returned in satisfactory condition; and,
3. 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.

CURRICULUM, INSTRUCTION, AND ASSESSMENT

Curriculum, instruction, and assessment must be aligned with the board-adopted courses of study that are derived from the current state and national standards. Instruction delivered face to face, in an online format and/or in a blended format, is intended to maximize student learning and facilitate mastery of those standards. A course grade should reflect the content knowledge that a student knows and is able to demonstrate through the use of formative and summative assessments aligned to the instructional program.

INSTRUCTIONAL MATERIALS

The Board of Education furnishes all necessary instructional materials. For identification, each book is numbered. 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 mutilated.

SCHOOL COUNSELOR

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 guidance 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

SCHEDULE CHANGES

The following regulations will be followed:

1. 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:
2. Mechanical error changes.
3. Changes necessitated by failures.
4. Class balancing (guidance and administrative).
5. Subject-level changes (teacher recommendation).
6. Addition of a class in lieu of study hall the same period.
7. Administrative (teacher/guidance) recommendation.

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.

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.

LIBRARY/MEDIA CENTER

Mission and collection-It is the goal of the Olentangy School libraries to provide support for the information and reading needs of students in order to maximize their achievement. Library collections are selected by licensed teachers who are certified school library media specialists, in compliance with the Library Materials Selection Policy (OLSD Policy 2520.02). Collections are designed to support readers at all levels and abilities, engage student interests, recognize diverse cultural backgrounds, and support curriculum-based research needs. Collections include a variety of grade-level appropriate media such as books, e-books, audio books, magazines and videos. Each school maintains an electronic catalog available from their library website with age-appropriate databases linked as well.

- **Instructional support-**Librarians provide reading selection support and information literacy, media literacy and technology literacy instruction for all ability levels to meet the needs of 21st Century learners. The K-12 library curriculum is taught directly or embedded into core subjects through direct lessons or in collaboration with core subject teachers. Many of our librarians provide grade level reading lists to guide student reading.
- **Equipment-**Olentangy school libraries provide computers, scanners, copiers, production software, printing, recording devices, projectors and other peripherals. They also support the instructional needs of teachers and provide audio-visual equipment for classrooms.
- **Policies-**The District Computer Usage Policy and the Student Code of Conduct are followed in all libraries, and librarians' behavior expectations are similar to other classroom teachers. Students are expected to work quietly and productively and to treat other learners with courtesy and respect. Library rules, policies and procedures are posted or shared with students within each school. Library materials should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

ALTERNATE EDUCATION

- **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.
- **Jon Peterson/Autism Scholarship program**
The Board of Education authorizes the superintendent/designee to develop guidelines for compliance with Ohio Administrative Code (OAC) Section 3301-103-04 related to the issuing of credits toward graduation and the issuance of a diploma for children in grades nine through twelve who are participating in the Jon Peterson

or Autism scholarship program. OAC 3301-103-04 requires that this issue be addressed and decisions be documented on the student's current IEP.

- **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.

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.

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. Detailed information is available at <https://www.ohiohighered.org/ccp>.

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- Submit an intent form (found at <https://www.ohiohighered.org/ccp>) to the school counselor by April 1st
- Attend a mandatory meeting with high school officials explaining the program
- Apply to and attain acceptance from the college/university
- Meet a minimum grade point average required by the college

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. Detailed information is available at <https://www.ohiohighered.org/ccp>.

Students interested in College Credit Plus (CCP) must meet all of the following criteria:

- Submit an intent form (found at <https://www.ohiohighered.org/ccp>) to the school counselor by April 1st
- Attend a mandatory meeting with high school officials explaining the program

- C. Apply to and attain acceptance from the college/university
- D. Meet a minimum grade point average required by the college

The participant may elect at the time of enrollment to be responsible for payment of all tuition and the cost of all textbooks, materials, and fees associated with the course. The college shall notify the participant about payment of tuition and fees in the customary manner followed by the college. A participant electing this option also shall elect, at the time of enrollment, whether to receive only college credit or high school credit and college credit for the course.

1. The participant may elect to receive only college credit for the course. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course, but the governing entity of a public secondary school or the governing body of a participating nonpublic secondary school shall not award the high school credit.
2. The participant may elect to receive both high school credit and college credit for the course. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course and the governing entity of a public school or the governing body of a participating nonpublic school shall award the participant high school credit.

The participant may elect at the time of enrollment for each course to have the college reimbursed under section 3365.07 of the Revised Code. Except as provided in section 3365.032 of the Revised Code, if the participant successfully completes the course, the college shall award the participant full credit for the course and the governing entity of a public school or the governing body of a participating nonpublic school shall award the participant high school credit. If the participant elects to have the college reimbursed under this division, the department shall reimburse the college for the number of enrolled credit hours in accordance with section 3365.07 of the Revised Code.

~~Students may choose option A or B as their post-secondary experience:~~

~~**Option A:** Students may enroll in college courses for college credit only. The student is responsible for paying tuition, fees, textbooks etc.~~

~~**Option B:** Students may enroll in college courses for both high school and college credit. Under this option, the student's enrollment will be financed by the local school district if the course is completed. However, the high school reserves the right to predetermine eligibility of a course for high school graduation requirements. For a college course to be counted as a required graduation credit, the student must get approval of the high school principal or designee before registering for the course. If the course is a three-semester hour course or greater, one Carnegie unit of credit will be granted. Grades received in the courses elected for high school credit will be included in the GPA and these credits will appear on the student's record.~~

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.

The District Credit Flexibility Plan offers options to students to earn high school credit by:

- testing out or showing mastery of course content;
- pursuing an educational option and/or an individually approved option and/or

- any combination of the above.

