

### **Memorandum of Understanding**

The Olentangy Teachers Association ("Association") and the Olentangy Local School District Board of Education ("Board") (collectively "the parties") agree to the following Memorandum of Understanding ("MOU"):

1. The District will provide remote/distance learning in response to the COVID-19 crisis from March 14, 2020 until the earlier of: (1) the date when the Ohio Department of Health's orders or local board of health orders ("Orders") closing school buildings to students or any extension of the Orders ends; or (2) the end of the 2019-2020 school year. The Board and Association ratify and provide written consent to the District's remote/distance learning plan dated April 2, 2020 ("Plan") and the Plan's terms and conditions in accordance with R.C. 3313.482 and Am.Sub.H.B. 197 in order to meet the minimum hours of instruction required by law. The parties will have ongoing discussions about distance learning per mutual agreement.
2. The Association's collective bargaining agreement ("Contract") is modified as follows for only the 2019-2020 school year:
  - a. Except as provided in this MOU, the Board finds the evaluation of teachers to be impossible and impracticable for the 2019-2020 school year. Teachers subject to this paragraph shall be considered not to have been evaluated for this school year and will retain their current rating until their next evaluation.
  - b. The Board may use evaluations completed on or before March 14, 2020 for any and all purposes pursuant to the Contract and applicable state law.
  - c. In instances where an evaluator completed most or all of a teacher's observations and walk-throughs on or before March 14, 2020:
    - i. If the evaluator completed all observations and walk-throughs, the evaluator may complete the teacher's final summative evaluation report for the 2019-2020 school year.
    - ii. By mutual consent, a teacher and evaluator may complete the teacher's final observation and walk-throughs using mutually-agreed methods. A teacher and evaluator also may mutually agree for the teacher to complete his or her SLO and submit data to the evaluator.
    - iii. Any such evaluation must be completed by May 15, 2020, and provided to the teacher electronically by May 22, 2020.
    - iv. Teachers and evaluators may hold remote evaluation conferences or agree to waive conferences, and will provide any signatures required on evaluation documents electronically, with a delivery receipt as sufficient evidence of transmission.
    - v. The Board may use evaluations completed pursuant to this paragraph for any and all purposes pursuant to the Contract and applicable state law.

- d. For purposes of Article 23, B. and C. (Fair Dismissal Policy), teachers shall be deemed to "have been evaluated in accordance with the evaluation procedure (Article 8 (A)(1)) of this Agreement" for the 2019-2020 school year.
3. This MOU supersedes Article 8 and any other provisions of the Contract inconsistent with its terms. This MOU makes no other changes to the Contract, and it shall not be admissible in any proceeding except one to enforce its terms. Except as specifically provided, nothing in this MOU impedes the Board's ability to evaluate, non-renew, layoff, recall or reemploy any teacher.
4. This MOU shall not establish any precedent or practice. It is a one-time agreement based on unique facts caused by the COVID-19 pandemic crisis.
5. Except as specifically provided in this paragraph, the Association, on its behalf and on behalf of its members, shall not challenge any evaluation completed for the 2019-2020 school year, grieve or take any other legal action against the Board based on the Plan, this MOU or its terms. A teacher evaluated during the 2019-2020 school year may submit a written response, which will be placed in the teacher's personnel file. If a teacher still believes the evaluator's judgment or conclusion in the final summative report is arbitrary, capricious or unreasonable, the teacher may file a written grievance at Level 1 within ten (10) days of the teacher's receipt of the signed and final version of the report, and the grievance will be processed pursuant to Article 8.D. of the Contract.
6. If existing statutory requirements for teacher evaluation are waived or modified, the parties will meet to discuss whether modification of this MOU is needed.

IN WITNESS WHEREOF, the parties have set their hands to this Memorandum of Understanding this 23<sup>rd</sup> day of April, 2020.

FOR THE OLENTANGY TEACHERS  
ASSOCIATION

FOR THE OLENTANGY LOCAL SCHOOL  
DISTRICT BOARD OF EDUCATION

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Elaine Eddy

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Mindy Patrick



# **OLENTANGY SCHOOLS<sup>SM</sup>**

## **MARCH 2020 MONTHLY FINANCIALS**

Presented by:

Emily Hatfield, Treasurer/CFO



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# General Fund Executive Summary

*The District has received final tax settlement from Delaware County. Purchased Services and Supplies & Materials show variations and are expected to continue with the COVID-19 closures. Other Expenditures continue to show variations due to timing and will level out by the end of the school year.*

## Revenue

Real Estate Taxes: Any growth in Real Estate (RE) revenue is generated by new construction and increased collections percentages. The District collects Second Half Real Estate revenue in July and August.

Public Utility Personal Property: The primary revenue in this line is made up of personal property utility property tax collections. This is a tax on tangible personal property used in the operations of a public utility company, such as telephone and electric lines. It is commonly referred to a PUPP tax.

Unrestricted Grants-In-Aid: State Foundation Funding continues to reflect the impact of the 2018 - 2019 State Biennium budget, House Bill (HB) 49 due to late approval of the current State Biennium budget, HB 166. HB 166 will keep formula funding flat for the current and succeeding fiscal year. Additional revenue from the State includes funding outside the formula for preschool, other special education services and a marginal amount of student growth. Casino Tax Revenue is also posted in this line. It is typically received in January and August of each year.

Restricted Grants-In-Aid: This is additional State Funding for Career Technical programming and reimbursement for Excess Costs and Catastrophic Aid.

Property Tax Allocation: This line includes Homestead and Rollback (HR) reimbursements received from the State. Reimbursements fluctuate as property valuations and collections fluctuate. Reimbursements are applicable to levies voted and passed prior to November of 2013.

All Other Revenue: Tax Incentive Financing (TIF) revenue, income tax sharing, interest income and various other revenues are posted to this line. Commercial valuations significantly influence TIF revenue. The timing of RE collections, Community Reinvestment Act (CRA) payments, and income tax sharing agreements also influence this category.

## Expenditures

Personnel Services: As a service provider, staffing is the largest expenditure for the District. Administration continues to look for efficiencies in the cost of staffing while continuing to deliver the same level of service to our students. This is evidenced by our cost per pupil continuing to rank near the lowest in center Ohio.

Retirement/Benefits: Health Insurance expenditures are another major component of these expenditures. Premium rates are influenced by staff enrollment in the plans, claims costs, and industry trends. Renewal rates take effect in December of each year. Contributions to the State Teachers

Retirement System (STRS) and School Employee Retirement System (SERS) also impact this line. Ohio Revised Code regulates the percentage of salary that must be contributed to the fund on behalf of District employees.

Purchased Services: This line includes various contracted services such as utilities, legal fees, professional development, data processing and most notably substitute teachers employed by the Educational Service Center of Central Ohio Council of Governments (ESCCO COG). In addition, deductions of state funding by the Ohio Department of Education (ODE) are posted here.

Materials/Supplies: The majority of these expense are for teaching aides, textbooks (electronic and tradition versions), office supplies, maintenance supplies, and transportation fuel. Timing of needed items heavily influences this category.

Capital Outlay: This line includes facility maintenance as well as some technology and equipment services. The majority of these expenditures are supported with Permanent Improvement funds, keeping General Fund expenditures low.

Other Expenditures: ESCCO services for preschool special education needs comprise the majority of the expenditures in this category. That expense is influenced by the number of students served and the type of services needed. Required county auditor and treasurer fees the District pays for the collections of taxes posts to this line. These fees are charged as a percentage of tax revenue collected.

## General Fund Actual vs. Forecast Summary

	Current Month Ending 3/31/2020	Fiscal Year to Date 7/1/19-6/30/20	Expected 3/31/2020	Act vs. Expected	Difference	October 2019 Forecast Fiscal Year 7/1/19-6/30/20	% of Budget
Beginning Balance	\$ 147,651,756	\$ 90,167,384				\$ 90,167,384	
<b>RECEIPTS:</b>						*	
Real Estate Taxes	\$ 4,858,388	\$ 165,247,958	\$ 163,107,363	101%	\$ 2,140,595	\$ 163,150,731	<b>101.29%</b>
Public Utility Personal Property	\$ 6,880,227	\$ 13,044,946	\$ 12,591,336	104%	\$ 453,610	\$ 12,591,336	<b>103.60%</b>
Unrestricted Grants-In-Aid	\$ 1,057,124	\$ 10,949,015	\$ 11,065,817	99%	\$ (116,802)	\$ 14,615,908	<b>74.91%</b>
Restricted Grants-In-Aid	\$ 18,482	\$ 164,337	\$ 165,138	100%	\$ (801)	\$ 579,234	<b>28.37%</b>
Property Tax Allocation	\$ -	\$ 8,912,786	\$ 9,052,948	98%	\$ (140,162)	\$ 18,271,521	<b>48.78%</b>
All Other Operating Revenue	\$ 1,686,008	\$ 33,607,993	\$ 31,466,400	107%	\$ 2,141,593	\$ 33,061,630	<b>101.65%</b>
All Other Financing Sources	\$ -	\$ 12,743	\$ 12,559	101%	\$ 184	\$ 25,000	<b>50.97%</b>
<b>Total Receipts</b>	<b>\$ 14,500,229</b>	<b>\$ 231,939,778</b>	<b>\$ 227,461,561</b>	<b>102%</b>	<b>\$ 4,478,217</b>	<b>\$ 242,295,360</b>	<b>95.73%</b>
<b>EXPENDITURES:</b>						*	
Personnel Services	\$ 13,053,553	\$ 113,101,746	\$ 113,061,714	100%	\$ 40,032	\$ 152,057,611	<b>74.38%</b>
Retirement/Benefits	\$ 4,905,999	\$ 42,889,456	\$ 42,945,611	100%	\$ (56,155)	\$ 58,143,126	<b>73.77%</b>
Purchased Services	\$ 1,193,749	\$ 12,900,803	\$ 13,363,827	97%	\$ (463,024)	\$ 19,425,953	<b>66.41%</b>
Supplies, Materials, Textbooks	\$ 377,344	\$ 4,622,504	\$ 4,682,507	99%	\$ (60,003)	\$ 6,580,576	<b>70.24%</b>
Capital Outlay	\$ 8,673	\$ 286,806	\$ 232,331	123%	\$ 54,475	\$ 375,731	<b>76.33%</b>
Debt - principal & interest HB264	\$ -	\$ 854,438	\$ 854,438	100%	\$ -	\$ 854,437	<b>100.00%</b>
Other Expenditures	\$ 1,522,452	\$ 6,361,194	\$ 7,091,719.00	90%	\$ (730,525)	\$ 8,717,821	<b>72.97%</b>
<b>Total Expenditures</b>	<b>\$ 21,061,770</b>	<b>\$ 181,016,947</b>	<b>\$ 182,232,147</b>	<b>99%</b>	<b>\$ (1,215,200)</b>	<b>\$ 246,155,255</b>	<b>73.54%</b>
<b>Revenue Over (Under)</b>							
<b>Expenditures</b>	<b>\$ (6,561,541)</b>	<b>\$ 50,922,831</b>					
<b>Ending Balance</b>	<b>\$ 141,090,215</b>	<b>\$ 141,090,215</b>					
Outstanding Encumbrances	\$ 13,097,108						
Unencumbered Ending Balance	<u><u>\$ 127,993,107</u></u>						

### Notes Section

#### Receipts:

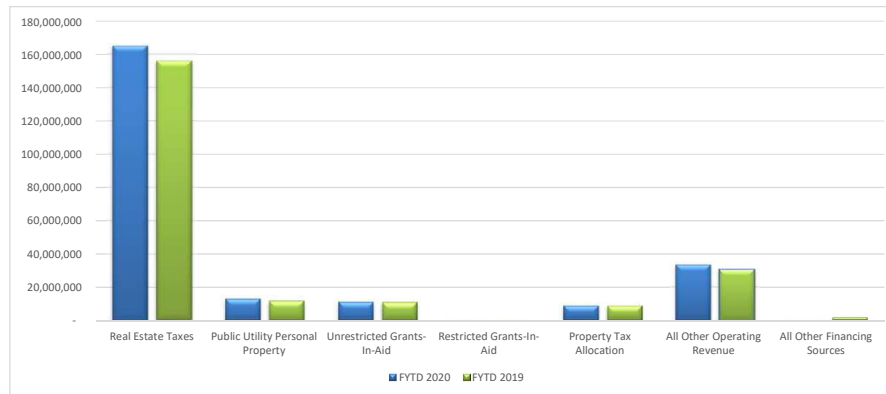
Real Estate Taxes *Final settlement was received in March*  
All Other Operating Revenue *Final settlement was received in March; received 1st annual City of Westerville PILOT pymt*

#### Expenditures:

Personnel Services  
Retirement/Benefits *Variance due to medical open enrollment-greater than anticipated participation in HDHP vs PPO plan*  
Purchased Services *Variance due to reduction in spending due to COVID-19 closure*  
Supplies, Materials, Textbooks *Variance due to reduction in spending due to COVID-19 closure*  
Other Expenditures *Variance due to initially utilizing Federal Grant funds - will balance out by end of fiscal year*

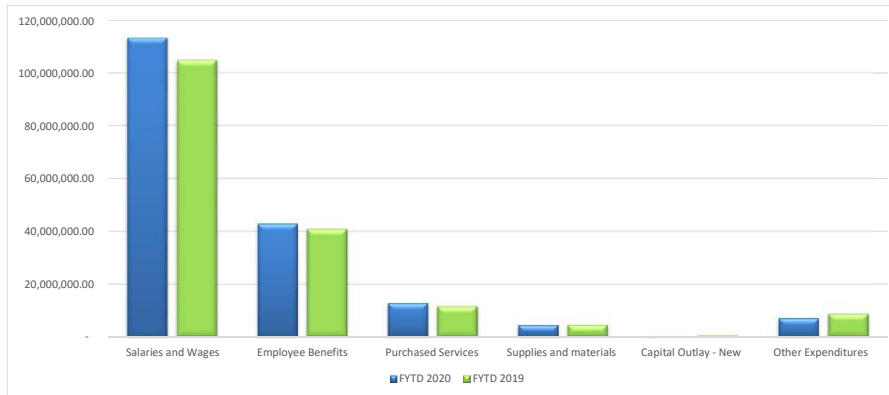
## General Fund Comparative Summary

### REVENUES



	FYTD 2020	% OF TOTAL	FYTD 2019	% OF TOTAL
Real Estate Taxes	165,247,958	71.25%	156,189,128	70.98%
Public Utility Personal Property	13,044,946	5.62%	11,796,281	5.36%
Unrestricted Grants-In-Aid	10,949,015	4.72%	10,645,659	4.84%
Restricted Grants-In-Aid	164,337	0.07%	166,859	0.08%
Property Tax Allocation	8,912,786	3.84%	8,866,743	4.03%
All Other Operating Revenue	33,607,993	14.49%	30,636,256	13.92%
All Other Financing Sources	12,743	0.01%	1,760,852	0.80%
GRAND TOTAL	231,939,778		220,061,778	

### EXPENDITURES



	FYTD 2020	% OF TOTAL	FYTD 2019	% OF TOTAL
Salaries and Wages	113,101,746	62.48%	104,683,978	61.26%
Employee Benefits	42,889,456	23.69%	40,828,334	23.89%
Purchased Services	12,900,803	7.13%	11,559,681	6.76%
Supplies and materials	4,622,504	2.55%	4,541,306	2.66%
Capital Outlay	286,806	0.16%	545,429	0.32%
Other Expenditures	7,215,632	3.99%	8,719,738	5.10%
GRAND TOTAL	181,016,947		170,878,466	

## Summary by Fund

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001		GENERAL FUND	90,167,383.76	14,500,228.22	231,085,341.85	21,061,769.46	180,162,509.20	141,090,216.41	13,097,108.37	127,993,108.04
002		BOND RETIREMENT	24,820,481.62	1,590,187.77	30,360,046.07	198,432.40	24,737,834.58	30,442,693.11	150.00	30,442,543.11
003		PERMANENT IMPROVEMENT FUND	5,135,072.78	200,470.71	3,944,672.63	22,229.75	3,727,167.12	5,352,578.29	1,244,920.70	4,107,657.59
004		BUILDING FUND	12,796,894.58	2,904.71	152,676.54	139,441.65	4,912,524.79	8,037,046.33	2,131,333.15	5,905,713.18
006		FOOD SERVICE FUND	921,580.91	412,022.48	7,061,770.45	765,656.63	6,701,011.65	1,282,339.71	829,097.32	453,242.39
007		SPECIAL TRUST - STAFF BENEFIT	175,283.66	1,974.15	39,158.07	3,089.12	30,937.61	183,504.12	12,326.06	171,178.06
008		ENDOWMENT FUND	21,281.92	38.26	569.40	-	-	21,851.32	-	21,851.32
009		UNIFORM SCHOOL SUPPLY	1,099,413.47	120,310.73	1,699,704.73	47,337.30	1,022,586.34	1,776,531.86	568,537.55	1,207,994.31
011		ROTARY - SPECIAL SERVICES	166,899.86	-	17,948.00	171.00	23,891.25	160,956.61	-	160,956.61
018		PRINCIPAL'S FUND	624,676.30	67,862.74	453,911.98	13,117.08	370,972.94	707,615.34	97,883.94	609,731.40
019		OTHER GRANT FUNDS	20,011.25	-	63,708.94	3,189.11	42,736.25	40,983.94	8,923.19	32,060.75
022		DISTRICT AGENCY FUNDS - TOURNAMENTS	11,641.36	14,756.00	87,170.25	31,479.50	94,187.32	4,624.29	10,468.18	(5,843.89)
024		EMPLOYEE BENEFITS SELF INSURANCE	22,649,424.31	3,286,377.31	28,847,040.50	2,952,512.40	26,538,105.97	24,958,358.84	1,845,439.51	23,112,919.33
027		WORKERS COMPENSATION SELF INSURANCE	1,395,729.53	-	-	5,664.20	199,301.92	1,196,427.61	92,264.93	1,104,162.68
200		STUDENT-MANAGED ACTIVITIES	921,836.33	78,072.69	708,765.31	31,498.58	504,736.80	1,125,864.84	260,496.80	865,368.04
300		DISTRICT-MANAGED ACTIVITIES	1,470,686.41	23,389.89	952,341.47	35,444.39	777,612.36	1,645,415.52	348,940.50	1,296,475.02
401		AUXILIARY SERVICES	64,867.31	188.77	137,649.01	5,542.46	96,263.90	106,252.42	10,459.50	95,792.92
451		DATA COMMUNICATION GRANT	-	21,600.00	43,200.00	-	-	43,200.00	-	43,200.00
467		STUDENT WELLNESS	-	-	617,084.28	77,401.00	77,401.00	539,683.28	312,318.00	227,365.28
499		MISCELLANEOUS STATE GRANTS	99,208.75	-	93,475.50	-	99,121.83	93,562.42	3,945.00	89,617.42
516		IDEA PART B GRANT	(224,920.12)	964,900.50	4,850,274.22	970,066.56	5,595,420.66	(970,066.56)	449,144.68	(1,419,211.24)
551		LIMITED ENGLISH PROFICIENCY GRANT	-	59.85	55,644.83	3,335.13	58,979.96	(3,335.13)	8,133.65	(11,468.78)
572		TITLE I ECONOMIC DISADVANTAGED GRANT	(30,168.04)	20,023.80	176,319.77	21,530.07	167,681.80	(21,530.07)	168,392.10	(189,922.17)
587		IDEA PRESCHOOL GRANT	-	-	106,372.28	-	106,372.28	-	7,003.07	(7,003.07)
590		IMPROVING TEACHER QUALITY GRANT	(20,212.89)	11,427.51	167,602.48	16,423.49	163,813.08	(16,423.49)	13,031.84	(29,455.33)
599		MISCELLANEOUS FEDERAL GRANTS	-	-	-	23,500.00	23,500.00	(23,500.00)	-	(23,500.00)
TOTALS			162,287,073.06	21,316,796.09	311,722,448.56	26,428,831.28	256,234,670.61	217,774,851.01	21,520,318.04	196,254,532.97

## Summary by SCC for Permanent Improvement and Building Fund

FUND	SCC	Description	Beginning Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
003	0000	PERMANENT IMPROVEMENT FUND	12,748.97	-	(12,748.97)	-	-	-	-	-
003	9000	PERMANENT IMPROVEMENT FUND	2,556,254.89	-	-	-	1,021,255.49	1,534,999.40	196,492.46	1,338,506.94
003	9217	PERMANENT IMPROVEMENT LEVY	2,458,903.04	200,470.71	3,813,586.07	22,229.75	2,703,551.57	3,568,937.54	995,288.30	2,573,649.24
003	9219	LAB - LOCKER ROOM PROJECT	3,700.00	-	50,000.00	-	-	53,700.00	50,000.00	3,700.00
003	9264	HB 264 PROJECT	103,465.88	-	93,835.53	-	2,360.06	194,941.35	3,139.94	191,801.41
TOTALS			5,135,072.78	200,470.71	3,944,672.63	22,229.75	3,727,167.12	5,352,578.29	1,244,920.70	4,107,657.59
004	9208	MARCH 2008 BOND ISSUE	20,553.32	-	-	-	-	20,553.32	-	20,553.32
004	9211	MAY 2011 BOND ISSUE	3,849.57	-	-	-	-	3,849.57	-	3,849.57
004	9216	JUNE 2016 BOND ISSUE	7,549,103.09	249.78	84,080.16	19,955.18	978,925.42	6,654,257.83	1,196,475.06	5,457,782.77
004	9218	AUGUST 2018 BOND ISSUE	5,223,388.60	2,654.93	68,596.38	119,486.47	3,933,599.37	1,358,385.61	934,858.09	423,527.52
TOTALS			12,796,894.58	2,904.71	152,676.54	139,441.65	4,912,524.79	8,037,046.33	2,131,333.15	5,905,713.18

## Summary by Appropriation

GENERAL FUND 001		Prior					FYTD			FYTD Percent
Func	Description	FYTD Appropriated	FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	Unencumbered Balance	FYTD Percent Exp/Enc	
1100	REGULAR INSTRUCTION	130,919,858.38	155,109.12	131,074,967.50	95,838,808.99	10,752,909.54	2,990,120.51	32,246,038.00	75.40%	
1200	SPECIAL INSTRUCTION	39,647,508.60	923,560.83	40,571,069.43	27,160,991.70	2,893,066.74	5,495,632.49	7,914,445.24	80.49%	
1300	VOCATIONAL INSTRUCTION	1,435,565.76	2,646.00	1,438,211.76	1,069,780.43	120,375.39	18,674.33	349,757.00	75.68%	
2100	SUPPORT SERVICES	8,350,689.24	28,751.59	8,379,440.83	6,366,021.58	653,003.25	246,089.80	1,967,329.45	76.52%	
2200	EDUCATIONAL MEDIA SERVICES	6,106,626.74	38,282.01	6,144,908.75	4,275,102.67	430,061.14	207,102.49	1,662,703.59	72.94%	
2300	SUPPORT SERVICES - BOARD OF EDUCATION	1,341,630.00	130,579.30	1,472,209.30	936,642.41	83,233.60	398,440.05	137,126.84	90.69%	
2400	SUPPORT SERVICES - ADMINISTRATION	12,741,252.83	25,195.84	12,766,448.67	9,062,939.79	973,465.28	138,253.11	3,565,255.77	72.07%	
2500	FISCAL SERVICES	4,449,116.65	8,678.60	4,457,795.25	4,010,524.46	1,608,488.76	99,086.12	348,184.67	92.19%	
2600	SUPPORT SERVICES - BUSINESS	696,265.91	6,382.74	702,648.65	436,294.46	46,378.61	12,709.53	253,644.66	63.90%	
2700	OPERATION AND MAINTENANCE OF PLANT SERVICE	18,796,544.89	809,336.02	19,605,880.91	13,819,966.35	1,308,909.89	2,610,759.76	3,175,154.80	83.81%	
2800	SUPPORT SERVICES - PUPIL TRANSPORTATION	12,091,210.88	161,690.90	12,252,901.78	8,920,768.28	944,686.86	456,468.14	2,875,665.36	76.53%	
2900	SUPPORT SERVICES - CENTRAL	6,441,438.44	140,625.16	6,582,063.60	4,779,193.61	456,043.14	361,677.60	1,441,192.39	78.10%	
4100	ACADEMIC ORIENTED ACTIVITIES	787,495.18	-	787,495.18	596,344.23	72,869.08	971.69	190,179.26	75.85%	
4500	SPORT ORIENTED ACTIVITIES	3,877,051.65	3,034.81	3,880,086.46	3,070,600.98	718,278.18	61,122.75	748,362.73	80.71%	
5100	SITE ACQUISITION SERVICES	47,000.00	-	47,000.00	18,529.26	-	-	28,470.74	39.42%	
7100	CONTINGENCIES	305,715.10	-	305,715.10	-	-	-	305,715.10	0.00%	
TOTAL FUND 001		248,034,970.25	2,433,872.92	250,468,843.17	180,162,509.20	21,061,769.46	13,097,108.37	57,209,225.60	77.16%	

Other Funds		Prior					FYTD			FYTD Percent
Fund	Fund Name	FYTD Appropriated	FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	Unencumbered Balance	FYTD Percent Exp/Enc	
002	Debt Service	31,691,437.00	150.00	31,691,587.00	24,737,834.58	198,432.40	150	6,953,602.42	78.06%	
003	Permanent Improvement	5,762,091.00	1,883,081.48	7,645,172.48	3,727,167.12	22,229.75	124,492.07	2,674,084.66	65.04%	
004	Building - Bonds	7,623,344.10	5,136,492.80	12,759,836.90	4,912,524.79	139,441.65	213,133.15	5,715,978.96	55.20%	
006	Food Services	9,938,618.96	76,896.72	10,015,515.68	6,701,011.65	765,656.63	82,909.73	2,485,406.71	75.18%	
007	Special Trust	79,300.00	814.85	80,114.85	30,937.61	3,089.12	123,266.06	36,851.18	54.00%	
008	Endowment	200.00	-	200.00	-	-	0	200.00	0.00%	
009	Uniform School Supplies - Student Fees	2,387,996.49	70,431.33	2,458,427.82	1,022,586.34	47,337.30	56,853.75	867,303.93	64.72%	
011	Rotary Fund - Special Services	138,886.28	-	138,886.28	23,891.25	171.00	0	114,995.03	17.20%	
018	Public Support - Principal Funds	752,970.00	49,779.90	802,749.90	370,972.94	13,117.08	97,883.94	333,893.02	58.41%	
019	Other Grant - OEF	71,714.03	124.00	71,838.03	42,736.25	3,189.11	89,231.19	20,178.59	71.91%	
022	Agency - OHSAA Tournaments	109,500.00	1,500.00	111,000.00	94,187.32	31,479.50	104,681.18	6,344.50	94.28%	
024	Self-Insured Health	36,661,500.00	566,324.94	37,227,824.94	26,538,105.97	2,952,512.40	184,543.91	8,844,279.46	76.24%	
027	Self-Insured Workman's Comp	430,000.00	47,601.74	477,601.74	199,301.92	5,664.20	922,649.33	186,034.89	61.05%	
200	Student Managed Activities	1,372,202.29	31,412.10	1,403,614.39	504,736.80	31,498.58	260,496.8	638,380.79	54.52%	
300	District Managed Activities	1,404,245.26	57,218.24	1,461,463.50	777,612.36	35,444.39	348,940.5	334,910.64	77.08%	
401	Auxiliary Schools	140,964.17	60,394.96	201,359.13	96,263.90	5,542.46	104,599.5	94,635.73	53.00%	
451	State Grant - Data Communications	43,200.00	-	43,200.00	-	-	0	43,200.00	0.00%	
467	Student Wellness	616,770.00	-	616,770.00	77,401.00	77,401.00	31,233.18	227,051.00	63.19%	
499	Other State Grants	93,475.50	99,208.75	192,684.25	99,121.83	-	3945	89,617.42	53.49%	
516	Federal Funds - IDEA	6,989,341.20	300,258.68	7,289,599.88	5,595,420.66	970,066.56	44,914.68	1,245,034.54	82.92%	
551	Federal Funds - Limited English Proficiency	100,907.71	5,838.65	106,746.36	58,979.96	3,335.13	813.65	39,632.75	62.87%	
572	Federal Funds - Title I Disadvantaged Children	331,942.17	54,165.54	386,107.71	167,681.80	21,530.07	168,392.1	50,033.81	87.04%	
587	Federal Funds - IDEA Preschool	288,241.27	11,222.58	299,463.85	106,372.28	-	7003.07	186,088.50	37.86%	
590	Federal Funds - Improving Teacher Quality	363,504.88	25,627.94	389,132.82	163,813.08	16,423.49	130,318.4	212,287.90	45.45%	
599	Federal Funds - Other Federal Grants	24,997.26	200.00	25,197.26	23,500.00	23,500.00	0	1,697.26	93.26%	
TOTAL OTHER FUNDS		107,417,349.57	8,478,745.20	115,896,094.77	76,072,161.41	5,367,061.82	8,423,209.67	31,400,723.69	72.91%	
TOTAL ALL FUNDS		355,452,319.82	10,912,618.12	366,364,937.94	256,234,670.61	26,428,831.28	21,520,318.04	88,609,949.29	75.81%	

## Bank Reconciliation

<b>Statement Balances:</b>	
First Commonwealth Bank	\$ 58,163,397.10
Huntington	20,000,183.85
Star Ohio Operating	63,710,562.88
Star Ohio Construction	1,937,980.93
Star Ohio Interest	428,589.33
STARPlus	2,501,964.53
Red Tree Operating	65,332,374.40
Red Tree Construction	6,251,511.72
Outstanding Checks	(539,338.49)
Adjusted bank balance	<u>\$ 217,787,226.25</u>
<b>Book Balances:</b>	\$ 217,774,851.01
Deposits made; receipt not booked	12,375.24
Adjusted book balance	<u>\$ 217,787,226.25</u>
Difference	0.00

## Investment Summary

Description	Type	Yield	Cost Basis Amount	Market Value	Interest Date
First Commonwealth Bank	OP	0.43%	58,120,800.83	58,120,800.83	Monthly
First Commonwealth Bank	*	0.00%	42,596.27	42,596.27	Monthly
STAR Ohio (Operating)	OP	1.01%	63,710,562.88	63,710,562.88	Monthly
STAR Ohio (Construction)	CON	1.01%	1,937,980.93	1,937,980.93	Monthly
STAR Ohio (Interest)	INT	1.01%	428,589.33	428,589.33	Monthly
STAR OHIO Plus (Acct #9260)		93.00%	2,501,964.53	2,501,964.53	Monthly
Huntington		0.00%	20,000,183.85	20,000,183.85	Monthly
RedTree Investments	OP	1.80%	65,332,374.40	66,047,703.24	Monthly
RedTree Investments	CON	1.74%	6,251,511.72	6,280,043.62	Monthly
			<u>\$ 218,326,564.74</u>	<u>\$ 219,070,425.48</u>	

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

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381687	AMERICAN ELECTRIC POWER	Liberty Tree	3/6/2020	2,953.42	001	W	R
381687	AMERICAN ELECTRIC POWER	Hyatts Middle	3/6/2020	6,119.97	001	W	R
381687	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	3/6/2020	22.10	001	W	R
381687	AMERICAN ELECTRIC POWER	Food Service D/W	3/6/2020	153.16	006	W	R
381688	GREAT AMERICA LEASING CORP.	Shanahan Copier Lease	3/6/2020	248.00	001	W	R
381688	GREAT AMERICA LEASING CORP.	Copier Maintenance	3/6/2020	72.57	001	W	R
381689	VERIZON WIRELESS	DISTRICT CELL PHONES	3/6/2020	1,853.60	001	W	R
381690	US BANK	Arrowhead Preschool Copier	3/6/2020	227.12	001	W	R
381690	US BANK	Copier Maintenance	3/6/2020	119.77	001	W	R
381691	AT & T	District Wide Long Distance	3/6/2020	175.44	001	W	R
381692	McMURRY, PEGGY	Mileage & Expenses	3/6/2020	268.04	001	W	R
381693	Reach Educational Services	PS/T. Casto EDUCATIONAL	3/6/2020	7,200.00	001	W	R
381693	Reach Educational Services	PS/R. Linscott EDUCATIONAL	3/6/2020	8,520.00	001	W	R
381694	Wamsley, Erin	Reimbursement for families	3/6/2020	283.48	001	W	R
381695	STUDEBAKER, TRACY	Reimbursement for families	3/6/2020	88.61	001	W	R
381696	SMITH, STEVEN	Reimbursement for families	3/6/2020	196.65	001	W	R
381697	Mastrangelo, Joe	Reimbursement for families	3/6/2020	209.88	001	W	W
381698	UFIT	Functional fitness classes for	3/6/2020	80.00	200	W	R
381699	TEACHER'S DISCOVERY	Teaching Aides and Texts	3/6/2020	107.08	001	W	R
381700	3D MOLECULAR DESIGNS, LLC	TEACHING AIDS - SCIENCE	3/6/2020	453.66	001	W	R
381701	SCREENFLEX PORTABLE PARTITIONS	TRES/M. Sujarithchan SLC room	3/6/2020	1,206.00	001	W	R
381701	SCREENFLEX PORTABLE PARTITIONS	Shipping	3/6/2020	125.00	001	W	R
381702	MINUTEMAN PRESS	Postcards	3/6/2020	212.85	001	W	W
381703	STAPLES ADVANTAGE	Various classroom supplies	3/6/2020	84.84	001	W	R
381703	STAPLES ADVANTAGE	Various classroom supplies	3/6/2020	83.49	001	W	R
381703	STAPLES ADVANTAGE	Various classroom supplies	3/6/2020	33.18	001	W	R
381703	STAPLES ADVANTAGE	TI 30X IIS CALCULATORS	3/6/2020	612.00	001	W	R
381703	STAPLES ADVANTAGE	SEE ATTACHED LIST:	3/6/2020	11.65	001	W	R
381703	STAPLES ADVANTAGE	SEE ATTACHED LIST:	3/6/2020	139.71	001	W	R
381703	STAPLES ADVANTAGE	SEE ATTACHED LIST:	3/6/2020	30.49	001	W	R
381703	STAPLES ADVANTAGE	LAMINATING FILM	3/6/2020	283.14	001	W	R
381703	STAPLES ADVANTAGE	HP 711 Cyan Ink Cartridges	3/6/2020	55.99	009	W	R
381703	STAPLES ADVANTAGE	HP 711 Yellow Ink Cartridges	3/6/2020	55.99	009	W	R
381703	STAPLES ADVANTAGE	HP 711 Magenta Ink Cartridges	3/6/2020	55.99	009	W	R
381703	STAPLES ADVANTAGE	HP 711 Black Ink Cartridges 8	3/6/2020	53.08	009	W	R
381703	STAPLES ADVANTAGE	Math - teaching aids	3/6/2020	80.78	001	W	R
381703	STAPLES ADVANTAGE	Math - teaching aids	3/6/2020	7.44	001	W	R
381703	STAPLES ADVANTAGE	Math - teaching aids	3/6/2020	558.17	001	W	R
381703	STAPLES ADVANTAGE	Science Teaching Aids	3/6/2020	14.99	001	W	R
381703	STAPLES ADVANTAGE	Science Teaching Aids	3/6/2020	186.16	001	W	R
381703	STAPLES ADVANTAGE	Preschool Supply orders	3/6/2020	139.99	001	W	R
381703	STAPLES ADVANTAGE	Preschool Supply orders	3/6/2020	33.98	001	W	R
381703	STAPLES ADVANTAGE	Preschool Supply orders	3/6/2020	7.01	001	W	R
381703	STAPLES ADVANTAGE	Preschool Supply orders	3/6/2020	60.68	001	W	R
381703	STAPLES ADVANTAGE	Office Mate Deluxe 3 hole	3/6/2020	41.74	001	W	R
381703	STAPLES ADVANTAGE	Sharpie Permanent Markers,	3/6/2020	5.48	009	W	R
381703	STAPLES ADVANTAGE	Staples Item # 603768	3/6/2020	25.36	001	W	R
381703	STAPLES ADVANTAGE	Office supply order	3/6/2020	122.47	001	W	R
381703	STAPLES ADVANTAGE	Please see the attached	3/6/2020	144.53	001	W	R
381703	STAPLES ADVANTAGE	increase	3/6/2020	92.33	001	W	R
381703	STAPLES ADVANTAGE	ITEM # 490882-COVER PAPER	3/6/2020	6.51	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 516786-PARCHMENT	3/6/2020	30.54	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 516785-SPECIALTY PAPER	3/6/2020	30.54	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 709122-FOIL ENHANCED	3/6/2020	96.00	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 905721-2 POCKET	3/6/2020	76.60	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 907693-2 POCKET	3/6/2020	76.60	018	W	R
381703	STAPLES ADVANTAGE	ITEM # 479057	3/6/2020	30.54	018	W	R
381703	STAPLES ADVANTAGE	cart attached	3/6/2020	7.19	001	W	R
381703	STAPLES ADVANTAGE	File Folders - Green	3/6/2020	49.64	001	W	R
381703	STAPLES ADVANTAGE	cart attached	3/6/2020	83.39	001	W	R
381703	STAPLES ADVANTAGE	cart attached	3/6/2020	35.16	001	W	R
381703	STAPLES ADVANTAGE	cart attached	3/6/2020	68.58	001	W	R
381703	STAPLES ADVANTAGE	Kindness Pencils	3/6/2020	33.49	001	W	R
381703	STAPLES ADVANTAGE	cart attached	3/6/2020	23.19	001	W	R
381703	STAPLES ADVANTAGE	PLEASE SEE ATTACHED	3/6/2020	9.62	001	W	R
381703	STAPLES ADVANTAGE	PLEASE SEE ATTACHED	3/6/2020	88.75	001	W	R
381703	STAPLES ADVANTAGE	Q3 Jan, Feb, March	3/6/2020	158.14	001	W	R
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	94.36	001	W	R
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	32.69	001	W	R
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	58.64	001	W	R



# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	105.26	001	W	R
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	(105.26)	001	W	R
381703	STAPLES ADVANTAGE	OPEN PO TO STAPLES FOR MISC	3/6/2020	99.58	001	W	R
381703	STAPLES ADVANTAGE	Q3 OPEN PO FOR OFFICE SUPPLIES	3/6/2020	50.52	001	W	R
381704	SCHOOL SPECIALTY, INC.	Preschool Supply orders	3/6/2020	39.10	001	W	R
381704	SCHOOL SPECIALTY, INC.	Office Supplies-see attached	3/6/2020	210.14	001	W	R
381704	SCHOOL SPECIALTY, INC.	Office Supplies-see attached	3/6/2020	(9.25)	001	W	R
381704	SCHOOL SPECIALTY, INC.	see list of supplies provided	3/6/2020	71.48	001	W	R
381704	SCHOOL SPECIALTY, INC.	see list of supplies provided	3/6/2020	3.62	001	W	R
381704	SCHOOL SPECIALTY, INC.	Preschool Supply orders	3/6/2020	35.88	001	W	R
381704	SCHOOL SPECIALTY, INC.	Preschool Supply orders	3/6/2020	12.99	001	W	R
381704	SCHOOL SPECIALTY, INC.	(237632) Pencils for	3/6/2020	25.90	001	W	R
381704	SCHOOL SPECIALTY, INC.	(281606) Pencils for Pledge	3/6/2020	25.90	001	W	R
381704	SCHOOL SPECIALTY, INC.	OEF Grant - Jonathan Juravich	3/6/2020	1,049.96	019	W	R
381704	SCHOOL SPECIALTY, INC.	Please see the attached	3/6/2020	26.70	009	W	R
381704	SCHOOL SPECIALTY, INC.	Please see the attached	3/6/2020	1,053.45	009	W	R
381705	Spectrum/Time Warner	Snapstream- send TV out to	3/6/2020	84.62	001	W	R
381706	COLUMBUS ATHENAEUM	Olentangy Berlin High School	3/6/2020	1,000.00	200	W	R
381707	LEARNING SPECTRUM	CES/OES-3rd	3/6/2020	10,201.25	001	W	R
381708	LOFT VIOLIN SHOP	MISC. REPAIR AND REPLACEMENT	3/6/2020	32.50	001	W	R
381708	LOFT VIOLIN SHOP	MISC. REPAIR AND REPLACEMENT	3/6/2020	5.00	001	W	R
381708	LOFT VIOLIN SHOP	MISC. REPAIR AND REPLACEMENT	3/6/2020	6.50	001	W	R
381708	LOFT VIOLIN SHOP	MISC. REPAIR AND REPLACEMENT	3/6/2020	25.00	001	W	R
381709	BATTERIES PLUS	Food Service Maintenance -	3/6/2020	21.98	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	159.06	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	43.02	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	301.27	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	(204.23)	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	64.80	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	159.27	006	W	R
381710	COMMERCIAL PARTS	Food Service Maintenance -	3/6/2020	(17.13)	006	W	R
381711	GRAINGER, INC.	Food Service Maintenance -	3/6/2020	62.06	006	W	R
381711	GRAINGER, INC.	Food Service Maintenance -	3/6/2020	249.38	006	W	R
381711	GRAINGER, INC.	Food Service Maintenance -	3/6/2020	277.56	006	W	R
381712	HERITAGE FOOD SERVICE	Food Service Maintenance -	3/6/2020	37.17	006	W	R
381713	HOME DEPOT	Food Service Maintenance -	3/6/2020	28.75	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	20.13	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	109.85	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	46.32	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	5.09	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	10.60	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	14.99	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	2.57	006	W	R
381714	MENARDS INC	Food Service Maintenance -	3/6/2020	13.94	006	W	R
381714	MENARDS INC	Equipment for jCES	3/6/2020	794.00	006	W	R
381715	Peacock Water	Food Service Maintenance -	3/6/2020	185.00	006	W	R
381716	UNITED REFRIGERATION	Food Service Maintenance -	3/6/2020	341.55	006	W	R
381716	UNITED REFRIGERATION	Food Service Maintenance -	3/6/2020	105.62	006	W	R
381716	UNITED REFRIGERATION	Food Service Maintenance -	3/6/2020	292.36	006	W	R
381717	LEEDS, HEIDI	REIMBURSEMENT for staff travel	3/6/2020	215.00	001	W	W
381717	LEEDS, HEIDI	Reimbursement for meals	3/6/2020	-	001	W	W
381718	Setiadi, Herry	Reimbursement for families	3/6/2020	838.00	001	W	R
381719	KAHN, CHRISTINA	Reimbursement for families	3/6/2020	70.15	001	W	R
381720	THE NCHERM GROUP, LLC	Two day PreK-12 Title IX	3/6/2020	23,500.00	599	W	R
381721	O.A.S.C.	PRINCIPAL'S FUND - STUDENTS	3/6/2020	50.00	018	W	R
381722	MACKIN EDUCATIONAL RESOURCES	New library books. Order list	3/6/2020	188.48	001	W	R
381722	MACKIN EDUCATIONAL RESOURCES	New library books. Order list	3/6/2020	365.92	001	W	R
381723	PEARSON	OSP/J. Roscoe (2)-14753 DIAL 4	3/6/2020	1,508.00	001	W	R
381723	PEARSON	Shipping	3/6/2020	75.40	001	W	R
381724	Kleymeyer, Whitney	Reimbursement for meals,	3/6/2020	10.00	001	W	W
381725	SMITH, KELSEY	Reimbursement for meals,	3/6/2020	47.75	001	W	R
381726	Troutman, Casey	Reimbursement for meals,	3/6/2020	135.51	001	W	R
381727	LYNCH, KARRINA	Reimbursement for meals,	3/6/2020	60.29	001	W	R
381728	MCCOY, KHALILA	Reimbursement for meals,	3/6/2020	46.92	001	W	R
381729	TRAVIS, SARAH	Reimbursement for meals,	3/6/2020	51.50	001	W	R
381730	HALE, JASON	Reimbursement for meals,	3/6/2020	50.55	001	W	R
381731	KOLOSKY, CHARLENE	Reimbursement for meals,	3/6/2020	13.00	001	W	R
381732	MARSHALL, SAMUEL	Reimbursement for meals,	3/6/2020	43.55	001	W	R
381733	PEPSI COLA BOTTLING CO.	Pepsi (Jan-March)	3/6/2020	468.30	300	W	R
381734	MILESTONE BENEFITS AGENCY, INC	HEALTH AND WELFARE CONSULTING	3/6/2020	4,500.00	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381735	RETTIG MUSIC INC.	Woodwind and brass Instrument	3/6/2020	2,320.00	009	W	R
381736	Riverside Assessments LLC	CogAt and Iowa Testing	3/6/2020	4,205.00	001	W	R
381737	SAM'S CLUB DIRECT	ALL GRADES	3/6/2020	40.44	001	W	R
381737	SAM'S CLUB DIRECT	ALL GRADES	3/6/2020	20.88	001	W	R
381738	Saunders Entertainment	ACCOMPANIST FOR FEB 26 2020	3/6/2020	200.00	001	W	R
381739	School Health Corporation	Clinic supplies	3/6/2020	66.15	001	W	R
381739	School Health Corporation	32073 - School Health fabric	3/6/2020	42.65	001	W	R
381739	School Health Corporation	District 15% discount	3/6/2020	(16.32)	001	W	R
381739	School Health Corporation	21743 - Nitrile Exam Gloves,	3/6/2020	9.72	001	W	R
381739	School Health Corporation	21744 - Nitrile Exam Gloves,	3/6/2020	9.72	001	W	R
381739	School Health Corporation	SEE ATTACHED LIST:	3/6/2020	19.20	001	W	R
381739	School Health Corporation	SEE ATTACHED LIST:	3/6/2020	110.71	001	W	R
381739	School Health Corporation	(32073) Fabric bandages	3/6/2020	42.65	001	W	R
381739	School Health Corporation	TRAINER SUPPLIES	3/6/2020	689.83	300	W	R
381740	Serif Creative LLC	District brochures for HR job	3/6/2020	2,960.00	001	W	R
381741	REED, WENDY SUZANNE	Professional Development	3/6/2020	2,500.00	590	W	R
381742	SMITH, NATALIE	Mileage & Meals for STEM Boot	3/6/2020	75.40	001	W	R
381743	SMITH, LINDSAY	Mileage & Meals for STEM Boot	3/6/2020	80.96	001	W	R
381744	Sterling Paper Co.	Boise paper - OOMS	3/6/2020	6,285.00	001	W	R
381744	Sterling Paper Co.	UNIFORM SUPPLIES - OFFICE	3/6/2020	4,790.00	009	W	R
381744	Sterling Paper Co.	PAPER - SEE ATTACHED	3/6/2020	4,261.00	001	W	R
381745	Think Signs and Graphics	Banner	3/6/2020	260.00	300	W	R
381746	UT AUSTIN	SUBSCRIPTION	3/6/2020	300.00	009	W	W
381747	VAN SICKLE III, WILLIAM L.	Adjudicator fee for Berkshire	3/6/2020	200.00	200	W	R
381748	Tartt, Christine	PRINCIPAL'S OFFICE - MILEAGE	3/6/2020	10.35	001	W	R
381749	SOFTDOCS, INC.	ANNUAL DOC-E-SERVE SOFTWARE	3/6/2020	1,587.00	001	W	R
381750	WORK HEALTH	Physicals and drug testing for	3/6/2020	549.00	001	W	R
381751	OTTERBEIN UNIVERSITY	Human Capital Grant	3/6/2020	10,000.00	590	W	R
381752	First Response Pest Management	Monthly service fee	3/6/2020	900.00	006	W	R
381753	WILLIS, PAULA JEAN	Concert and Rehearsal	3/6/2020	200.00	001	W	R
381754	WRIGHT, RANDALL	JAN-MARCH 2020 MILEAGE	3/6/2020	200.79	001	W	R
381755	EKON-O-PAC	Supplies - SMS	3/6/2020	18.00	006	W	R
381755	EKON-O-PAC	Supplies - HMS	3/6/2020	285.00	006	W	R
381755	EKON-O-PAC	Supplies - BMS	3/6/2020	300.00	006	W	R
381755	EKON-O-PAC	Supplies - OHS	3/6/2020	220.00	006	W	R
381755	EKON-O-PAC	Supplies - LHS	3/6/2020	440.00	006	W	R
381755	EKON-O-PAC	Supplies - OOHS	3/6/2020	570.00	006	W	R
381755	EKON-O-PAC	Supplies - BHS	3/6/2020	194.00	006	W	R
381756	LAKEFRONT LINES, INC.	SKI CLUB TRANSPORTATION	3/6/2020	4,025.00	200	W	R
381756	LAKEFRONT LINES, INC.	SKI CLUB TRANSPORTATION	3/6/2020	3,450.00	200	W	R
381757	PegEd, LLC	EDUCATIONAL SERVICE FOR IEP	3/6/2020	525.00	001	W	R
381758	OHIO CAPITAL CONFERENCE	Spring & summer executive	3/6/2020	184.00	300	W	R
381759	Starnier, Michael	Q3 MILEAGE	3/6/2020	404.46	001	W	R
381760	SMITH, TROND	PRINCIPAL'S OFFICE - MILEAGE	3/6/2020	232.88	001	W	R
381761	TriMark SS Kemp	Smallwares and equipment	3/6/2020	2,067.13	006	W	R
381762	DOMINO'S PIZZA	Food/WRE Jan.- March, 2020	3/6/2020	468.33	006	W	R
381762	DOMINO'S PIZZA	ACE	3/6/2020	414.93	006	W	R
381762	DOMINO'S PIZZA	SRE	3/6/2020	384.45	006	W	R
381762	DOMINO'S PIZZA	AES	3/6/2020	433.38	006	W	R
381762	DOMINO'S PIZZA	OCE	3/6/2020	384.45	006	W	R
381762	DOMINO'S PIZZA	WCE	3/6/2020	426.39	006	W	R
381762	DOMINO'S PIZZA	ISE	3/6/2020	370.47	006	W	R
381762	DOMINO'S PIZZA	GOE	3/6/2020	405.42	006	W	R
381762	DOMINO'S PIZZA	OME	3/6/2020	391.44	006	W	R
381762	DOMINO'S PIZZA	LTE	3/6/2020	413.17	006	W	R
381762	DOMINO'S PIZZA	JCE	3/6/2020	482.31	006	W	R
381762	DOMINO'S PIZZA	HES	3/6/2020	469.85	006	W	R
381763	Rightway Food Service	Food/WRE Jan.- March, 2020	3/6/2020	299.72	006	W	R
381763	Rightway Food Service	Food/ACE	3/6/2020	1,635.64	006	W	R
381763	Rightway Food Service	Food/AES	3/6/2020	259.54	006	W	R
381763	Rightway Food Service	Food/OCE	3/6/2020	1,017.52	006	W	R
381763	Rightway Food Service	Food/TRE	3/6/2020	407.73	006	W	R
381763	Rightway Food Service	Food/WCE	3/6/2020	751.53	006	W	R
381763	Rightway Food Service	Food/ISE	3/6/2020	250.99	006	W	R
381763	Rightway Food Service	Food/OME	3/6/2020	671.30	006	W	R
381763	Rightway Food Service	Food/LTE	3/6/2020	287.05	006	W	R
381763	Rightway Food Service	Food/JCE	3/6/2020	390.11	006	W	R
381763	Rightway Food Service	Food/FTE	3/6/2020	592.84	006	W	R
381763	Rightway Food Service	Food/CES	3/6/2020	360.13	006	W	R
381763	Rightway Food Service	Food/HES	3/6/2020	38.45	006	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381763	Rightway Food Service	Food/SMS	3/6/2020	76.90	006	W	R
381763	Rightway Food Service	Food/LMS	3/6/2020	436.61	006	W	R
381763	Rightway Food Service	Food/OMS	3/6/2020	624.16	006	W	R
381763	Rightway Food Service	Food/HMS	3/6/2020	115.35	006	W	R
381763	Rightway Food Service	Food/BMS	3/6/2020	564.88	006	W	R
381763	Rightway Food Service	Food/OHS	3/6/2020	252.68	006	W	R
381763	Rightway Food Service	Food/LHS	3/6/2020	1,333.63	006	W	R
381763	Rightway Food Service	Food/OOHS	3/6/2020	1,010.76	006	W	R
381763	Rightway Food Service	Food/OBHS	3/6/2020	461.55	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/WRE Jan. - March,	3/6/2020	134.31	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/ACE	3/6/2020	171.90	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SRE	3/6/2020	99.77	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SRE	3/6/2020	77.96	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/AES	3/6/2020	110.53	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/AES	3/6/2020	185.99	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OCE	3/6/2020	199.61	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OCE	3/6/2020	(11.23)	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/TRE	3/6/2020	195.08	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/TRE	3/6/2020	152.29	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/WCE	3/6/2020	121.52	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/WCE	3/6/2020	105.03	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/WCE	3/6/2020	83.24	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/ISE	3/6/2020	109.31	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/ISE	3/6/2020	116.27	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/GOE	3/6/2020	112.13	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/GOE	3/6/2020	107.82	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OME	3/6/2020	153.62	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OME	3/6/2020	124.06	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LTE	3/6/2020	95.80	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/JCE	3/6/2020	295.78	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/FTE	3/6/2020	102.56	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/FTE	3/6/2020	110.20	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/CES	3/6/2020	126.13	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HES	3/6/2020	150.42	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HES	3/6/2020	169.20	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SMS	3/6/2020	136.05	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SMS	3/6/2020	275.83	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SMS	3/6/2020	216.52	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/SMS	3/6/2020	169.44	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LMS	3/6/2020	171.43	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LMS	3/6/2020	359.97	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OMS	3/6/2020	100.08	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HMS	3/6/2020	147.90	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HMS	3/6/2020	96.51	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HMS	3/6/2020	142.33	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/HMS	3/6/2020	109.49	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/BMS	3/6/2020	292.24	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/BMS	3/6/2020	300.21	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/BMS	3/6/2020	177.53	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/BMS	3/6/2020	277.85	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OHS	3/6/2020	288.24	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OHS	3/6/2020	334.84	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OHS	3/6/2020	240.68	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OHS	3/6/2020	222.68	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LHS	3/6/2020	287.09	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LHS	3/6/2020	314.96	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LHS	3/6/2020	217.34	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/LHS	3/6/2020	323.38	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OOHS	3/6/2020	401.88	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OOHS	3/6/2020	513.69	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OOHS	3/6/2020	374.91	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OOHS	3/6/2020	290.28	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OBHS	3/6/2020	275.31	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OBHS	3/6/2020	150.86	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OBHS	3/6/2020	354.74	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OBHS	3/6/2020	(20.15)	006	W	R
381764	JOSHEN PAPER AND PACKAGING	Non Food/OBHS	3/6/2020	195.57	006	W	R
381765	GORDON FOOD SERVICE	Food/WRE Jan. - March, 2020	3/6/2020	3,075.38	006	W	R
381765	GORDON FOOD SERVICE	Non Food/WRE Jan. - March,	3/6/2020	172.74	006	W	R
381765	GORDON FOOD SERVICE	Food/ACE	3/6/2020	2,005.85	006	W	R

## Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381765	GORDON FOOD SERVICE	Non Food/ACE	3/6/2020	417.52	006	W	R
381765	GORDON FOOD SERVICE	Food/SRE	3/6/2020	2,028.78	006	W	R
381765	GORDON FOOD SERVICE	Non Food/SRE	3/6/2020	32.00	006	W	R
381765	GORDON FOOD SERVICE	Food/AES	3/6/2020	2,695.31	006	W	R
381765	GORDON FOOD SERVICE	Non Food/AES	3/6/2020	-	006	W	R
381765	GORDON FOOD SERVICE	Food/OCE	3/6/2020	3,301.57	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OCE	3/6/2020	-	006	W	R
381765	GORDON FOOD SERVICE	Food/TRE	3/6/2020	2,545.50	006	W	R
381765	GORDON FOOD SERVICE	Non Food/TRE	3/6/2020	174.58	006	W	R
381765	GORDON FOOD SERVICE	Food/WCE	3/6/2020	2,238.87	006	W	R
381765	GORDON FOOD SERVICE	Non Food/WCE	3/6/2020	498.10	006	W	R
381765	GORDON FOOD SERVICE	Food/ISE	3/6/2020	2,154.07	006	W	R
381765	GORDON FOOD SERVICE	Non Food/ISE	3/6/2020	54.77	006	W	R
381765	GORDON FOOD SERVICE	Food/GOE	3/6/2020	2,041.61	006	W	R
381765	GORDON FOOD SERVICE	Non Food/GOE	3/6/2020	-	006	W	R
381765	GORDON FOOD SERVICE	Food/OME	3/6/2020	1,964.64	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OME	3/6/2020	-	006	W	R
381765	GORDON FOOD SERVICE	Food/LTE	3/6/2020	2,089.66	006	W	R
381765	GORDON FOOD SERVICE	Non Food/LTE	3/6/2020	214.73	006	W	R
381765	GORDON FOOD SERVICE	Food/JCE	3/6/2020	2,738.85	006	W	R
381765	GORDON FOOD SERVICE	Non Food/JCE	3/6/2020	96.00	006	W	R
381765	GORDON FOOD SERVICE	Food/FTE	3/6/2020	2,475.37	006	W	R
381765	GORDON FOOD SERVICE	Non Food/FTE	3/6/2020	256.00	006	W	R
381765	GORDON FOOD SERVICE	Food/CES	3/6/2020	2,561.00	006	W	R
381765	GORDON FOOD SERVICE	Non Food/CES	3/6/2020	204.74	006	W	R
381765	GORDON FOOD SERVICE	Food/HES	3/6/2020	2,987.43	006	W	R
381765	GORDON FOOD SERVICE	Non Food/HES	3/6/2020	46.83	006	W	R
381765	GORDON FOOD SERVICE	Food/SMS	3/6/2020	7,995.89	006	W	R
381765	GORDON FOOD SERVICE	Non Food/SMS	3/6/2020	95.85	006	W	R
381765	GORDON FOOD SERVICE	Food/LMS	3/6/2020	7,349.53	006	W	R
381765	GORDON FOOD SERVICE	Non Food/LMS	3/6/2020	837.70	006	W	R
381765	GORDON FOOD SERVICE	Food/OMS	3/6/2020	9,187.23	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OMS	3/6/2020	457.04	006	W	R
381765	GORDON FOOD SERVICE	Food/HMS	3/6/2020	6,298.31	006	W	R
381765	GORDON FOOD SERVICE	Non Food/HMS	3/6/2020	610.87	006	W	R
381765	GORDON FOOD SERVICE	Food/BMS	3/6/2020	8,684.60	006	W	R
381765	GORDON FOOD SERVICE	Non Food/BMS	3/6/2020	16.43	006	W	R
381765	GORDON FOOD SERVICE	Food/OHS	3/6/2020	12,205.48	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OHS	3/6/2020	372.66	006	W	R
381765	GORDON FOOD SERVICE	Food/LHS	3/6/2020	13,734.28	006	W	R
381765	GORDON FOOD SERVICE	Non Food/LHS	3/6/2020	316.32	006	W	R
381765	GORDON FOOD SERVICE	Food/OOHS	3/6/2020	15,303.72	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OOHS	3/6/2020	244.54	006	W	R
381765	GORDON FOOD SERVICE	Food/OBHS	3/6/2020	9,581.69	006	W	R
381765	GORDON FOOD SERVICE	Non Food/OBHS	3/6/2020	86.29	006	W	R
381766	REPUBLIC SERVICES #046	Trash Hauling Jan-Jun 2020	3/6/2020	1,487.04	001	W	R
381766	REPUBLIC SERVICES #046	Maintenance	3/6/2020	178.14	001	W	R
381766	REPUBLIC SERVICES #046	East Bus Garage	3/6/2020	102.13	001	W	R
381766	REPUBLIC SERVICES #046	Wyandot Run	3/6/2020	304.76	001	W	R
381766	REPUBLIC SERVICES #046	Alum Creek	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Scioto Ridge	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Arrowhead Elementary	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Oak Creek	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Tyler Run	3/6/2020	410.36	001	W	R
381766	REPUBLIC SERVICES #046	Walnut Creek	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Indian Springs	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Glen Oak	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Olentangy Meadows	3/6/2020	357.56	001	W	R
381766	REPUBLIC SERVICES #046	Liberty Tree	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Johnnycake Corners	3/6/2020	304.76	001	W	R
381766	REPUBLIC SERVICES #046	Freedom Trail	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Cheshire Elementary	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Heritage Elementary	3/6/2020	278.36	001	W	R
381766	REPUBLIC SERVICES #046	Shanahan Middle	3/6/2020	853.40	001	W	R
381766	REPUBLIC SERVICES #046	Liberty Middle	3/6/2020	669.04	001	W	R
381766	REPUBLIC SERVICES #046	Orange Middle	3/6/2020	394.68	001	W	R
381766	REPUBLIC SERVICES #046	Hyatts Middle	3/6/2020	543.99	001	W	R
381766	REPUBLIC SERVICES #046	Berkshire Middle	3/6/2020	379.19	001	W	R
381766	REPUBLIC SERVICES #046	Olentangy High School	3/6/2020	1,020.15	001	W	R
381766	REPUBLIC SERVICES #046	Liberty High School	3/6/2020	1,669.07	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381766	REPUBLIC SERVICES #046	Orange High School	3/6/2020	1,710.67	001	W	R
381766	REPUBLIC SERVICES #046	Berlin High School	3/6/2020	1,007.15	001	W	R
381766	REPUBLIC SERVICES #046	Olentangy Academy	3/6/2020	81.85	001	W	R
381766	REPUBLIC SERVICES #046	Olentangy Administrative	3/6/2020	177.79	001	W	R
381767	AMAZON.COM	SCISSORS, BOOKS AND GAMES FOR	3/6/2020	(35.33)	001	W	R
381767	AMAZON.COM	SCISSORS, BOOKS AND GAMES FOR	3/6/2020	50.91	001	W	R
381767	AMAZON.COM	SCISSORS, BOOKS AND GAMES FOR	3/6/2020	35.33	001	W	R
381767	AMAZON.COM	NOVA: The Nuclear Option DVD	3/6/2020	15.93	001	W	R
381767	AMAZON.COM	Snap Circuits Green	3/6/2020	176.40	001	W	R
381767	AMAZON.COM	Dymo Label Maker	3/6/2020	79.99	001	W	R
381767	AMAZON.COM	Teaching student centered	3/6/2020	39.99	001	W	R
381767	AMAZON.COM	Teaching student centered	3/6/2020	35.99	001	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	45.00	001	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	95.94	001	W	R
381767	AMAZON.COM	SEE ATTACHED LIST:	3/6/2020	100.76	001	W	R
381767	AMAZON.COM	SEE ATTACHED LIST:	3/6/2020	96.19	001	W	R
381767	AMAZON.COM	Sand art and sensory jungle	3/6/2020	37.88	001	W	R
381767	AMAZON.COM	Elapsed time line and sticky	3/6/2020	51.74	001	W	R
381767	AMAZON.COM	DUVALIN candies (18 pieces in	3/6/2020	14.20	018	W	R
381767	AMAZON.COM	Evaxo Gansito Snack Cakes	3/6/2020	69.00	018	W	R
381767	AMAZON.COM	DUVALIN candies (18 pieces in	3/6/2020	20.49	018	W	R
381767	AMAZON.COM	CLINIC WASTE BAGS	3/6/2020	13.14	001	W	R
381767	AMAZON.COM	TOOTH STICKERS	3/6/2020	13.98	001	W	R
381767	AMAZON.COM	Media Teaching Aids.	3/6/2020	14.76	001	W	R
381767	AMAZON.COM	Media Teaching Aids.	3/6/2020	10.50	001	W	R
381767	AMAZON.COM	Media Teaching Aids.	3/6/2020	221.04	001	W	R
381767	AMAZON.COM	Professional Development	3/6/2020	38.44	001	W	R
381767	AMAZON.COM	Professional Development	3/6/2020	38.02	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	378.00	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	123.68	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	71.07	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	29.98	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	23.98	001	W	R
381767	AMAZON.COM	Q3 Jan, Feb, March	3/6/2020	239.98	001	W	R
381767	AMAZON.COM	TEACHING AIDS - ENGLISH	3/6/2020	141.82	001	W	R
381767	AMAZON.COM	TEACHING AIDS - ENGLISH	3/6/2020	70.32	001	W	R
381767	AMAZON.COM	OFFICE SUPPLIES - CLINIC	3/6/2020	3.98	001	W	R
381767	AMAZON.COM	OFFICE SUPPLIES - CLINIC	3/6/2020	44.42	001	W	R
381767	AMAZON.COM	STUDENT FEES - YEARBOOK	3/6/2020	33.60	200	W	R
381767	AMAZON.COM	STUDENT FEES - YEARBOOK	3/6/2020	1,144.74	200	W	R
381767	AMAZON.COM	STUDENT FEES - YEARBOOK	3/6/2020	56.85	200	W	R
381767	AMAZON.COM	STUDENT FEES - YEARBOOK	3/6/2020	9.98	200	W	R
381767	AMAZON.COM	Quarter 3 Science Dept.	3/6/2020	278.48	001	W	R
381767	AMAZON.COM	SLC - Teaching aids - See	3/6/2020	992.91	001	W	R
381767	AMAZON.COM	3Q Supplies from Title II	3/6/2020	109.95	590	W	R
381767	AMAZON.COM	3Q Supplies from Title II	3/6/2020	41.97	590	W	R
381767	AMAZON.COM	3Q Supplies from Title II	3/6/2020	213.30	590	W	R
381767	AMAZON.COM	3Q Supplies from Title II	3/6/2020	131.94	590	W	R
381767	AMAZON.COM	OCT - DEC MISC SCIENCE ITEMS	3/6/2020	58.69	009	W	R
381767	AMAZON.COM	Books, AV items, Supplies for	3/6/2020	53.97	001	W	R
381767	AMAZON.COM	Presenter books	3/6/2020	104.20	009	W	R
381767	AMAZON.COM	Tripod stands	3/6/2020	84.96	009	W	R
381767	AMAZON.COM	TIKTREK A4 LED LIGHTBOX	3/6/2020	547.25	009	W	R
381767	AMAZON.COM	SCULPEY III OVERNBAKE CLAY 30	3/6/2020	88.08	009	W	R
381767	AMAZON.COM	THE LINE	3/6/2020	14.92	009	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	31.04	001	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	67.96	001	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	26.77	001	W	R
381767	AMAZON.COM	OT/PT/APE orders for IEP	3/6/2020	90.48	001	W	R
381767	AMAZON.COM	Folders	3/6/2020	33.56	001	W	R
381767	AMAZON.COM	Mailing large envelopes	3/6/2020	21.20	001	W	R
381767	AMAZON.COM	Silicone Fidget	3/6/2020	7.09	001	W	R
381767	AMAZON.COM	SLC Supplies	3/6/2020	11.98	001	W	R
381767	AMAZON.COM	SLC Supplies	3/6/2020	17.98	001	W	R
381767	AMAZON.COM	SLC Supplies	3/6/2020	219.48	001	W	R
381767	AMAZON.COM	SLC Supplies	3/6/2020	38.98	001	W	R
381767	AMAZON.COM		3/6/2020	83.97	001	W	R
381767	AMAZON.COM	5th grade supplies	3/6/2020	62.30	009	W	R
381767	AMAZON.COM	5th grade supplies	3/6/2020	5.44	009	W	R
381767	AMAZON.COM	5th grade supplies	3/6/2020	479.00	009	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381767	AMAZON.COM	5th grade supplies	3/6/2020	54.16	009	W	R
381767	AMAZON.COM	MICROSOFT P3-Q-00001 WIRELESS	3/6/2020	39.44	001	W	R
381767	AMAZON.COM	TEST LEADS, BATTERIES,	3/6/2020	185.34	001	W	R
381767	AMAZON.COM	TWO COPIES OF THE BOY ON THE	3/6/2020	22.71	009	W	R
381767	AMAZON.COM	ZCZN 8-Bright Color Sticky	3/6/2020	28.60	001	W	R
381767	AMAZON.COM	Paper plates for VIP/Staff	3/6/2020	25.98	007	W	R
381767	AMAZON.COM	Avery Labels for VIP/Staff	3/6/2020	10.39	007	W	R
381767	AMAZON.COM	sensor stick, rope light, 3d	3/6/2020	107.94	001	W	R
381767	AMAZON.COM	sensor stick, rope light, 3d	3/6/2020	40.24	001	W	R
381767	AMAZON.COM	sensor stick, rope light, 3d	3/6/2020	14.96	001	W	R
381767	AMAZON.COM	"What if you had animal..."	3/6/2020	74.58	001	W	R
381767	AMAZON.COM	Classroom books-last kids on	3/6/2020	73.91	001	W	R
381767	AMAZON.COM	Classroom books, Dory	3/6/2020	75.91	001	W	R
381767	AMAZON.COM	Teaching aids/all	3/6/2020	57.51	001	W	R
381767	AMAZON.COM	Teaching aids/DH (139)	3/6/2020	29.95	001	W	R
381767	AMAZON.COM	Replacement library books	3/6/2020	128.97	001	W	R
381767	AMAZON.COM	Replacement library books	3/6/2020	68.00	001	W	R
381767	AMAZON.COM	Replacement library books	3/6/2020	129.45	001	W	R
381767	AMAZON.COM	Lysol Wipes Lemon & lime 320	3/6/2020	9.44	001	W	R
381767	AMAZON.COM	12-pack 2" X 5 yards	3/6/2020	10.95	001	W	R
381767	AMAZON.COM	Basic care extra strength	3/6/2020	7.40	001	W	R
381767	AMAZON.COM	Procure Disposable Nitrile	3/6/2020	76.44	001	W	R
381767	AMAZON.COM	SRENTA 1.25" Neon tooth saver,	3/6/2020	43.92	001	W	R
381767	AMAZON.COM	IKICH Portable ice maker	3/6/2020	128.98	001	W	R
381767	AMAZON.COM	MEDLINE FitGuard Touch	3/6/2020	66.80	001	W	R
381767	AMAZON.COM	Holes Paperback	3/6/2020	196.30	009	W	R
381767	AMAZON.COM	Holes Audio CD	3/6/2020	14.93	009	W	R
381767	AMAZON.COM	25614B Micro SD Card plus	3/6/2020	69.98	001	W	R
381768	DETILLIO, VINCENT	Curriculum Team Mileage	3/6/2020	53.59	001	W	R
381769	NAGEL, MORGAN	Curriculum Team Mileage	3/6/2020	87.80	001	W	R
381770	COLE, HEATHER	Curriculum Team Mileage	3/6/2020	60.55	001	W	W
381771	WARFIELD, BILL	Curriculum Team Mileage	3/6/2020	81.65	001	W	R
381772	Powers, Jacqueline	Curriculum Team Mileage	3/6/2020	138.66	001	W	R
381773	DOBNEY, RACHEL	Curriculum Team Mileage	3/6/2020	62.33	001	W	R
381774	Jones, Erin	DIRECTOR/SUPERVISORS	3/6/2020	167.79	001	W	R
381775	Farrel, Anne	APE, OT, PT	3/6/2020	83.26	001	W	W
381776	Hazelton, Erin	APE, OT, PT	3/6/2020	28.64	001	W	R
381777	NORMAN, SAMANTHA	APE, OT, PT	3/6/2020	39.53	001	W	W
381778	Tidball, Abigail	APE, OT, PT	3/6/2020	61.81	001	W	W
381779	VAN ZANDBERGEN, JENNIFER	APE, OT, PT	3/6/2020	80.96	001	W	R
381780	BLAKELEY, ALISON	APE, OT, PT	3/6/2020	38.47	001	W	R
381781	SCHMITT, ASHLEE	APE, OT, PT	3/6/2020	26.81	001	W	R
381782	Sujaritchan, Michalene	DIRECTOR/SUPERVISORS	3/6/2020	97.61	001	W	R
381783	Jefferson, Malika	DIRECTOR/SUPERVISORS	3/6/2020	77.05	001	W	W
381784	Lieb, Rebecca	CERTIFIED MILEAGE (TRAVELING	3/6/2020	81.77	001	W	R
381785	JORDAN, COREY	CERTIFIED MILEAGE (TRAVELING	3/6/2020	92.92	001	W	R
381786	SMITH, SAM	CERTIFIED MILEAGE (TRAVELING	3/6/2020	38.81	001	W	R
381787	HAEGE, KATRIN	CERTIFIED MILEAGE (TRAVELING	3/6/2020	92.00	001	W	R
381788	WALTERS, CYNTHIA	CERTIFIED MILEAGE (TRAVELING	3/6/2020	161.00	001	W	R
381789	HUGHES, ERIC	CERTIFIED MILEAGE (TRAVELING	3/6/2020	43.70	001	W	R
381790	HAYNES, SARAH	CERTIFIED MILEAGE (TRAVELING	3/6/2020	58.65	001	W	W
381791	Heitkamp, Lauren	CERTIFIED MILEAGE (TRAVELING	3/6/2020	55.37	001	W	W
381792	ROHM, ASHLEY	CERTIFIED MILEAGE (TRAVELING	3/6/2020	84.75	001	W	R
381793	Troutman, Casey	Mileage Reimbursement	3/6/2020	73.54	001	W	R
381794	Donahue, Gavin	Mileage Reimbursement	3/6/2020	62.10	001	W	R
381795	LOWERY, JANE	Preschool Administrators and	3/6/2020	81.24	001	W	W
381796	CASTO, CHRISTINE	Preschool Administrators and	3/6/2020	65.72	001	W	R
381797	Evans, Lynne	Preschool Administrators and	3/6/2020	22.77	001	W	R
381798	PITZER, MONICA	Preschool Administrators and	3/6/2020	60.08	001	W	R
381799	ROSCOE, JACLYN	Preschool Administrators and	3/6/2020	19.78	001	W	W
381800	Borders, Bobbi	CERTIFIED MILEAGE (TRAVELING	3/6/2020	77.34	001	W	R
381801	SHULACK, KATHLEEN	CERTIFIED MILEAGE (TRAVELING	3/6/2020	124.55	001	W	R
381802	SMITH, EMILY	CERTIFIED MILEAGE (TRAVELING	3/6/2020	117.30	001	W	W
381803	ROTH, CHRISTOPHER	Mileage Reimbursement	3/6/2020	75.47	001	W	R
381804	GEROLD, TRACY	Mileage Reimbursement	3/6/2020	90.33	001	W	R
381805	FUREY, JENNIFER	Mileage Reimbursement	3/6/2020	71.30	001	W	W
381806	SOSTER, HEATHER	Mileage Reimbursement	3/6/2020	135.61	001	W	R
381807	FOLLETT SCHOOL SOLUTIONS, INC	Media Services New Books.	3/9/2020	1,045.21	001	W	R
381808	MEEKER, DARIN	Gate Help	3/9/2020	75.00	022	W	R
381808	MEEKER, DARIN	Gate Help	3/9/2020	75.00	022	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381808	MEEKER, DARIN	Gate Help	3/9/2020	75.00	022	W	R
381808	MEEKER, DARIN	Gate Help	3/9/2020	75.00	022	W	R
381809	CARR, JACLYN	Gate Help	3/9/2020	60.00	022	W	W
381809	CARR, JACLYN	Gate Help	3/9/2020	60.00	022	W	W
381810	GILLUM, TANNER	Gate Help	3/9/2020	65.00	022	W	R
381810	GILLUM, TANNER	Gate Help	3/9/2020	65.00	022	W	R
381810	GILLUM, TANNER	Gate Help	3/9/2020	65.00	022	W	R
381810	GILLUM, TANNER	Gate Help	3/9/2020	65.00	022	W	R
381811	Clausing, Grady	Gate Help	3/9/2020	25.00	022	W	R
381811	Clausing, Grady	Gate Help	3/9/2020	25.00	022	W	R
381811	Clausing, Grady	Gate Help	3/9/2020	25.00	022	W	R
381812	BODE, PAUL	Gate Help	3/9/2020	25.00	022	W	R
381812	BODE, PAUL	Gate Help	3/9/2020	25.00	022	W	R
381812	BODE, PAUL	Gate Help	3/9/2020	25.00	022	W	R
381812	BODE, PAUL	Gate Help	3/9/2020	25.00	022	W	R
381813	Clausing, Lisa M.	Gate Help	3/9/2020	25.00	022	W	R
381813	Clausing, Lisa M.	Gate Help	3/9/2020	25.00	022	W	R
381813	Clausing, Lisa M.	Gate Help	3/9/2020	25.00	022	W	R
381813	Clausing, Lisa M.	Gate Help	3/9/2020	25.00	022	W	R
381814	SINDELDECKER, LARS	Gate Help	3/9/2020	25.00	022	W	R
381814	SINDELDECKER, LARS	Gate Help	3/9/2020	25.00	022	W	R
381815	BURKHART, THERESA	Gate Help	3/9/2020	33.00	022	W	R
381815	BURKHART, THERESA	Gate Help	3/9/2020	35.00	022	W	R
381815	BURKHART, THERESA	Gate Help	3/9/2020	37.00	022	W	R
381815	BURKHART, THERESA	Gate Help	3/9/2020	42.00	022	W	R
381816	TRAVOLI, ERIC	Gate Help	3/9/2020	60.00	022	W	R
381816	TRAVOLI, ERIC	Gate Help	3/9/2020	60.00	022	W	R
381817	Lyle, Douglas	Gate Help	3/9/2020	25.00	022	W	R
381817	Lyle, Douglas	Gate Help	3/9/2020	25.00	022	W	R
381817	Lyle, Douglas	Gate Help	3/9/2020	25.00	022	W	R
381818	SHOPE, GREG	Gate Help	3/9/2020	25.00	022	W	R
381819	OLENTANGY LIBERTY HIGH SCHOOL	Contest Fees	3/9/2020	92.00	022	W	R
381819	OLENTANGY LIBERTY HIGH SCHOOL	Contest Fees	3/9/2020	90.00	022	W	R
381819	OLENTANGY LIBERTY HIGH SCHOOL	Contest Fees	3/9/2020	88.00	022	W	R
381819	OLENTANGY LIBERTY HIGH SCHOOL	Contest Fees	3/9/2020	58.00	022	W	R
381820	CENTRAL DISTRICT ATHLETIC BD	Contest Fees	3/9/2020	322.00	022	W	R
381820	CENTRAL DISTRICT ATHLETIC BD	Contest Fees	3/9/2020	223.00	022	W	R
381820	CENTRAL DISTRICT ATHLETIC BD	Contest Fees	3/9/2020	920.00	022	W	R
381820	CENTRAL DISTRICT ATHLETIC BD	Contest Fees	3/9/2020	1,526.00	022	W	R
381821	JUNIOR LIBRARY GUILD	JRL Subscription one category	3/9/2020	83.16	001	W	R
381822	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381822	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381823	SAUNDERS, VICKI	Tournament Gate	3/9/2020	60.00	022	W	R
381824	GAINES, SCOTT	Tournament Gate	3/9/2020	240.00	022	W	R
381825	TOMLINSON, JONATHAN	Tournament Gate	3/9/2020	240.00	022	W	R
381826	Stephens, William B.	Tournament Gate	3/9/2020	120.00	022	W	R
381827	WILLIAMSON, WILLIAM	Tournament Gate	3/9/2020	60.00	022	W	W
381828	VANDEWATER, DEAN	Tournament Gate	3/9/2020	60.00	022	W	R
381829	McBRIDE, MICHAEL	Tournament Gate	3/9/2020	60.00	022	W	R
381830	NORI, MARK	Tournament Gate	3/9/2020	60.00	022	W	R
381831	AHMED, CARRIE	Tournament Gate	3/9/2020	60.00	022	W	R
381832	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	1,184.00	022	W	R
381832	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	351.00	022	W	R
381833	OLENTANGY BERLIN H.S.	OHSAA FEES	3/9/2020	320.00	022	W	W
381833	OLENTANGY BERLIN H.S.	OHSAA FEES	3/9/2020	320.00	022	W	W
381834	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381834	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381835	Stephens, William B.	Tournament Gate	3/9/2020	120.00	022	W	R
381836	HARMON, JON P.	Tournament Gate	3/9/2020	60.00	022	W	W
381837	Tompkins, Aaron	Tournament Gate	3/9/2020	60.00	022	W	W
381838	VANDEWATER, DEAN	Tournament Gate	3/9/2020	60.00	022	W	R
381839	McBRIDE, MICHAEL	Tournament Gate	3/9/2020	60.00	022	W	R
381840	TOMLINSON, JONATHAN	Tournament Gate	3/9/2020	240.00	022	W	R
381841	GAINES, SCOTT	Tournament Gate	3/9/2020	240.00	022	W	R
381842	SAUNDERS, VICKI	Tournament Gate	3/9/2020	60.00	022	W	R
381843	LEWIS, AMANDA	Tournament Gate	3/9/2020	60.00	022	W	R
381844	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	365.00	022	W	R
381845	OLENTANGY BERLIN H.S.	OHSAA FEES	3/9/2020	640.00	022	W	W
381846	SAUNDERS, VICKI	Tournament Gate	3/9/2020	30.00	022	W	R
381847	HOLLINGSWORTH, LAURIE	Tournament Gate	3/9/2020	30.00	022	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381848	BARNHART, TODD	Tournament Gate	3/9/2020	120.00	022	W	W
381849	GAINES, SCOTT	Tournament Gate	3/9/2020	120.00	022	W	R
381850	MCGUFF, KELSEY	Tournament Gate	3/9/2020	60.00	022	W	W
381851	McBRIDE, MICHAEL	Tournament Gate	3/9/2020	30.00	022	W	R
381852	VANDEWATER, DEAN	Tournament Gate	3/9/2020	30.00	022	W	R
381853	WILLIAMSON, WILLIAM	Tournament Gate	3/9/2020	30.00	022	W	W
381854	NORI, MARK	Tournament Gate	3/9/2020	30.00	022	W	R
381855	TOMLINSON, JONATHAN	Tournament Gate	3/9/2020	120.00	022	W	R
381856	BETZ, JORDAN	Tournament Gate	3/9/2020	30.00	022	W	R
381857	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381858	OLENTANGY BERLIN H.S.	OHSAA FEES	3/9/2020	290.00	022	W	W
381859	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	2,163.00	022	W	R
381860	BETZ, JOHN	Tournament Gate	3/9/2020	130.00	022	W	R
381861	WILLIAMSON, WILLIAM	Tournament Gate	3/9/2020	30.00	022	W	W
381862	VANDEWATER, DEAN	Tournament Gate	3/9/2020	30.00	022	W	R
381863	NORI, MARK	Tournament Gate	3/9/2020	30.00	022	W	R
381864	McBRIDE, MICHAEL	Tournament Gate	3/9/2020	30.00	022	W	R
381865	Stephens, William B.	Tournament Gate	3/9/2020	60.00	022	W	R
381866	BLACKER, AMY	Tournament Gate	3/9/2020	30.00	022	W	R
381867	LEWIS, AMANDA	Tournament Gate	3/9/2020	30.00	022	W	R
381868	TOMLINSON, JONATHAN	Tournament Gate	3/9/2020	120.00	022	W	R
381869	GAINES, SCOTT	Tournament Gate	3/9/2020	120.00	022	W	R
381870	OLENTANGY BERLIN H.S.	OHSAA FEES	3/9/2020	320.00	022	W	W
381871	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	3,361.00	022	W	R
381872	WORTHINGWAY MIDDLE SCHOOL	Track Entry Fees	3/9/2020	200.00	300	W	R
381873	DUBLIN DAVIS MIDDLE SCHOOL	Track Entry Fees	3/9/2020	175.00	300	W	W
381874	THORNTON, EMILY	Fall gate help	3/9/2020	75.00	022	W	R
381875	WELLS, ERIC	Fall gate help	3/9/2020	30.00	022	W	R
381876	HALDEMAN, TERRY	Fall gate help	3/9/2020	25.00	022	W	W
381877	ZARLEY, ALLISON	Fall gate help	3/9/2020	24.00	022	W	R
381878	WHALEN, KEN	Fall gate help	3/9/2020	36.00	022	W	W
381879	GRIFFITHS, KRISTINE	Fall gate help	3/9/2020	24.00	022	W	R
381880	WOLFE, JOHN	Fall gate help	3/9/2020	25.00	022	W	R
381881	LONG, MICHAEL	Fall gate help	3/9/2020	18.00	022	W	R
381882	McBRIDE, MICHAEL	Fall gate help	3/9/2020	18.00	022	W	R
381883	FEASEL, JOHN	Fall gate help	3/9/2020	125.00	022	W	R
381884	MOX, JAMES BRIAN	Fall gate help	3/9/2020	120.00	022	W	R
381885	CENTRAL DISTRICT ATHLETIC BD	Fall tournament fees	3/9/2020	877.00	022	W	R
381886	OLENTANGY HIGH SCHOOL	Fall tournament fees	3/9/2020	250.00	022	W	R
381887	OLENTANGY LOCAL SCHOOLS	Fall tournament fees	3/9/2020	75.00	022	W	R
381888	BETZ, JOHN	AD Winter Mileage	3/9/2020	445.05	300	W	R
381889	HIGDON, CALVIN	State tennis expenses	3/9/2020	50.00	300	W	R
381890	ACORN DISTRIBUTORS	Custodial Supplies	3/9/2020	131.00	001	W	R
381890	ACORN DISTRIBUTORS	Custodial Supplies	3/9/2020	97.80	001	W	R
381890	ACORN DISTRIBUTORS	Custodial Supplies	3/9/2020	300.20	001	W	R
381891	HILLYARD	Custodial Supplies	3/9/2020	36.96	001	W	R
381891	HILLYARD	Custodial Supplies	3/9/2020	519.17	001	W	R
381891	HILLYARD	Custodial Supplies	3/9/2020	2,349.72	001	W	R
381892	JOSHEN PAPER AND PACKAGING	Custodial Supplies	3/9/2020	47.50	001	W	R
381893	UNIFIRST CORPORATION	Custodial Dues	3/9/2020	524.24	001	W	R
381894	JOHNSON CONTROLS	Parts D/W	3/9/2020	1,299.16	001	W	R
381895	A+ DOOR AND KEY SOLUTIONS	Parts D/W	3/9/2020	175.00	001	W	R
381895	A+ DOOR AND KEY SOLUTIONS	Professional & Technical	3/9/2020	66.50	001	W	R
381896	All Hours Mechanical, LLC	Repairs & Maint D/W	3/9/2020	467.00	001	W	R
381897	ATECH FIRE AND SECURITY	Professional & Technical	3/9/2020	195.00	001	W	R
381897	ATECH FIRE AND SECURITY	Repairs & Maint D/W	3/9/2020	375.00	001	W	R
381897	ATECH FIRE AND SECURITY	Repairs & Maint D/W	3/9/2020	1,099.00	001	W	R
381898	SPEER MECHANICAL	Parts D/W	3/9/2020	3,319.64	001	W	R
381898	SPEER MECHANICAL	Professional & Technical	3/9/2020	4,028.82	001	W	R
381899	UNIFIRST CORPORATION	Uniform Rental D/W	3/9/2020	236.79	001	W	R
381899	UNIFIRST CORPORATION	Uniform Rental D/W	3/9/2020	274.43	001	W	R
381900	BATTERIES PLUS	Parts D/W	3/9/2020	150.77	001	W	R
381900	BATTERIES PLUS	Parts D/W	3/9/2020	41.95	001	W	R
381900	BATTERIES PLUS	Parts D/W	3/9/2020	64.95	001	W	R
381901	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/9/2020	190.26	001	W	R
381902	COLUMBUS CLIMATE CONTROLS CO	Parts D/W	3/9/2020	45.08	001	W	R
381902	COLUMBUS CLIMATE CONTROLS CO	Parts D/W	3/9/2020	556.75	001	W	R
381903	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/9/2020	1,108.80	001	W	R
381903	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/9/2020	94.14	001	W	R
381903	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/9/2020	2,020.57	001	W	R



# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item Status	Item Status
						Item		
381903	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/9/2020	120.00	001	W		R
381903	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/9/2020	315.93	001	W		R
381904	ELECTRONIC SUPPLY COMPANY	Parts D/W	3/9/2020	157.19	001	W		R
381904	ELECTRONIC SUPPLY COMPANY	Parts D/W	3/9/2020	4.67	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	174.76	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	56.44	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	294.20	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	192.45	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	368.56	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	299.20	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	306.28	001	W		R
381905	EQUIPARTS CORP	Parts D/W	3/9/2020	20.67	001	W		R
381906	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/9/2020	44.50	001	W		R
381906	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/9/2020	98.50	001	W		R
381906	GOLDEN BEAR LOCK&SAFE	Parts D/W	3/9/2020	35.94	001	W		R
381907	GRAINGER, INC.	Parts D/W	3/9/2020	40.50	001	W		R
381907	GRAINGER, INC.	Parts D/W	3/9/2020	3.92	001	W		R
381907	GRAINGER, INC.	Parts D/W	3/9/2020	133.52	001	W		R
381907	GRAINGER, INC.	Parts D/W	3/9/2020	272.22	001	W		R
381907	GRAINGER, INC.	Parts D/W	3/9/2020	108.44	001	W		R
381908	HERBERT L FLAKE COMPANY LLC	Parts D/W	3/9/2020	112.10	001	W		R
381909	KIMBALL MIDWEST	Parts D/W	3/9/2020	319.98	001	W		R
381909	KIMBALL MIDWEST	Parts D/W	3/9/2020	10.60	001	W		R
381909	KIMBALL MIDWEST	Parts D/W	3/9/2020	785.16	001	W		R
381910	MATHESON TRI-GAS INC	Parts D/W	3/9/2020	274.06	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	43.68	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	15.97	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	7.56	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	54.76	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	315.56	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	71.53	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	3.46	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	27.03	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	88.43	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	45.43	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	9.97	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	12.98	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	13.98	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	5.98	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	13.66	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	166.56	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	16.95	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	39.70	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	9.17	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	5.95	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	12.96	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	57.77	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	24.56	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	19.48	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	83.76	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	17.32	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	21.99	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	16.97	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	81.99	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	73.10	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	53.91	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	37.89	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	86.80	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	59.84	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	91.34	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	62.18	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	28.56	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	77.99	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	94.26	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	25.98	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	255.92	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	11.70	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	61.36	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	89.50	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	66.98	001	W		R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item Status	Item Status
						Item		
381911	MENARDS INC	Parts D/W	3/9/2020	54.18	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	10.07	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	89.39	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	52.64	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	186.83	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	132.84	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	35.94	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	70.80	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	95.59	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	68.00	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	133.91	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	106.77	001	W		R
381911	MENARDS INC	Parts D/W	3/9/2020	249.98	001	W		R
381912	Norwood Hardware and Supply	Parts D/W	3/9/2020	655.00	001	W		R
381913	ROJEN COMPANY INC.	Parts D/W	3/9/2020	478.18	001	W		R
381913	ROJEN COMPANY INC.	Parts D/W	3/9/2020	278.25	001	W		R
381914	Steffens-Shultz, Inc.	Parts D/W	3/9/2020	517.12	001	W		R
381914	Steffens-Shultz, Inc.	Parts D/W	3/9/2020	655.50	001	W		R
381915	SOUTHARD SUPPLY INC.	Parts D/W	3/9/2020	135.96	001	W		R
381915	SOUTHARD SUPPLY INC.	Parts D/W	3/9/2020	283.62	001	W		R
381916	UNITED REFRIGERATION	Parts D/W	3/9/2020	25.46	001	W		R
381916	UNITED REFRIGERATION	Parts D/W	3/9/2020	9.75	001	W		R
381916	UNITED REFRIGERATION	Parts D/W	3/9/2020	16.36	001	W		R
381917	VOSS BROS. SALES	Parts D/W	3/9/2020	290.91	001	W		R
381917	VOSS BROS. SALES	Parts D/W	3/9/2020	29.95	001	W		R
381918	WASHINGTON AUTO PARTS	Parts D/W	3/9/2020	65.97	001	W		R
381918	WASHINGTON AUTO PARTS	Parts D/W	3/9/2020	33.65	001	W		R
381918	WASHINGTON AUTO PARTS	Parts D/W	3/9/2020	11.43	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	112.34	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	18.65	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	84.40	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	7.13	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	203.56	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	139.28	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	21.89	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	76.97	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	95.59	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	31.80	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	48.47	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	125.59	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	35.56	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	122.36	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	25.94	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	(125.59)	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	117.37	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	168.88	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	1,369.45	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	103.22	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	40.78	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	13.14	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	28.95	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	18.88	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	46.40	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	(250.00)	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	87.98	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	91.14	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	103.36	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	(45.94)	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	82.92	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	80.57	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	34.33	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	41.27	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	109.68	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	243.38	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	567.26	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	14.98	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	62.72	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	83.89	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	185.00	001	W		R
381919	HOME DEPOT	Parts D/W	3/9/2020	203.94	001	W		R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381919	HOME DEPOT	Parts D/W	3/9/2020	(47.94)	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	147.54	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	37.12	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	34.98	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	8.08	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	242.50	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	48.40	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	129.00	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	31.69	001	W	R
381919	HOME DEPOT	Parts D/W	3/9/2020	50.60	001	W	R
381920	ZARLEY, JOEL	Boys basketball	3/9/2020	87.00	300	W	R
381921	SIMILA, DOUG	BOYS BASKETBALL	3/9/2020	120.00	300	W	R
381922	Clausing, Lisa M.	WRESTLING	3/9/2020	39.00	300	W	R
381922	Clausing, Lisa M.	BOYS BASKETBALL	3/9/2020	60.00	300	W	R
381923	HOWENSTINE, JOHN	BOYS BASKETBALL	3/9/2020	24.00	300	W	R
381924	OLENTANGY HIGH SCHOOL	BOYS BASKETBALL	3/9/2020	120.00	300	W	R
381925	THE CHILLER, LLC	ICE HOCKEY	3/9/2020	1,000.00	300	W	R
381926	CENTRAL DIST. GYMNASISTICS	Gymnastics Contest Fees	3/9/2020	90.00	300	W	R
381927	HILLIARD DARBY HIGH SCHOOL	BOYS TRACK FEES	3/9/2020	150.00	300	W	R
381927	HILLIARD DARBY HIGH SCHOOL	GIRLS TRACK FEES	3/9/2020	150.00	300	W	R
381928	OHIO STATE DIVING CLUB	Swim Fees	3/9/2020	14.00	300	W	W
381929	Patridge, Melanie A.	SMS Scheduler	3/9/2020	100.00	300	W	R
381930	EDDY, ELAINE	mileage	3/9/2020	167.74	300	W	R
381931	HARMON, ARNIE D.	OHSAA GATE HELP	3/9/2020	25.00	022	W	R
381932	HARMON, JON P.	OHSAA GATE HELP	3/9/2020	25.00	022	W	W
381933	YARNELL, DAN	OHSAA GATE HELP	3/9/2020	120.00	022	W	R
381934	LUPU, MARK	OHSAA GATE HELP	3/9/2020	120.00	022	W	W
381935	VANDEWATER, DEAN	OHSAA GATE HELP	3/9/2020	25.00	022	W	R
381936	MUSSIE, SEGEN	OHSAA GATE HELP	3/9/2020	25.00	022	W	R
381937	YOUNG, BRANDON	OHSAA GATE HELP	3/9/2020	25.00	022	W	R
381938	Patton, Tyler	OHSAA GATE HELP	3/9/2020	60.00	022	W	R
381939	CENTRAL DISTRICT ATHLETIC BD	OHSAA FEES	3/9/2020	1,354.00	022	W	R
381940	OHIO CAPITAL CONFERENCE	OHSAA FEES	3/9/2020	9,446.00	022	W	R
381941	OLENTANGY LOCAL SCHOOLS	OHSAA GATE HELP	3/9/2020	500.00	022	W	R
381942	TEAGUE, MCKENNA	OHSAA GATE HELP	3/9/2020	150.00	022	W	R
381943	POWELL POLICE DEPARTMENT	OHSAA GATE HELP	3/9/2020	67.50	022	W	R
381943	POWELL POLICE DEPARTMENT	FOOTBALL	3/9/2020	45.00	300	W	R
381944	PICKERINGTON H.S. NORTH	BXC Fees	3/9/2020	100.00	300	W	W
381944	PICKERINGTON H.S. NORTH	GXC Fees	3/9/2020	100.00	300	W	W
381945	Child1st Publications, LLC	(ABC-T) Alphabet Teaching	3/9/2020	19.95	001	W	R
381945	Child1st Publications, LLC	Shipping	3/9/2020	5.00	001	W	R
381946	CHARNIER, DEVONEY	Fair Isn't Always Equal-	3/9/2020	444.00	590	W	R
381947	CAMBIUM ASSESSMENT, INC.	PS/District ELL Students	3/9/2020	1,250.00	551	W	R
381948	Burton, Frederick	Fred Burton - PD, Phase II,	3/9/2020	1,800.00	590	W	R
381949	FLINN SCIENTIFIC INC	SEE ATTACHED LIST	3/9/2020	39.90	009	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	35,099.50	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	457,998.30	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	269,298.69	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	225,934.81	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	(5,638.48)	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	(3,493.89)	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	(5,638.48)	516	W	R
381950	EDUCATIONAL SERVICE CENTER	FY20 CONTRACTED SERVICES	3/9/2020	(3,493.89)	516	W	R
381951	RICH & GILLIS LAW GROUP, LLC	ATTORNEY FEES FY 20	3/9/2020	12,590.23	001	W	R
381952	BRICKER & ECKLER LLP	Berlin HS- Professional legal	3/9/2020	1,402.50	004	W	R
381953	STANTON'S SHEET MUSIC	Music for band and general	3/9/2020	205.16	401	W	R
381954	OHIO DEPARTMENT OF JOB AND	CLASSIFIED UNEMP	3/10/2020	19.28	001	W	R
381955	AMAZON.COM	POWER STRIPS, POWER CORD &	3/13/2020	148.81	001	W	R
381955	AMAZON.COM	PROJECTOR BULBS & BATTERIES	3/13/2020	268.32	001	W	R
381955	AMAZON.COM	BOOK-REFUGEE BY ALAN GRATZ	3/13/2020	97.40	001	W	R
381955	AMAZON.COM	Text marking and close reading	3/13/2020	106.76	001	W	R
381955	AMAZON.COM	OFFICE SUPPLIES - CLINIC	3/13/2020	(36.97)	001	W	R
381955	AMAZON.COM	Supplies for Broadcast	3/13/2020	22.79	001	W	R
381955	AMAZON.COM	Supplies for Broadcast	3/13/2020	51.98	001	W	R
381955	AMAZON.COM	Supplies for Broadcast	3/13/2020	60.92	001	W	R
381955	AMAZON.COM	Supplies for Broadcast	3/13/2020	60.92	001	W	R
381955	AMAZON.COM	SLC - Teaching aids	3/13/2020	503.17	001	W	R
381955	AMAZON.COM	SLC - Teaching aids	3/13/2020	359.99	001	W	R
381955	AMAZON.COM	SLC - Teaching aids	3/13/2020	201.42	001	W	R
381955	AMAZON.COM	TEACHING AIDS - MATHEMATICS	3/13/2020	306.38	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381955	AMAZON.COM	Misc Supplies for Custodial	3/13/2020	27.97	001	W	R
381955	AMAZON.COM	Misc Supplies for Custodial	3/13/2020	413.00	001	W	R
381955	AMAZON.COM	Misc Supplies for Custodial	3/13/2020	72.98	001	W	R
381955	AMAZON.COM	Misc Supplies for Custodial	3/13/2020	43.58	001	W	R
381956	GARRETT, RACHEL	ENGLISH SCHOOL LANGUAGE	3/13/2020	77.63	001	W	W
381957	BERLIN, KELLY	SCHOOL PSYCHOLOGIST	3/13/2020	30.62	001	W	R
381958	SHAFER, EMILY	SCHOOL PSYCHOLOGIST	3/13/2020	41.98	001	W	W
381959	KISSEBERTH, ABIGAIL	SCHOOL PSYCHOLOGIST	3/13/2020	37.38	001	W	R
381960	HAUZIE, LINDSEY	SCHOOL PSYCHOLOGIST	3/13/2020	59.80	001	W	R
381961	CARPENTER, TARA	APE, OT, PT	3/13/2020	21.10	001	W	W
381962	Dariano, Lauren	APE, OT, PT	3/13/2020	24.15	001	W	W
381963	CUMSTON, PATRICIA	APE, OT, PT	3/13/2020	182.70	001	W	W
381964	MURPH, DAN	APE, OT, PT	3/13/2020	53.53	001	W	W
381965	TAYLOR, SHAYTELL	APE, OT, PT	3/13/2020	147.89	001	W	W
381966	PARROTT, SYDNEY	APE, OT, PT	3/13/2020	38.99	001	W	R
381967	ALTHOFF, ARLYN	APE, OT, PT	3/13/2020	90.16	001	W	R
381968	CERDA, MARISOL	APE, OT, PT	3/13/2020	58.31	001	W	R
381969	GARDNER, FRAN	APE, OT, PT	3/13/2020	152.40	001	W	R
381970	Shiner, Jenna	APE, OT, PT	3/13/2020	38.81	001	W	W
381971	Rahschulte, Jennifer	APE, OT, PT	3/13/2020	60.03	001	W	W
381972	Romano, Brooke	APE, OT, PT	3/13/2020	31.05	001	W	W
381973	FREDERICK, SHELLY	APE, OT, PT	3/13/2020	63.81	001	W	W
381974	WELCH-GRENIER, STEPHANIE	APE, OT, PT	3/13/2020	148.87	001	W	W
381975	Branson, Katherine	APE, OT, PT	3/13/2020	39.96	001	W	W
381976	KNOPP, MARISA	DIRECTOR/SUPERVISORS	3/13/2020	226.84	001	W	R
381977	ARGANBRIGHT, MARTY	DIRECTOR/SUPERVISORS	3/13/2020	91.20	001	W	R
381978	STEVENS, PAT JECK	Preschool Administrators and	3/13/2020	59.23	001	W	R
381979	TACKETT, LINDA	Mileage Reimbursement	3/13/2020	199.64	001	W	R
381980	ABRAMOWITZ, MELISSA	Mileage Reimbursement	3/13/2020	60.95	001	W	R
381981	Skidmore, Matthew	Mileage Reimbursement	3/13/2020	115.46	001	W	R
381982	ZAYE, PATRICK	Mileage Reimbursement	3/13/2020	126.13	001	W	R
381983	Callahan, Keeler	CERTIFIED MILEAGE (TRAVELING	3/13/2020	107.82	001	W	W
381984	McVay, Nicholas	CERTIFIED MILEAGE (TRAVELING	3/13/2020	158.70	001	W	R
381985	Williams, Vicki	CERTIFIED MILEAGE (TRAVELING	3/13/2020	25.30	001	W	W
381986	Arnett, Jasmine	CERTIFIED MILEAGE (TRAVELING	3/13/2020	67.74	001	W	W
381987	REYNOLDS, CINDY	CERTIFIED MILEAGE (TRAVELING	3/13/2020	7.82	001	W	W
381988	Consolidated Electric	Monthly expense for Dark Fiber	3/18/2020	1,150.00	001	W	R
381989	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	3/18/2020	7,821.66	001	W	R
381989	FRONTIER NORTH INC.	DISTRICT PHONE SERVICES	3/18/2020	168.44	001	W	R
381990	Schweller, Megan	Mileage for Jan.-March, 2020	3/18/2020	91.14	006	W	R
381991	TRANE PARTS & SUPPLY	INCREASE PO	3/18/2020	10,000.00	003	W	R
381992	DEL-CO WATER CO	Jan-jun 2020 Water	3/18/2020	204.04	001	W	R
381992	DEL-CO WATER CO	West Bus Garage	3/18/2020	12.00	001	W	R
381992	DEL-CO WATER CO	Alum Creek	3/18/2020	507.33	001	W	R
381992	DEL-CO WATER CO	Arrowhead Elementary	3/18/2020	380.47	001	W	R
381992	DEL-CO WATER CO	Cheshire Elementary	3/18/2020	445.58	001	W	R
381992	DEL-CO WATER CO	Freedom Trail	3/18/2020	412.06	001	W	R
381992	DEL-CO WATER CO	Glen Oak	3/18/2020	341.91	001	W	R
381992	DEL-CO WATER CO	Heritage Elementary	3/18/2020	393.43	001	W	R
381992	DEL-CO WATER CO	Oak Creek	3/18/2020	366.74	001	W	R
381992	DEL-CO WATER CO	Walnut Creek	3/18/2020	400.26	001	W	R
381992	DEL-CO WATER CO	Orange Middle	3/18/2020	613.82	001	W	R
381992	DEL-CO WATER CO	Shanahan Middle	3/18/2020	466.60	001	W	R
381992	DEL-CO WATER CO	Berlin High School	3/18/2020	814.42	001	W	R
381992	DEL-CO WATER CO	Olentangy High School	3/18/2020	1,233.24	001	W	R
381992	DEL-CO WATER CO	Orange High School	3/18/2020	1,364.36	001	W	R
381992	DEL-CO WATER CO	Olentangy Academy	3/18/2020	52.56	001	W	R
381992	DEL-CO WATER CO	Olentangy Administrative	3/18/2020	168.58	001	W	R
381992	DEL-CO WATER CO	Food Services D/W 2.5%	3/18/2020	171.04	006	W	R
381993	AMERICAN ELECTRIC POWER	District - Other	3/18/2020	41.85	001	W	R
381993	AMERICAN ELECTRIC POWER	Alum Creek	3/18/2020	3,405.97	001	W	R
381993	AMERICAN ELECTRIC POWER	Arrowhead	3/18/2020	2,900.34	001	W	R
381993	AMERICAN ELECTRIC POWER	Cheshire	3/18/2020	2,704.58	001	W	R
381993	AMERICAN ELECTRIC POWER	Freedom Trail	3/18/2020	2,449.30	001	W	R
381993	AMERICAN ELECTRIC POWER	Glen Oak	3/18/2020	2,714.72	001	W	R
381993	AMERICAN ELECTRIC POWER	Johnnycake Corners	3/18/2020	2,839.81	001	W	R
381993	AMERICAN ELECTRIC POWER	Oak Creek	3/18/2020	2,764.43	001	W	R
381993	AMERICAN ELECTRIC POWER	Olentangy Meadows	3/18/2020	2,011.50	001	W	R
381993	AMERICAN ELECTRIC POWER	Scioto Ridge	3/18/2020	3,133.12	001	W	R
381993	AMERICAN ELECTRIC POWER	Tyler Run	3/18/2020	3,109.96	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
381993	AMERICAN ELECTRIC POWER	Walnut Creek	3/18/2020	3,330.54	001	W	R
381993	AMERICAN ELECTRIC POWER	Wyandot Run	3/18/2020	3,207.23	001	W	R
381993	AMERICAN ELECTRIC POWER	Berkshire Middle	3/18/2020	7,245.26	001	W	R
381993	AMERICAN ELECTRIC POWER	Liberty Middle	3/18/2020	5,876.72	001	W	R
381993	AMERICAN ELECTRIC POWER	Orange Middle	3/18/2020	6,171.97	001	W	R
381993	AMERICAN ELECTRIC POWER	Shanahan Middle	3/18/2020	10,211.56	001	W	R
381993	AMERICAN ELECTRIC POWER	Berlin High School	3/18/2020	18,070.91	001	W	R
381993	AMERICAN ELECTRIC POWER	Olentangy High School	3/18/2020	2,313.19	001	W	R
381993	AMERICAN ELECTRIC POWER	Orange High School	3/18/2020	17,077.80	001	W	R
381993	AMERICAN ELECTRIC POWER	East Bus Garage	3/18/2020	997.97	001	W	R
381993	AMERICAN ELECTRIC POWER	Olentangy Academy	3/18/2020	3,965.03	001	W	R
381993	AMERICAN ELECTRIC POWER	Olentangy Administrative	3/18/2020	4,023.57	001	W	R
381993	AMERICAN ELECTRIC POWER	Food Service D/W	3/18/2020	1,933.29	006	W	R
381994	Klosterman Baking Company	Food/WRE Jan. - March, 2020	3/18/2020	103.28	006	W	R
381994	Klosterman Baking Company	ACE	3/18/2020	43.46	006	W	R
381994	Klosterman Baking Company	SRE	3/18/2020	87.58	006	W	R
381994	Klosterman Baking Company	AES	3/18/2020	63.60	006	W	R
381994	Klosterman Baking Company	OCE	3/18/2020	85.92	006	W	R
381994	Klosterman Baking Company	TRE	3/18/2020	90.62	006	W	R
381994	Klosterman Baking Company	WCE	3/18/2020	125.12	006	W	R
381994	Klosterman Baking Company	ISE	3/18/2020	88.34	006	W	R
381994	Klosterman Baking Company	GOE	3/18/2020	88.70	006	W	R
381994	Klosterman Baking Company	OME	3/18/2020	89.96	006	W	R
381994	Klosterman Baking Company	LTE	3/18/2020	88.16	006	W	R
381994	Klosterman Baking Company	JCE	3/18/2020	89.82	006	W	R
381994	Klosterman Baking Company	FTE	3/18/2020	70.00	006	W	R
381994	Klosterman Baking Company	CES	3/18/2020	115.86	006	W	R
381994	Klosterman Baking Company	HES	3/18/2020	138.22	006	W	R
381994	Klosterman Baking Company	SMS	3/18/2020	347.56	006	W	R
381994	Klosterman Baking Company	LMS	3/18/2020	402.68	006	W	R
381994	Klosterman Baking Company	OMS	3/18/2020	343.20	006	W	R
381994	Klosterman Baking Company	HMS	3/18/2020	378.48	006	W	R
381994	Klosterman Baking Company	BMS	3/18/2020	359.04	006	W	R
381994	Klosterman Baking Company	OHS	3/18/2020	343.60	006	W	R
381994	Klosterman Baking Company	LHS	3/18/2020	578.68	006	W	R
381994	Klosterman Baking Company	OOHS	3/18/2020	694.30	006	W	R
381994	Klosterman Baking Company	OBHS	3/18/2020	374.96	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	240.78	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	244.39	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	20.64	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	101.22	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	259.99	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	407.00	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	57.68	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	33.34	006	W	R
381995	COMMERCIAL PARTS	Food Service Maintenance -	3/18/2020	(22.55)	006	W	R
381996	Gaskets Rock of Central Ohio	Food Service Maintenance -	3/18/2020	119.89	006	W	R
381997	GRAINGER, INC.	Food Service Maintenance -	3/18/2020	6.82	006	W	R
381998	HERITAGE FOOD SERVICE	Food Service Maintenance -	3/18/2020	189.21	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	35.94	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	19.92	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	33.14	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	19.57	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	96.66	006	W	R
381999	MENARDS INC	Food Service Maintenance -	3/18/2020	36.93	006	W	R
382000	UNITED REFRIGERATION	Food Service Maintenance -	3/18/2020	81.19	006	W	R
382000	UNITED REFRIGERATION	Food Service Maintenance -	3/18/2020	233.78	006	W	R
382000	UNITED REFRIGERATION	Food Service Maintenance -	3/18/2020	98.48	006	W	R
382000	UNITED REFRIGERATION	Food Service Maintenance -	3/18/2020	76.65	006	W	R
382001	UNITED DAIRY, INC.	Food/WRE Jan. - March, 2020	3/18/2020	269.36	006	W	R
382001	UNITED DAIRY, INC.	Food/WRE Jan. - March, 2020	3/18/2020	175.33	006	W	R
382001	UNITED DAIRY, INC.	Food/WRE Jan. - March, 2020	3/18/2020	259.35	006	W	R
382001	UNITED DAIRY, INC.	Food/WRE Jan. - March, 2020	3/18/2020	240.22	006	W	R
382001	UNITED DAIRY, INC.	Food/ACE	3/18/2020	225.52	006	W	R
382001	UNITED DAIRY, INC.	Food/ACE	3/18/2020	168.76	006	W	R
382001	UNITED DAIRY, INC.	Food/ACE	3/18/2020	215.98	006	W	R
382001	UNITED DAIRY, INC.	Food/ACE	3/18/2020	206.50	006	W	R
382001	UNITED DAIRY, INC.	Food/SRE	3/18/2020	235.66	006	W	R
382001	UNITED DAIRY, INC.	Food/SRE	3/18/2020	163.94	006	W	R
382001	UNITED DAIRY, INC.	Food/SRE	3/18/2020	197.87	006	W	R