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.

PE WAIVER

In accordance to 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, 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. ~~Eligible students must complete the district PE Waiver Intent form before the start of the activity season. Forms are available at the district's central office, high school guidance office, or on the district website.~~

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- student's parent or guardian gives consent in writing;
- sponsoring entity maintains attendance records and makes them available to the District;
- sponsoring entity provides and assumes liability for the student; and
- student assumes responsibility for any missed school work.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction. For more information, please refer to Board policy 5223 - Released Time for Religious Instruction.

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The superintendent shall develop rules for the assignment of homework according to these guidelines:

- Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

~~When a student is absent from school, homework requests must be received by 10:00 a.m. in order to be fulfilled by 2:00 p.m. of the same day.~~

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 (OLSD Policy 2340). 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 slips will be signed in advance. Students will travel by school vehicles. The Board of Education authorizes the incidental transportation by private vehicle of students of the district. This includes occasional transportation for field trips, outings, and the like. Routine transportation, however, shall be subject to all requirements listed in Board Policy 8560 and relevant administrative guidelines. Students will be released during the course of the trip to parents or guardians only. 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. Siblings are not permitted to attend field trips with chaperones.

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 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

EXHIBIT-HS 2017-18 Student Handbook: ~~Changes and deletions~~ are in RED.

B-	80-82%	2.670		D-	60-62%	0.670
C+	77-79%	2.330		F	0-59%	0.000

HIGH SCHOOL WEIGHTED GRADING SCALE AP & CCP COURSES ONLY						
LETTER GRADE	PERCENTAGE	POINT VALUE		LETTER GRADE	PERCENTAGE	POINT VALUE
A	93-100%	5.000		C	73-76%	3.000
A-	90-92%	4.670		C-	70-72%	2.670
B+	87-89%	4.330		D+	67-69%	2.330
B	83-86%	4.000		D	63-66%	2.000
B-	80-82%	3.670		D-	60-62%	1.670
C+	77-79%	3.330		F	0-59%	0.000

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.
- A student who fails the first semester and passes the second semester of a year-long course shall receive full credit of the course if the semester average is sixty percent or above. A student who passes the first semester and fails the second semester shall fail the course and receive not credit unless recommended by the teacher, approved by the principal, and has an overall average of sixty percent or above.
- 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 that are comparable to current Olentangy AP courses will be converted to the weighted scale and quality points.

GRADE REPORT CARDS

All student grade 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. ~~Interim~~ Dates are posted on the school calendar.

RESPONSE TO INTERVENTION / MULTI-TIERED SYSTEM OF SUPPORT (RTI/MTSS)

Response to Intervention (RTI) is a framework for providing high quality curriculum and instruction to all students and intervention support for some students. RTI integrates assessment, instruction, and intervention within a multi-level

prevention system to maximize student achievement and reduce behavioral problems. The purpose of the multi-level prevention system is to help the student be more successful.

A Student Data Meeting is one component of the Response to Intervention framework. A Student Data Meeting brings together a team of dedicated professionals whose purpose is to ensure that high quality specific instruction is matched to meet the needs of an individual child. This may include the building principal, school counselor, school psychologist, support staff, intervention specialist, ~~and the child's~~ classroom teacher, ~~and~~ parent(s)/guardian(s). The team is flexible based on the child's needs and therefore may have a range of team members. Children are referred to the Student Data Team for different reasons. A child may be experiencing academic, social/emotional, or health concerns. Referrals typically occur when a child is not making adequate progress toward grade level expectations despite interventions that teachers and parents put in place. If you have concerns about your child's progress please contact your child's teacher. For questions regarding the RTI/MTSS process please contact the building principal.

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.

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.

ACADEMIC RECOGNITION AT COMMENCEMENT

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 the board's policy 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 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, guidance 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 are also available on the district website at <http://www.olentangy.k12.oh.us/administrative-departments/curriculum-instruction/gifted-services/>

GRADUATION REQUIREMENTS

For the class of 2018 and beyond, 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. More specific information regarding graduation requirements can be found in the Course Selection Guide, located on the district's website at:

<http://www.olentangy.k12.oh.us/cms/lib8/OH01914664/Centricity/domain/772/january/2017-2018%20High%20School%20Course%20Planning%20Guide.pdf>.

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

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.

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.

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 information and application cards from the student services office. 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.

HEALTH

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. These are kept on file in the office and used in emergency situations.

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 unless medically prescribed to self-carry must be kept locked in a storage place and administered by school personnel. **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.

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.

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.

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 notifying the school nurse in writing.

ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100°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.

CONCUSSIONS

Should a student exhibit signs, symptoms or behavior that is consistent with a concussion or head injury, they shall be removed from P.E. participation. School staff will notify the parent and will recommend an assessment by a physician or health care provider. The student may return to P.E. class with written clearance from the physician or health care provider that it is safe for the student to return to P.E. class.

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.

HAND WASHING PROTOCOL

Hand washing with soap and warm water for at least 20 seconds is very important to prevent illness and communicable diseases. It is Olentangy district policy that students and staff will wash their hands at various times throughout the day including but not limited to after using the restroom, before eating, or after sneezing or coughing. When soap and water are not available, disposable hand wipes or gel sanitizers may be used.

CODE OF CONDUCT

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the Olentangy Local Schools is to develop self-discipline in all students and maintain an appropriate educational atmosphere.

The following code of conduct rules apply to all activities in the district, including activities on school property, on a school bus, or while enroute 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, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents controlled by the Board. Conduct regardless of where it occurs, under the supervision of a district official/ employee or directed at a district official/employee or their property is subject to discipline.