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Check Number	Vendor	Description	Date	Amount	Fund	Original	Item Status	Item Status
						Item		
382001	UNITED DAIRY, INC.	Food/SRE	3/18/2020	208.24	006	W		R
382001	UNITED DAIRY, INC.	Food/AES	3/18/2020	313.17	006	W		R
382001	UNITED DAIRY, INC.	Food/AES	3/18/2020	221.39	006	W		R
382001	UNITED DAIRY, INC.	Food/AES	3/18/2020	185.26	006	W		R
382001	UNITED DAIRY, INC.	Food/AES	3/18/2020	287.13	006	W		R
382001	UNITED DAIRY, INC.	Food/OCE	3/18/2020	390.18	006	W		R
382001	UNITED DAIRY, INC.	Food/OCE	3/18/2020	276.40	006	W		R
382001	UNITED DAIRY, INC.	Food/OCE	3/18/2020	315.82	006	W		R
382001	UNITED DAIRY, INC.	Food/OCE	3/18/2020	372.36	006	W		R
382001	UNITED DAIRY, INC.	Food/TRE	3/18/2020	235.40	006	W		R
382001	UNITED DAIRY, INC.	Food/TRE	3/18/2020	214.31	006	W		R
382001	UNITED DAIRY, INC.	Food/TRE	3/18/2020	281.73	006	W		R
382001	UNITED DAIRY, INC.	Food/TRE	3/18/2020	214.77	006	W		R
382001	UNITED DAIRY, INC.	Food/WCE	3/18/2020	309.49	006	W		R
382001	UNITED DAIRY, INC.	Food/WCE	3/18/2020	257.87	006	W		R
382001	UNITED DAIRY, INC.	Food/WCE	3/18/2020	215.70	006	W		R
382001	UNITED DAIRY, INC.	Food/WCE	3/18/2020	231.09	006	W		R
382001	UNITED DAIRY, INC.	Food/ISE	3/18/2020	272.95	006	W		R
382001	UNITED DAIRY, INC.	Food/ISE	3/18/2020	136.10	006	W		R
382001	UNITED DAIRY, INC.	Food/ISE	3/18/2020	172.69	006	W		R
382001	UNITED DAIRY, INC.	Food/ISE	3/18/2020	192.00	006	W		R
382001	UNITED DAIRY, INC.	Food/GOE	3/18/2020	312.84	006	W		R
382001	UNITED DAIRY, INC.	Food/GOE	3/18/2020	224.32	006	W		R
382001	UNITED DAIRY, INC.	Food/GOE	3/18/2020	310.97	006	W		R
382001	UNITED DAIRY, INC.	Food/GOE	3/18/2020	270.50	006	W		R
382001	UNITED DAIRY, INC.	Food/OME	3/18/2020	313.94	006	W		R
382001	UNITED DAIRY, INC.	Food/OME	3/18/2020	224.32	006	W		R
382001	UNITED DAIRY, INC.	Food/OME	3/18/2020	168.12	006	W		R
382001	UNITED DAIRY, INC.	Food/OME	3/18/2020	359.99	006	W		R
382001	UNITED DAIRY, INC.	Food/LTE	3/18/2020	258.63	006	W		R
382001	UNITED DAIRY, INC.	Food/LTE	3/18/2020	185.95	006	W		R
382001	UNITED DAIRY, INC.	Food/LTE	3/18/2020	202.78	006	W		R
382001	UNITED DAIRY, INC.	Food/LTE	3/18/2020	213.58	006	W		R
382001	UNITED DAIRY, INC.	Food/JCE	3/18/2020	437.42	006	W		R
382001	UNITED DAIRY, INC.	Food/JCE	3/18/2020	336.45	006	W		R
382001	UNITED DAIRY, INC.	Food/JCE	3/18/2020	392.43	006	W		R
382001	UNITED DAIRY, INC.	Food/JCE	3/18/2020	270.97	006	W		R
382001	UNITED DAIRY, INC.	Food/FTE	3/18/2020	270.50	006	W		R
382001	UNITED DAIRY, INC.	Food/FTE	3/18/2020	232.47	006	W		R
382001	UNITED DAIRY, INC.	Food/FTE	3/18/2020	150.76	006	W		R
382001	UNITED DAIRY, INC.	Food/FTE	3/18/2020	289.95	006	W		R
382001	UNITED DAIRY, INC.	Food/CES	3/18/2020	248.81	006	W		R
382001	UNITED DAIRY, INC.	Food/CES	3/18/2020	204.21	006	W		R
382001	UNITED DAIRY, INC.	Food/CES	3/18/2020	187.84	006	W		R
382001	UNITED DAIRY, INC.	Food/CES	3/18/2020	213.12	006	W		R
382001	UNITED DAIRY, INC.	Food/HES	3/18/2020	299.80	006	W		R
382001	UNITED DAIRY, INC.	Food/HES	3/18/2020	255.22	006	W		R
382001	UNITED DAIRY, INC.	Food/HES	3/18/2020	178.12	006	W		R
382001	UNITED DAIRY, INC.	Food/HES	3/18/2020	303.28	006	W		R
382001	UNITED DAIRY, INC.	Food/SMS	3/18/2020	325.03	006	W		R
382001	UNITED DAIRY, INC.	Food/SMS	3/18/2020	255.72	006	W		R
382001	UNITED DAIRY, INC.	Food/SMS	3/18/2020	186.03	006	W		R
382001	UNITED DAIRY, INC.	Food/SMS	3/18/2020	254.84	006	W		R
382001	UNITED DAIRY, INC.	Food/LMS	3/18/2020	233.45	006	W		R
382001	UNITED DAIRY, INC.	Food/LMS	3/18/2020	149.60	006	W		R
382001	UNITED DAIRY, INC.	Food/LMS	3/18/2020	217.70	006	W		R
382001	UNITED DAIRY, INC.	Food/LMS	3/18/2020	210.79	006	W		R
382001	UNITED DAIRY, INC.	Food/OMS	3/18/2020	300.05	006	W		R
382001	UNITED DAIRY, INC.	Food/OMS	3/18/2020	235.47	006	W		R
382001	UNITED DAIRY, INC.	Food/OMS	3/18/2020	201.26	006	W		R
382001	UNITED DAIRY, INC.	Food/OMS	3/18/2020	285.11	006	W		R
382001	UNITED DAIRY, INC.	Food/HMS	3/18/2020	137.20	006	W		R
382001	UNITED DAIRY, INC.	Food/HMS	3/18/2020	141.62	006	W		R
382001	UNITED DAIRY, INC.	Food/HMS	3/18/2020	125.54	006	W		R
382001	UNITED DAIRY, INC.	Food/HMS	3/18/2020	170.31	006	W		R
382001	UNITED DAIRY, INC.	Food/BMS	3/18/2020	281.43	006	W		R
382001	UNITED DAIRY, INC.	Food/BMS	3/18/2020	199.36	006	W		R
382001	UNITED DAIRY, INC.	Food/BMS	3/18/2020	161.92	006	W		R
382001	UNITED DAIRY, INC.	Food/BMS	3/18/2020	272.47	006	W		R
382001	UNITED DAIRY, INC.	Food/OHS	3/18/2020	442.94	006	W		R