A violation of any rule may result in discipline including, but not limited to:

- 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
- Court referral
- 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

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 by authorized school personnel 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).

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety; therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

CODE OF CONDUCT RULES

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 of fighting, violence, or serious bodily injury (see #3 – Threats)
 - d. Unauthorized touching, pushing, shoving, and 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.
 - a. 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 O.R.C. 2923.122.) Specific violations include but are not limited to:
 - b. Use, possession, sale, distribution, or knowledge of a firearm

- c. 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.
 - d. 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.
 - e. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
 - f. 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)
 - g. 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.
 - h. 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.
 - i. 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.
 - j. 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. 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 except in designated areas and at designated times. (Refer to the Code of Conduct section - Technology Usage Policy.)
21. **Violation of Bus Rules** Students must follow all bus rules as outlined in the Code of Conduct section – Bus Rules.
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.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT/VIOLENCE

Hazing, harassment, intimidation, bullying, and 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, including activities on school property, on a school bus, or while enroute 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/graphic, verbal, electronic, or physical act having reasonable intent to harass, intimidate, injure, threaten, ridicule, or humiliate 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 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, bullying, or sexual harassment does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, bullying, or sexual harassment activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing,

harassment, intimidation, bullying, or sexual harassment.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, bullying, or sexual harassment. If hazing, harassment, intimidation, bullying, or sexual harassment is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, bullying, or sexual harassment activities immediately. All hazing, harassment, intimidation, bullying, or sexual harassment 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, bullying/cyberbullying by an electronic act or otherwise and/or sexual harassment, 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. 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. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.03.

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.

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, or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying, aggressive behavior, and/or sexual harassment 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.

CONFIDENTIALITY IN REGARDS TO SEXUAL HARASSMENT AND SEXUAL VIOLENCE

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 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.

PROHIBITION AGAINST DISCRIMINATION ~~(TITLE VI)~~

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 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.**

SCHOOL'S RIGHT TO SEARCH

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Olentangy Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. 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.

SECURITY RECORDINGS

The Olentangy Local School District may record security footage on district property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as district employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has **not** designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

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 with the detention slip signed by the parent or guardian. 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. In-School Detention days will *not* apply toward the Five Class Period Rule.
5. 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 ~~order to allow them to make up work missed during a 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) **North Campus** bus will take students from their home school at about 7:10 a.m. and drop them off at the pick-up point at the DACC **North Campus** to be picked up by Juvenile Court personnel. At the completion of the day, students will be dropped off at the DACC **North Campus** and take the OLSD bus back to their home high 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.
11. Suspension Alternative Program days will not count toward the Five Class Period Rule as long as the evaluation from the SAP supervisor is satisfactory.

• 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. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

• 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
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

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

• **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

NOTICE TO THE REGISTRAR OF MOTOR VEHICLES

Notice to the Registrar of Motor Vehicles is not optional but mandatory whenever a student is suspended, expelled, removed, or permanently excluded from a school for misconduct involving a firearm, knife, or other weapon as defined in board policy. As in the case of drug- or alcohol-related offenses, the superintendent must notify the juvenile judge of the county of such offense, in writing, within two weeks of the disciplinary action. Upon receiving the notice, the Registrar is required to suspend any existing license or permit and deny issuance of any new license or permit.

DUE PROCESS AND RIGHT OF APPEAL

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

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.

COURT REFERRAL

Referral to Delaware County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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 *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 school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.
- v "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) 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.
 - a. 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.

- b. 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.
- c. 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

All 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 vehicle 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

Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

- a) **Locker 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 status.
- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
- c) **Student Vehicle:** When illegal or dangerous items are suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

9. OFFENSES AND DISCIPLINARY ACTION

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.

Following are the level of offenses that are prohibited 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

- Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products

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 Consequences	Level I Drug & Alcohol Consequences	Level II Drug & Alcohol Consequences
First Offense	Two Wednesday/Saturday Schools ¹	Ten days out of school suspension ²	Ten days out of school suspension ² with a recommendation for expulsion
Second Offense	Three days In-School Detention ³	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion
Third and Subsequent Offenses	Five days Out-of-School Suspension ⁴	Ten days out of school suspension ² with a recommendation for expulsion	Ten days out of school suspension ² with a recommendation for expulsion

Suspension/Discipline Reduction Options:

¹ Two Saturday Schools 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.

² Ten day out of school suspension may be reduced to 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.

³ 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.

⁴ 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 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.

DRESS CODE

The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Olentangy Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats ~~(or other head coverings)~~ and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Shorts and skirts will be no shorter than the middle of the thigh.
5. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in.
6. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.
7. Oversized clothing, which compromises the safety of students, is not permitted.
8. Appropriate and safe shoes or sandals will be worn at all times.
9. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.

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 high 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.

BUS RULES

Notice to students: The use of video 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 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 schedule 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 or related products on the bus. (Ohio Law 3301.83.08)
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)

Students with cellphones or electronic devices on the bus must follow the rules as outlined in the Technology Usage Policy.

Driver's responsibility prior to the first written conduct report: Drivers will confer with the student and/or change the student's seating assignment. Drivers are also strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

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

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the ~~assistant~~ transportation supervisor of the disciplinary action taken. It is then the ~~assistant~~ transportation supervisor's responsibility to inform the driver of that action.

Recommended Consequences for Level I & II Bus Rules Infractions:

High School	Level I	Level II
First Written Report	3 days off bus	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	

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.

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 the following rules:

1. Students must observe a proper speed while on the school grounds.
2. Students must park only in the proper student parking lot.
3. Students may not park in faculty or visitor parking lots.
4. Students are not to drive on the grass.
5. School buses have the right-of-way at all times.
6. Students must be out of their cars and in school by 7:15 a.m.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.

10. Students are to complete a *Pupil Driving Permit Registration and Agreement* form, available in the main office and on the district website. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline.
11. 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.
12. Students are not to loiter in their cars.

LOSS OF DRIVING PRIVILEGES

When the superintendent of the school district receives information that the 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.

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.

CONCEALED CARRY

Unless otherwise authorized by law, pursuant to Ohio Revised code section 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.

Exceptions to this policy include:

- Weapons under the control of Law Enforcement Personnel
- Items 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)
- Theatrical props used in appropriate settings
- Starter pistols used in appropriate sporting events

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.

HALL PASSES

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

GENERAL INFORMATION**ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY**

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

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

DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District 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 Safety Plan our staff routinely trains on many of these procedures. The drills include fire, tornado and lockdown drills.

In the event of a lockdown, parents will be notified via ~~text and/or an~~ email ~~notification~~. If the situation causes a delay in the start of the school day or a change in release time, parents will be notified using the district's automated calling system.

To ensure that the district has accurate contact information, please review and update your PowerSchool account information by following the instructions found on the Parent Resources section of the district's website at <http://www.olentangy.k12.oh.us/Page/1858>.

FEES

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 ~~Portal~~ 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.

At the discretion of the building principal, and upon approval from the treasurer's office, students dropping a class, leaving the district early or enrolling late may have their fees adjusted in cases where the district does not incur

additional costs or another funding source is identified. As an alternative to a refund, the fee may be transferred to the student's food service account or pay to participate fees upon the building secretary receiving permission from the parent to do so.

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 (OLSD Policy #6152). In addition, the student diploma will be withheld until all fees are paid in full.

FEE COLLECTIONS AND FEE WAIVERS

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

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the Nexcheck 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 Nexcheck 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 Nexcheck at (800) 639-2435.

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.

Olentangy also participates in the School Breakfast Program at select elementary schools and all middle schools and high schools. Please check with your school to determine if breakfast is offered. The free and reduced price program also applies to breakfast.

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 or they may utilize the debit card system which allows parents to put money on the student's account in advance to pay for their child's lunch. Deposits may be made online through the district website

by selecting "Lunch & Fee Payment" under the "For Parents" heading, or checks may be sent to school with the student.

If your child has a medically documented food allergy, 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 by the principal. 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 (OLSD Policy 5113.01). The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: www.olentangy.k12.oh.us. For more 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 only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time. Flyers from non-profit organizations, district boosters, PTOs are reviewed for posting to the district's website and if approved may be accessed on the district's One-Stop Flyer Shop webpage.

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.

A. Step No. 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).

B. Step No. 2 - Fact and Possible Resolution.

If the complainant or the teacher is not satisfied with the outcome of Step No. 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 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 teacher involved, and the remedy sought.

C. Step No. 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.

D. Dispositions.

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

E. Repeat Concerns.

If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."

F. 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

The Olentangy Local School District 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, YouTube, Twitter or Facebook. The district's Web Guidelines allow for the following student information to be used online at the middle and high school levels:

- 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, simply submit a written request to the Communications Department. Requests should be directed to Olentangy Local School District, Attn: Communications Department, ~~814 Shanahan Road, Suite 100~~ **7840 Graphics Way**, Lewis Center, Ohio 43035, (740) 657-4050.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the Olentangy Local Schools often have the opportunity to 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 photographs may be used in communication tools such as the district newsletter and community postcard 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, ~~814 Shanahan Road, Suite 100~~ **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 Regulations 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; 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. The written request or any questions should be directed to the Communications Department, Olentangy Local School District, ~~814 Shanahan Road, Suite 100~~ **7840 Graphics Way**, Lewis Center, Ohio 43035, (740) 657-4050.

RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to prohibit their child from participating in surveys.

Rights afforded parents include:

- to inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- to know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA;
- to receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third party surveys.

Parents/Guardians will be contacted by the school district in advance of any survey being distributed to their student (OLSD Policy 2416 and 8330).

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Such compensation includes, but is not limited to, cash checks, stocks, or any other form of securities, gifts and other such things of value (more than \$25).

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance

of his/her duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

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. These students are not permitted to re-enter the building.

VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss of personal property. Personal property 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.

VISITORS

We welcome visitors to our school. You must enter through the front door and sign the visitor register. You are also required to wear visitor identification. To maintain the high quality of our educational program we ask that parents give the teacher advance notice and classroom visits be limited to approximately 30 minutes.

If there is a valid reason that a visitor must come to school with one of our students, this will be considered by the principal or assistant principal. The student must submit a *Request for Student Visit* form three school days prior to the visit and must be responsible for the behavior of the visitor while at school. The visitor is to sign-in at the school office.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide ~~a set of fingerprints so that~~ a criminal records check ~~can be conducted~~ prior to their service. For additional information, please refer to OLSD policy 3120.09 or contact your building secretary.

CO/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.

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 at (800) 639-2435.

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.

OLENTANGY | LOCAL SCHOOLS

EXHIBIT

2017-18

**ATHLETIC
HANDBOOK**

FOR STUDENTS, PARENTS AND COACHES

Last Adoption Date: May 18, 2017

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

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OLENTANGY LOCAL SCHOOLS

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Lewis Center, OH 43035

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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 DISTRICT ATHLETE

Being a member of an Olentangy Local School District 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 insure 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

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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.**
- ~~Use of profanity~~ Profanity, racial, sexist, or abusive comments or intimidating actions directed at officials, opponents, coaches or team representatives.
- 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:

- 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.

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- 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, racial, sexist, or abusive comments or intimidating actions directed at officials, opponents, coaches or team representatives.
- 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

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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.

EXHIBIT 2017-18 Athletic Handbook: **Changes and deletions are in RED.****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.

A. Step No. 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 surrounding the concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

B. Step No. 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.

C. Step No. 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.

D. Dispositions

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

E. 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

CITIZENSHIP POLICY

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.

CONDUCT OF ATHLETES

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.

SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities 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 A SUSPENSION

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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 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 ~~(TITLE VI)~~

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 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

PRINCIPLES 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 1st 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

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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 five consecutive, weekly urine drug tests. 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 (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

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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) For First Offense infractions involving tobacco, the denial of privilege may be reduced to 10% of the scheduled contests if the athlete participates in a tobacco intervention/education program. The principal/designee may reinstate the athlete upon evidence of participation in a tobacco intervention/education program. Any subsequent tobacco violations will be treated equally as alcohol and other drugs.
- 7) 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.

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~~Involvement by law enforcement officials negates the option of voluntary referral.~~ 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

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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 1st 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 OHSA 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

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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 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*

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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.

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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 five consecutive, weekly urine drug tests. 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**

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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 five 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 five (5) 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 five 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 five of classes during the preceding grading period in which the student was enrolled.

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- 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 five 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 Transfer Request Application must be submitted by the district's required date of submission. Be advised that student's approved for an intra-district 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 must be submitted as soon as possible. Be advised that students approved for an intra-district 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

1) **Absence from Practice:**

A. **Excused**

1. Advance notice from athlete in writing to the appropriate coach
2. Reason considered unavoidable and excusable by the coaches

Consequence:

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest.

B. **Unexcused** - All absences not falling into the excused category above

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 coaches
2. Emergency situation

Consequences are the discretion of the head coach and athletic director

B. **Unexcused**- All other types of absences not falling into the Excused category above

Consequences:

- | | |
|-----------------|--|
| First offense- | Suspension from next two contests |
| Second offense- | Suspension for the remainder of the season |

3) **Holidays/Vacations**

- A. **Excused** - If an athlete is going on a family vacation with 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 and the coach will then inform the athletic director.**

Consequences

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If a contest is missed, the consequences are:

- Suspended one subsequent contest for each contest missed
- 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 3.250 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.

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,

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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.

Depending on the reason for failing to complete the season, the athlete may be denied participation for

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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, including activities on school property, on a school bus, or while enroute 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 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 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.

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Administrators, teachers and all other 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 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 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/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 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 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

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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; 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 RULES

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

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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 Nexcheck at (800) 639-2435.

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
- 3) Emergency Medical Form
- 4) Insurance or an Insurance Waiver
- 5) Permission to Treat Form
- 6) Concussion Form
- 7) Informed Consent Agreement
- 8) 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

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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

EXHIBIT 2017-18 Athletic Handbook: **Changes and deletions are in RED.****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.

OLENTANGY LOCAL SCHOOLS
2017-18 ELEMENTARY SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on May 18, 2017

GRADES K-5

GRADE/AREA	APPROVED FEES FOR 2016-17	PROPOSED FEES FOR 2017-18
Math, Science, Language Arts, and Social Studies	\$22.00	\$22.00
Art	\$8.00	\$8.00
Grade Level Total	\$30.00	No Change
Summer Enrichment Experience for Grades 1-5 (SEE18) Registration Required	\$100.00	\$125/COURSE
RATIONAL FOR THE CHANGE		+25.00 INCREASED STAFFING AND SUPPLIES

OLENTANGY LOCAL SCHOOLS
2017-18 MIDDLE SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on May 18, 2017
GRADES 6-8

GRADE/AREA	2016-17 APPROVED FEE	2017-18 PROPOSED FEE	COMMENTS
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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
Cope Program (OLMS only)	\$15.00	\$15.00	NO CHANGE

Seventh Grade Fees			
Agenda Book	\$ 5.00	\$ 5.00	NO CHANGE
Life Skills	\$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
Summer Enrichment Experience for Grades 6-8 (SEE18) Registration Required	\$100.00	\$125 / COURSE	+25.00 INCREASED STAFFING AND SUPPLIES

OLENTANGY LOCAL SCHOOLS
2017-18 MIDDLE SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on May 18, 2017
GRADES 6-8

GRADE/AREA	2016-17 APPROVED FEE	2017-18 PROPOSED FEE	COMMENTS
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Electives			
Band Book (Grade 6, 7, 8)	\$9.00	\$9.00	NO CHANGE
School Instrument Usage / Cleaning / Maintenance	\$20.00	\$20.00	NO CHANGE
Percussion Book (Grade 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

OLENTANGY LOCAL SCHOOLS
2017-18 HIGH SCHOOL FEE SCHEDULE
Presented to the Board of Education for Approval on May 18, 2016
GRADES 9-12

COURSE NUMBER	COURSE NAME	FEE BREAKDOWN				2016-17 APPROVED FEE	2017-18 PROPOSED FEE	COMMENTS
		SUPP LIES	AP TEST	WKBK/ NOVE L	PAY TO PART.			
02110	Art I	30				\$30.00	\$30.00	No Change
02210	Ceramics I	50				\$50.00	\$50.00	No Change
02220	Ceramics II	50				\$50.00	\$50.00	No Change
02240	Ceramics III	50				\$50.00	\$50.00	No Change
02280IS	Ceramics IS	65				\$65.00	\$65.00	No Change
02230	Sculpture I	40				\$40.00	\$40.00	No Change
02260	Sculpture II	50				\$50.00	\$50.00	No Change
02261	Sculpture III	50				\$40.00	\$50.00	+ \$10.00 Supply Increase
02270IS	Sculpture IS	65				\$65.00	\$65.00	No Change
02310	Computer Graphics I	35				\$35.00	\$35.00	No Change
02320	Computer Graphics II	40				\$40.00	\$40.00	No Change
02330	Computer Graphics III	40				\$40.00	\$40.00	No Change
02360IS	Computer Graphics IS	65				\$65.00	\$65.00	No Change
02410	Drawing I	40				\$40.00	\$40.00	No Change
02420	Drawing II	40				\$40.00	\$40.00	No Change
02430	Drawing III	50				\$50.00	\$50.00	No Change
02440IS	Drawing IS	65				\$65.00	\$65.00	No Change
02510	AP Art History	15	100	25		\$135.00	\$140.00	+ \$5.00 AP Test
02610	Jewelry I	50				\$50.00	\$50.00	No Change
02620	Jewelry II	65				\$65.00	\$65.00	No Change
02630	Jewelry III	65				\$65.00	\$65.00	No Change
02650IS	Jewelry IS	65				\$65.00	\$65.00	No Change
02710	Painting I	50				\$50.00	\$50.00	No Change
02720	Painting II	50				\$50.00	\$50.00	No Change
02730	Painting III	50				\$50.00	\$50.00	No Change
02750IS	Painting IS	65				\$65.00	\$65.00	No Change
02810	Photography I	55				\$55.00	\$55.00	No Change
02820	Photography II	65				\$65.00	\$65.00	No Change
02821	Photography III	65				\$65.00	\$65.00	No Change
02870IS	Photography IS	65				\$65.00	\$65.00	No Change
02830	Digital Imaging	45				\$45.00	\$45.00	No Change

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EXHIBIT 4/19/17 ja

OLENTANGY LOCAL SCHOOLS
2017-18 HIGH SCHOOL FEE SCHEDULE
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GRADES 9-12

02831	Digital Imaging II	45				\$45.00	\$45.00	No Change
02832	Digital Imaging III	45				\$45.00	\$45.00	No Change
02860IS	Digital Imaging IS	65				\$65.00	\$65.00	No Change
03810	Accounting			29		\$28.00	\$29.00	+ \$1.00 Workbook Increased
03840	Business Foundations	3				\$3.00	\$3.00	No Change
03860	Business Technology	5				\$5.00	\$5.00	No Change
03890	International Business/Econ	3				\$3.00	\$3.00	No Change
03930	Marketing Applications	50				\$50.00	\$50.00	No Change
03940	Integrated Marketing Communications	50				\$50.00	\$50.00	No Change
05510	AP English Literature/Comp		100	19		\$114.00	\$119.00	+ \$5.00 AP Test
05520	AP Language and Composition		100	19		\$114.00	\$119.00	+ \$5.00 AP Test
05530	AP Seminar	45	145			\$140.00	\$190.00	+ \$50.00 AP Test and Materials
05540	AP Research	45	145			NA	\$190.00	NEW Course
05880	Etymology			17.66		\$17.66	\$17.66	No Change
05910	Introduction to Journalism	10				\$10.00	\$10.00	No Change
05910A	Broadcast and Video	10				\$10.00	\$10.00	No Change
05920	Newspaper Journalism				25	\$25.00	\$25.00	No Change
05930	Advanced News Journalism				25	\$25.00	\$25.00	No Change
05940	Yearbook Journalism				25	\$25.00	\$25.00	No Change
05950	Acting	15				\$15.00	\$15.00	No Change
05960	Advanced Acting	15				\$15.00	\$15.00	No Change
05970	Stagecraft	25				\$25.00	\$25.00	No Change
05980	Advanced Stagecraft	25				\$25.00	\$25.00	No Change
06110	French I			23		\$23.00	\$23.00	No Change
06120	French II			19.55		\$19.55	\$19.55	No Change
06130	French III			24		\$24.00	\$24.00	No Change
06140	French IV			23		\$23.00	\$23.00	No Change
06150	French V			29.09		\$29.09	\$29.09	No Change
06210	German I			17		\$17.00	\$17.00	No Change
06220	German II			17		\$17.00	\$17.00	No Change
06230	German III			9		\$7.99	\$9.00	+ \$1.01 Increase in magazine and shipping
06240	German IV			19.55		\$10.45	\$19.55	+ \$9.10 Workbook / Shipping and Handling
06310	Spanish I			15		\$15.00	\$15.00	No Change

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OLENTANGY LOCAL SCHOOLS
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GRADES 9-12

06320	Spanish II			20.79		\$20.79	\$20.79	No Change
06330	Spanish III			21.65		\$21.65	\$21.65	No Change
06340	Spanish IV			40		\$40.00	\$40.00	No Change
06510	AP Spanish		100	72.10		\$167.10	\$172.10	+ \$5.00 AP Test
06520	AP German		100	24		\$119.00	\$124.00	+ \$5.00 AP Test
06520F	AP French		100	61		\$156.00	\$161.00	+ \$5.00 AP Test
08110	Physical Education	5				\$5.00	\$5.00	No Change
08110DE	Lifetime Fitness I/II	75				\$75.00	\$75.00	No Change
08210	Health	5				\$5.00	\$5.00	No Change
08810	Conditioning and Weight Training	5				\$5.00	\$5.00	No Change
10810	CAD I	15				\$15.00	\$15.00	No Change
10820	CAD II	20				\$20.00	\$20.00	No Change
10860IS	CAD Adv. Studies	30				NA	\$30.00	New Course-Advanced level - 3-D & printer supplies - OOHS only
10830	Architectural Drafting	20				\$20.00	\$20.00	No Change
10830IS	Arch. Drafting Adv. Studies	30				NA	\$30.00	New Course- Advanced level – Modeling / Design & print supplies - OOHS
10840	Engineering I	25				\$25.00	\$25.00	No Change
10850	Engineering II	25				\$25.00	\$25.00	No Change
10910	Basic Wood Tech	25				\$25.00	\$25.00	No Change
10920	Intermediate Wood Tech	25				\$25.00	\$25.00	No Change
10930	Advanced Wood Tech	30				\$30.00	\$30.00	No Change
10940	Home Maintenance	30				\$30.00	\$30.00	No Change
11510	AP Calculus AB		100	25		\$120.00	\$125.00	+ \$5.00 AP Test
11520	AP Calculus BC		100	25		\$120.00	\$125.00	+ \$5.00 AP Test
11530	AP Statistics		100	30		\$125.00	\$130.00	+ \$5.00 AP Test
11540	AP Computer Science		100	20		\$95.00	\$120.00	+ \$25.00 AP Test and Workbook
12510	AP Music Theory		100	52		\$147.00	\$152.00	+ \$5.00 AP Test
12810	Concert/Marching Band				25	\$25.00	\$25.00	No Change
12811	Marching Band AUX				25	\$25.00	\$25.00	No Change
12812	Concert Band				25	\$25.00	\$25.00	No Change
12814	Marching Band				25	\$25.00	\$25.00	No Change
12820	Jazz Band				25	\$25.00	\$25.00	No Change
12830	Orchestra			13	25	\$38.00	\$38.00	No Change
12830B	Orchestra (Bass/Cello)	45				\$45.00	\$45.00	No Change
12860	Musical Theater	10			15	\$20.00	\$20.00	No Change

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GRADES 9-12

12870	Music Theory			14.95		\$14.95	\$14.95	No Change
12910	Men's Chorus			12	25	\$37.00	\$37.00	No Change
12920	Women's Chorus			12	25	\$37.00	\$37.00	No Change
12930	Advanced Select Choir			15	25	\$40.00	\$40.00	No Change
12940	Concert Choir			15	25	\$40.00	\$40.00	No Change
12950	Show Choir				25	\$25.00	\$25.00	No Change
12960	Ensemble Choir			10	25	\$25.00	\$35.00	+ \$10.00 New Workbook
13110	Physical Science	7.50				\$7.50	\$7.50	No Change
13115	Honors Physical Science	7.50				\$7.50	\$7.50	No Change
13210	Biology	15				\$15.00	\$15.00	No Change
13215	Honors Biology	15				\$15.00	\$15.00	No Change
13310	Chemistry	10				\$10.00	\$10.00	No Change
13315	Honors Chemistry	10				\$10.00	\$10.00	No Change
13410	Physics	15				\$15.00	\$15.00	No Change
13413	Conceptual Physics	12.50				\$12.50	\$15.00	+ \$2.50 Supply Increase
13510	AP Biology	40	100	15		\$140.00	\$155.00	+ \$15.00 AP Test and Supply Increase
13520	AP Chemistry	20	100			\$115.00	\$120.00	+ \$5.00 AP Test
13530	AP Physics	15	100			\$107.50	\$115.00	+ \$7.50 AP Test and Supply Increase
13550	AP Physics I		100	15.00		NA	\$115.00	NEW AP Physics Course - Workbook and AP Test
13540	AP Environmental Science	35	100			\$130.00	\$135.00	+ \$5.00 AP Test
13810	Anatomy and Physiology	30				\$30.00	\$30.00	No Change
13820	CP Earth Science	7.50				\$7.50	\$7.50	No Change
15510	AP US Government		100	18		\$113.00	\$118.00	+ \$5.00 AP Test
15520	AP US History		100	20		\$115.00	\$120.00	+ \$5.00 AP Test
15530	AP European History		100	18		\$113.00	\$118.00	+ \$5.00 AP Test
15540	AP Macroeconomics		100	30.55		\$125.55	\$130.55	+ \$5.00 AP Test
15550	AP Microeconomics		100	30.55		\$125.55	\$130.55	+ \$5.00 AP Test
15560	AP Psychology		100	18		\$113.00	\$118.00	+ \$5.00 AP Test
15570	AP World History		100	21		\$116.00	\$121.00	+ \$5.00 AP Test
19010	Modified Arts	25				\$25.00	\$25.00	No Change
19055	SLC-English 9	22				\$22.00	\$22.00	No Change
19056	SLC-English 10	22				\$22.00	\$22.00	No Change
19057	SLC-English 11	22				\$22.00	\$22.00	No Change
19058	SLC-English 12	22				\$22.00	\$22.00	No Change

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GRADES 9-12

19112	SLC-Math 9	20				\$20.00	\$20.00	No Change
19113	SLC-Math 10	20				\$20.00	\$20.00	No Change
19114	SLC-Math 11	20				\$20.00	\$20.00	No Change
19115	SLC-Math 12	20				\$20.00	\$20.00	No Change
19231	SLC Career Lab	20				\$20.00	\$20.00	No Change
19410	SLC-Social Studies 9	20				\$20.00	\$20.00	No Change
19152	SLC-Social studies 10	20				\$20.00	\$20.00	No Change
19153	SLC-Social Studies 11	20				\$20.00	\$20.00	No Change
19154	SLC-Social Studies 12	20				\$20.00	\$20.00	No Change
19132	SLC-Science 9	20				\$20.00	\$20.00	No Change
19133	SLC-Science 10	20				\$20.00	\$20.00	No Change
19134	SLC-Science 11	20				\$20.00	\$20.00	No Change
19135	SLC-Science 12	20				\$20.00	\$20.00	No Change
19235	Independent Living Skills	20				\$20.00	\$20.00	No Change
19940	SLC-Home Maintenance	20				\$20.00	\$20.00	No Change
23880	Design	30				\$30.00	\$30.00	No Change
23810	Food For Fitness	35				\$35.00	\$35.00	No Change
23820	Human Relationships	10				\$10.00	\$10.00	No Change
23840	On Your Own	20				\$20.00	\$20.00	No Change
23871	Post-Secondary Planning-College & Career	10		5		\$15.00	\$15.00	No Change
23890	Cultural Cuisine	40				\$40.00	\$40.00	No Change
23910	Mentorship I	30				\$30.00	\$30.00	No Change
23913	Mentorship I Teacher	40				\$40.00	\$40.00	No Change
23920	Mentorship II	10				\$10.00	\$10.00	No Change
23923	Mentorship II Teacher	10				\$10.00	\$10.00	No Change
23930	Service Learning	10				\$10.00	\$10.00	No Change
23940	Teacher Academy	35				\$35.00	\$35.00	No Change

Olentangy Academy: STEM and Related Programs								
S13110	Physical Science	7.50				\$7.50	\$7.50	No Change
S13115	Honors Physical Science	7.50				\$7.50	\$7.50	No Change

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2017-18 HIGH SCHOOL FEE SCHEDULE
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GRADES 9-12

Olentangy Academy: STEM and Related Programs							Continued...
S13210	Biology	15			\$15.00	\$15.00	No Change
S13215	Honors Biology	15			\$15.00	\$15.00	No Change
S13310	Chemistry	10			\$10.00	\$10.00	No Change
S13115	Honors Chemistry	10			\$10.00	\$10.00	No Change
S23910	Senior Mentorship	40			\$40.00	\$40.00	No Change
S19231	ACT (Academy for Community Transition)	30			\$30.00	\$30.00	No Change
S10860	Engineering Design	40			\$40.00	\$40.00	No Change
S10861	Engineering Principles	45			\$45.00	\$45.00	No Change
S13910	Medical Interventions	65			NA	\$65.00	New Course for 3rd year - Juniors
S10862	Advanced Engineering	65			NA	\$65.00	New Course for 3rd year - Juniors

OTHER							
99999	APEX online courses			210	\$210.00 each	\$210.00 each	No Change
99999	Schoology online courses			210	\$210.00 each	\$210.00 each	No Change
	Athletics (per sport)			80	\$80.00 each	\$80.00 each	No Change
	Art Club			25	\$25.00	\$25.00	No Change
	Naviance	5.50			\$5.50	\$5.50	No Change
	Fall, Winter, Spring Play I			25	\$25.00 each	\$25.00 each	No Change
	Fall, Winter, Spring Play II			25	\$25.00 each	\$25.00 each	No Change
	In The Know Team			25	\$25.00	\$25.00	No Change
	Senior Fee	50			\$46.00	\$50.00	+ \$4.00 Increased supply cost
	Student Handbook		4.75		\$4.75	\$4.75	No Change
	Parking Permit Fee			35	\$35.00	\$35.00	No Change

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EXHIBIT 4/19/17 ja

TIME: 2:00 p.m., local time

BID PACKAGE:	2K General	LeVeck	Vaughn Industries	Sottomaster	OCP	mikes mcdellan	TP mechanical
Addendum No. 1 Received	yes	yes	yes	yes	yes	yes	yes
Bid Guaranty	yes	yes	yes	yes	yes	yes	yes
GENERAL TRADES:	263,000	221,421	N/A	N/A	316,000	213,000	N/A
ELECTRICAL/TECHNOLOGY:	no bid	no bid	\$70,650	63,063	N/A	N/A	N/A
HVAC:	no bid	no bid	22,000	N/A	N/A	N/A	38,840
COMBINATION BID: ELECTRICAL/TECHNOLOGY AND HVAC:	N/A	N/A	87,350	N/A	N/A	N/A	N/A

TIME: 2:00 p.m., local time

BID PACKAGE:	2K Geneml	LeVeck	Vaughn Industries	Schlumberger	OCP	miles McClellan	TP Mechanical
Addendum No. 1 Received	yes	yes	yes	yes	yes	yes	yes
Bid Guaranty	yes	yes	yes	yes	yes	yes	yes
GENERAL TRADES:	263,000	221,421	N/A	N/A	314,000	213,000	N/A
ELECTRICAL/TECHNOLOGY:	no bid	no bid	\$70,450	63,013	N/A	N/A	N/A
HVAC:	no bid	no bid	22,000	N/A	N/A	N/A	38,840
COMBINATION BID: ELECTRICAL/TECHNOLOGY AND HVAC:	N/A	N/A	87,350	N/A	N/A	N/A	N/A

TIME: 2:00 p.m., local time

BID PACKAGE:	2K Geneml	LeVeck	Vaughn Industries	Schlumberger	OCP	miles mcclellan	TP mechanical
Addendum No. 1 Received	yes	yes	yes	yes	yes	yes	yes
Bid Guaranty	yes	yes	yes	yes	yes	yes	yes
GENERAL TRADES:	263,000	221,421	N/A	N/A	314,000	213,000	N/A
ELECTRICAL/TECHNOLOGY:	no bid	no bid	\$70,450	63,013	N/A	N/A	N/A
HVAC:	no bid	no bid	22,000	N/A	N/A	N/A	38,840
COMBINATION BID: ELECTRICAL/TECHNOLOGY AND HVAC:	N/A	N/A	87,350	N/A	N/A	N/A	N/A