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Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
382001	UNITED DAIRY, INC.	Food/OHS	3/18/2020	265.59	006	W	R
382001	UNITED DAIRY, INC.	Food/OHS	3/18/2020	160.93	006	W	R
382001	UNITED DAIRY, INC.	Food/OHS	3/18/2020	202.78	006	W	R
382001	UNITED DAIRY, INC.	Food/LHS	3/18/2020	371.65	006	W	R
382001	UNITED DAIRY, INC.	Food/LHS	3/18/2020	294.76	006	W	R
382001	UNITED DAIRY, INC.	Food/LHS	3/18/2020	313.33	006	W	R
382001	UNITED DAIRY, INC.	Food/LHS	3/18/2020	169.66	006	W	R
382001	UNITED DAIRY, INC.	Food/OOHS	3/18/2020	498.69	006	W	R
382001	UNITED DAIRY, INC.	Food/OOHS	3/18/2020	422.09	006	W	R
382001	UNITED DAIRY, INC.	Food/OOHS	3/18/2020	244.53	006	W	R
382001	UNITED DAIRY, INC.	Food/OOHS	3/18/2020	726.97	006	W	R
382001	UNITED DAIRY, INC.	Food/OBHS	3/18/2020	301.44	006	W	R
382001	UNITED DAIRY, INC.	Food/OBHS	3/18/2020	287.88	006	W	R
382001	UNITED DAIRY, INC.	Food/OOHS	3/18/2020	162.49	006	W	R
382001	UNITED DAIRY, INC.	Food/OBHS	3/18/2020	134.62	006	W	R
382002	PITNEY BOWES INC.	POSTAGE MACHINES FOR	3/18/2020	299.00	001	W	R
382002	PITNEY BOWES INC.	POSTAGE MACHINES FOR	3/18/2020	2,909.22	001	W	R
382003	CenturyLink	District Wide Long Distance	3/18/2020	304.70	001	W	R
382004	SHRED DIRECT	DISTRICTWIDE SHREDDING OF	3/18/2020	4,120.00	001	W	R
382005	PALO, MICHELE	Mileage for Jan. - March, 2020	3/18/2020	125.75	006	W	R
382006	RTJ RESTAURANTS, LLC	AES	3/18/2020	386.10	006	W	R
382006	RTJ RESTAURANTS, LLC	OCE	3/18/2020	393.25	006	W	R
382006	RTJ RESTAURANTS, LLC	GOE	3/18/2020	421.85	006	W	R
382006	RTJ RESTAURANTS, LLC	OME	3/18/2020	395.80	006	W	R
382006	RTJ RESTAURANTS, LLC	JCE	3/18/2020	529.10	006	W	R
382006	RTJ RESTAURANTS, LLC	FTE	3/18/2020	343.20	006	W	R
382006	RTJ RESTAURANTS, LLC	CES	3/18/2020	429.85	006	W	R
382006	RTJ RESTAURANTS, LLC	HES	3/18/2020	381.10	006	W	R
382007	Baum, Laura	Mileage reimbursement for	3/18/2020	20.70	001	W	W
382008	Zimmer, Michelle	Mileage reimbursement for	3/18/2020	21.73	001	W	W
382009	Ciotola, Amy	Mileage reimbursement for	3/18/2020	41.86	001	W	W
382010	CHIRICO, JACKIE	Mileage reimbursement for	3/18/2020	40.48	001	W	R
382011	Mosteller, Lorie	Mileage reimbursement for	3/18/2020	17.71	001	W	R
382012	Rittenhouse, Christine	Mileage reimbursement for	3/18/2020	35.88	001	W	R
382013	McCague, Mindy	Mileage reimbursement for	3/18/2020	11.21	001	W	W
382014	Cook, Amy	Mileage reimbursement for	3/18/2020	25.88	001	W	R
382015	Montgomery, Gena	Mileage reimbursement for	3/18/2020	12.88	001	W	R
382016	Sherman, Jodi	Mileage reimbursement for	3/18/2020	76.76	001	W	W
382017	Froehlich, Kathy	Mileage reimbursement for	3/18/2020	25.88	001	W	W
382018	HAVLICE, NANCY	Mileage reimbursement for	3/18/2020	72.45	001	W	W
382019	Seliskar, Jennifer	Mileage reimbursement for	3/18/2020	9.60	006	W	R
382020	Bourdette, Bonnie	Mileage reimbursement for	3/18/2020	8.51	006	W	R
382021	Karow, Robin	Mileage reimbursement for	3/18/2020	3.45	006	W	W
382022	Martin, Angela	Mileage reimbursement for	3/18/2020	25.30	006	W	R
382023	Rickens, Michelle	Mileage reimbursement for	3/18/2020	5.18	006	W	W
382024	Rossiter, Julie	Mileage reimbursement for	3/18/2020	15.41	006	W	W
382025	Lape, Christopher	Adjudication fee for Solo and	3/18/2020	300.00	200	W	R
382026	MACKIN EDUCATIONAL RESOURCES	Items in Quote # 72482	3/18/2020	148.72	001	W	R
382026	MACKIN EDUCATIONAL RESOURCES	Items in Quote # 72482	3/18/2020	372.33	001	W	R
382027	MEEKER, DARIN	MILEAGE/TRAVEL EXPENSES	3/18/2020	514.45	300	W	W
382028	MIDWEST PHOTO EXCHANGE	EPS1108 EPSON SURECOLOR P600	3/18/2020	799.99	018	W	R
382029	MT BUSINESS TECHNOLOGIES, INC.	Ricoh Staple Refill H	3/18/2020	1,685.12	009	W	R
382030	BSN SPORTS	INCREASE PO	3/18/2020	1,995.00	300	W	R
382031	Mount Carmel Fitness & Health	Pool rental for 2019-20 swim	3/18/2020	1,350.00	300	W	R
382032	Miller Portable Restrooms	Porta-john unit for tennis,	3/18/2020	120.00	300	W	R
382033	MINUTEMAN PRESS	Minuteman Press Beacon	3/18/2020	573.35	200	W	R
382034	MEYER, TODD	Mileage & meeting expenses,	3/18/2020	104.71	001	W	R
382035	Iceman, Jennifer	Mileage & meeting expenses,	3/18/2020	38.53	001	W	R
382036	HEUSER, CHRIS	Career Fair Registrations,	3/18/2020	110.40	001	W	W
382037	Srivastava, Jenna	Career Fair Registrations,	3/18/2020	94.30	001	W	W
382038	OAPT	Transportation conference	3/18/2020	400.00	001	W	W
382039	Ohio Academic Competition	OAC Regionals Registration	3/18/2020	110.00	018	W	R
382040	The Ohio State University	Portals to the Past and	3/18/2020	200.00	590	W	W
382041	Overturf, Don	reimbursement for Staples	3/18/2020	8.49	001	W	W
382042	Patridge, Melanie A.	Boys Lacrosse Assignor	3/18/2020	100.00	300	W	W
382043	GEROLD, TRACY	Reimbursement for meals,	3/18/2020	70.25	001	W	W
382044	PARKS, PEYTON	Reimbursement for meals,	3/18/2020	48.93	001	W	W
382045	Gladieux, Shannon	Reimbursement for meals,	3/18/2020	51.29	001	W	W
382046	PERFECTION LEARNING	R742401 AMSCO AP WORLD HISTORY	3/18/2020	50.68	009	W	R
382047	PORTA KLEEN	Porta Kleen - two rental units	3/18/2020	251.00	300	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
382048	PEPSI COLA BOTTLING CO.	Quarterly Req	3/18/2020	421.79	300	W	R
382048	PEPSI COLA BOTTLING CO.	Quarterly Req	3/18/2020	444.76	300	W	R
382049	PegEd, LLC	EDUCATIONAL SERVICE FOR IEP	3/18/2020	450.00	001	W	W
382050	R82, INC.	ACES/MPT,PT A. Barnes	3/18/2020	946.00	001	W	R
382050	R82, INC.	Shipping	3/18/2020	-	001	W	R
382051	REHAB MART	ISES/M. Knopp Pediatric Swing	3/18/2020	523.14	001	W	R
382052	RICHARDSON, KRISTYN	ACTIVITIES THAT ROCK-PHYS ED	3/18/2020	40.00	001	W	W
382053	Riverside Assessments LLC	Iowa Form G and F Paper	3/18/2020	830.00	001	W	R
382053	Riverside Assessments LLC	Shipping	3/18/2020	83.00	001	W	R
382054	RENT-A-JOHN	SPRING UNITS	3/18/2020	130.00	300	W	R
382055	RAIFF, MARK	JAN-MARCH 2020 MILEAGE	3/18/2020	232.76	001	W	W
382056	School Health Corporation	Clinic Supplies	3/18/2020	263.56	001	W	R
382056	School Health Corporation	15% Discount	3/18/2020	(39.53)	001	W	R
382057	Sonova USA Inc.	OLSD District HI/student	3/18/2020	24,180.00	001	W	R
382057	Sonova USA Inc.	OLSD District HI/student	3/18/2020	22,375.00	001	W	R
382057	Sonova USA Inc.	OLSD District HI/student	3/18/2020	2,600.00	001	W	R
382057	Sonova USA Inc.	shipping	3/18/2020	19.99	001	W	R
382057	Sonova USA Inc.	OLSD FM SYSTEMS FY19-20	3/18/2020	2,470.40	001	W	R
382058	SOCIAL STUDIES SCHOOL SERVICE	NYS181-WBNYS the Nystrom World	3/18/2020	403.50	001	W	R
382058	SOCIAL STUDIES SCHOOL SERVICE	Shipping	3/18/2020	48.44	001	W	R
382059	SPEER MECHANICAL	D/W Boiler PM's	3/18/2020	14,412.00	001	W	R
382060	Tidball, Abigail	Reimbursement for Registration	3/18/2020	199.99	001	W	W
382061	VAN ZANDBERGEN, JENNIFER	PD/M. Knopp Registration	3/18/2020	199.99	001	W	W
382062	VILLO, MOLLY	Transportation and Parking for	3/18/2020	35.59	001	W	W
382063	TRISTAR TRANSPORTATION	Transportation services for	3/18/2020	40,486.50	001	W	R
382064	Tsai, Wayne	Wayne Tsai Mileage (Jan-March)	3/18/2020	248.75	001	W	W
382065	T & L GRAPHICS	Quarterly Req	3/18/2020	138.00	300	W	R
382065	T & L GRAPHICS	Quarterly Req	3/18/2020	412.00	300	W	R
382065	T & L GRAPHICS	Quarterly Req	3/18/2020	48.00	300	W	R
382066	WOLFE, JAY	Mileage reimbursement	3/18/2020	64.23	300	W	R
382067	WORK HEALTH	Physicals and drug testing for	3/18/2020	899.00	001	W	R
382067	WORK HEALTH	Drug / Alcohol Screenings	3/18/2020	122.00	001	W	R
382068	ZELLER, CHRISTINA	Mileage for Elevate Women on	3/18/2020	34.96	001	W	W
382069	CITY OF COLUMBUS, TREASURER	OMES Water and Sewer	3/18/2020	1,566.37	001	W	R
382069	CITY OF COLUMBUS, TREASURER	Food Service Water OMES 2.5%	3/18/2020	48.45	006	W	R
382070	DONATOS PIZZA, INC.	Food/WRE Jan. - March, 2020	3/18/2020	500.50	006	W	R
382070	DONATOS PIZZA, INC.	SRE	3/18/2020	357.50	006	W	R
382070	DONATOS PIZZA, INC.	TRE	3/18/2020	402.10	006	W	R
382070	DONATOS PIZZA, INC.	TRE	3/18/2020	107.25	006	W	R
382070	DONATOS PIZZA, INC.	LTE	3/18/2020	215.35	006	W	R
382070	DONATOS PIZZA, INC.	LTE	3/18/2020	200.20	006	W	R
382071	Jet's Pizza - Lewis Center	Food/WRE Jan. - March, 2020	3/18/2020	455.00	006	W	R
382071	Jet's Pizza - Lewis Center	ACE	3/18/2020	373.50	006	W	R
382071	Jet's Pizza - Lewis Center	OCE	3/18/2020	364.00	006	W	R
382071	Jet's Pizza - Lewis Center	TRE	3/18/2020	456.00	006	W	R
382071	Jet's Pizza - Lewis Center	WCE	3/18/2020	395.00	006	W	R
382071	Jet's Pizza - Lewis Center	ISE	3/18/2020	351.00	006	W	R
382071	Jet's Pizza - Lewis Center	GOE	3/18/2020	377.00	006	W	R
382071	Jet's Pizza - Lewis Center	LTE	3/18/2020	351.50	006	W	R
382071	Jet's Pizza - Lewis Center	JCE	3/18/2020	474.50	006	W	R
382071	Jet's Pizza - Lewis Center	FTE	3/18/2020	357.50	006	W	R
382071	Jet's Pizza - Lewis Center	CES	3/18/2020	379.00	006	W	R
382071	Jet's Pizza - Lewis Center	HES	3/18/2020	437.50	006	W	R
382071	Jet's Pizza - Lewis Center	SMS	3/18/2020	1,039.00	006	W	R
382071	Jet's Pizza - Lewis Center	LMS	3/18/2020	1,300.00	006	W	R
382071	Jet's Pizza - Lewis Center	OMS	3/18/2020	1,442.00	006	W	R
382071	Jet's Pizza - Lewis Center	HMS	3/18/2020	1,182.00	006	W	R
382071	Jet's Pizza - Lewis Center	BMS	3/18/2020	1,297.00	006	W	R
382071	Jet's Pizza - Lewis Center	OHS	3/18/2020	793.00	006	W	R
382071	Jet's Pizza - Lewis Center	LHS	3/18/2020	1,397.50	006	W	R
382071	Jet's Pizza - Lewis Center	OOHS	3/18/2020	916.50	006	W	R
382071	Jet's Pizza - Lewis Center	OBHS	3/18/2020	715.00	006	W	R
382072	SYSCO CENTRAL OHIO	Food/WRE Jan. - March, 2020	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/WRE Jan. - March,	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/ACE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/ACE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/SRE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/SRE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/AES	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/AES	3/18/2020	-	006	W	V



# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item
						Status	Status
382072	SYSCO CENTRAL OHIO	Food/OCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/OCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/TRE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/TRE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/WCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/WCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/ISE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/ISE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/GOE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/GOE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/OME	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/LTE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/LTE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/JCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/JCE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/FTE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/FTE	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/CES	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/CES	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/HES	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/HES	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/SMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/SMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/LMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/LMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/OMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/OMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/HMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/HMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/BMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/BMS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/OHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/OHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/LHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/LHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/OOHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/OOHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Food/OBHS	3/18/2020	-	006	W	V
382072	SYSCO CENTRAL OHIO	Non Food/OBHS	3/18/2020	-	006	W	V
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	300.00	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	979.77	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	392.01	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	185.00	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	585.00	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	133.80	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	351.88	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(12.74)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	554.64	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(239.40)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	688.40	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	23.46	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	37.32	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	392.01	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(199.50)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	306.90	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(66.50)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	21.90	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(235.00)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	168.50	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	139.78	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	180.34	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	73.80	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(66.50)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	75.90	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	325.79	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	261.34	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(133.00)	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	227.47	001	W	R
382073	RUSH TRUCK CENTERS OF OHIO	Parts and supplies for	3/18/2020	(66.50)	001	W	R
382074	AT & T	District Wide Long Distance	3/18/2020	311.36	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
382074	AT & T	District Wide Long Distance	3/18/2020	51.98	001	W	R
382075	AED VENTURES LLC	OAO- Replacement battery and	3/20/2020	220.50	001	W	R
382076	ABILITY MATTERS	EDUCATIONAL SERVICES FOR IEP	3/20/2020	11,390.96	001	W	R
382076	ABILITY MATTERS	EDUCATIONAL SERVICES FOR IEP	3/20/2020	9,300.00	001	W	R
382077	ADELSBERGER, BRIDGET	Mileage & Meals for STEM	3/20/2020	81.18	001	W	W
382078	Aylward, Jennifer	Mileage/Meeting for Jennifer	3/20/2020	57.50	001	W	R
382079	BSN SPORTS	Boys Tennis Supplies	3/20/2020	471.29	300	W	R
382079	BSN SPORTS	Softball Supplies	3/20/2020	300.00	300	W	R
382079	BSN SPORTS	Girls Lacrosse Supplies	3/20/2020	300.00	300	W	R
382079	BSN SPORTS	Boys Lacrosse Supplies	3/20/2020	163.20	300	W	R
382079	BSN SPORTS	Wrestling Supplies	3/20/2020	193.07	300	W	R
382079	BSN SPORTS	Baseball Supplies	3/20/2020	1,000.00	300	W	R
382079	BSN SPORTS	Shipping	3/20/2020	53.91	300	W	R
382079	BSN SPORTS	Wilson Tennis Balls	3/20/2020	576.00	300	W	R
382079	BSN SPORTS	-Wilson Tennis Balls	3/20/2020	23.04	300	W	R
382080	Background Investigation	Background Checks - Jan-March	3/20/2020	1,393.65	001	W	R
382081	BIO-RAD	PGLO Transformation refill	3/20/2020	130.00	009	W	R
382081	BIO-RAD	Mini Petri Dishes	3/20/2020	129.00	009	W	R
382081	BIO-RAD	Restriction Enzyme refill pkg	3/20/2020	180.00	009	W	R
382081	BIO-RAD	Shipping and handling	3/20/2020	62.65	009	W	R
382081	BIO-RAD	PGLO Transformation refill	3/20/2020	130.00	009	W	R
382081	BIO-RAD	Mini Petri Dishes	3/20/2020	129.00	009	W	R
382082	AHMED, CARRIE	Mileage for 2020 Green Teacher	3/20/2020	207.00	001	W	W
382083	BARNES AND NOBLE	#9780486275574-ROMEO AND	3/20/2020	50.40	009	W	R
382084	Battistone, Joshua	PRINCIPAL'S OFFICE - MILEAGE	3/20/2020	95.97	001	W	R
382085	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/20/2020	8,142.89	001	W	R
382085	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/20/2020	9,867.21	001	W	R
382085	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/20/2020	7,442.45	001	W	R
382085	BEEM'S BP DISTRIBUTING INC	Diesel fuel for transportation	3/20/2020	8,452.80	001	W	R
382086	BIO-RAD	12002353EDU PHOTOSYNTHESIS	3/20/2020	119.00	009	W	R
382086	BIO-RAD	SHIPPING	3/20/2020	30.75	009	W	R
382087	Boundless Behavioral Health	OLSD/M. JEFFERESON-EDUCATIONAL	3/20/2020	41,165.00	001	W	R
382087	Boundless Behavioral Health	OLSD EDUCATIONAL SERVICES FOR	3/20/2020	4,000.00	001	W	R
382088	Bridgeway Academy	EDUCATIONAL SERVICES FOR IEP	3/20/2020	3,750.00	001	W	R
382089	BROWN, AMY	Mileage for Elevate Women on	3/20/2020	34.96	001	W	W
382090	BROWN, MATTHEW	Meals & Parking for Mental	3/20/2020	33.03	001	W	R
382090	BROWN, MATTHEW	Mileage and Meals for	3/20/2020	43.70	001	W	R
382091	BUCKEYE CERAMIC SUPPLY	Ceramic Supplies	3/20/2020	2,852.53	009	W	R
382091	BUCKEYE CERAMIC SUPPLY	Ceramic Supplies	3/20/2020	486.05	009	W	R
382092	Buckeye Scientific	REPAIRS & MAINT - SCIENCE	3/20/2020	306.00	001	W	R
382093	CDW-G INC.	#ACM62B HEADPHONES	3/20/2020	275.00	009	W	R
382094	CT Consultants Inc.	New Elementary #1 (16)-	3/20/2020	2,124.33	004	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	22.00	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	475.80	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	118.95	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	45.90	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	105.90	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	106.95	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	34.95	300	W	R
382095	CAPITAL AWARDS, INC.	BANQUET AWARDS	3/20/2020	70.95	300	W	R
382096	CENGAGE LEARNING	ELL/K. Shufelt 1.Reading &	3/20/2020	359.75	551	W	R
382096	CENGAGE LEARNING	Shipping	3/20/2020	35.98	551	W	R
382097	Central Ohio Trampoline	Gym rental for gymnastics	3/20/2020	2,000.00	300	W	R
382098	Children's Hunger Alliance	DONATION - FORT ORANGE	3/20/2020	500.00	300	W	R
382099	CHOICE LITERACY	Class Classroom membership for	3/20/2020	1,584.00	590	W	W
382099	CHOICE LITERACY	Literacy Leader membership for	3/20/2020	149.00	590	W	W
382100	COLUMBUS CLAY AND	Service call and rebuilds for	3/20/2020	4,961.50	001	W	R
382101	CONARD, KAREN	Help your students develop a	3/20/2020	179.00	001	W	W
382102	COPLEY HIGH SCHOOL	In The Know team registration	3/20/2020	60.00	200	W	R
382103	COOPERATIVE STRATEGIES, LLC	FY20 Professional GIS and	3/20/2020	375.00	001	W	R
382104	CROSS THREAD SOLUTIONS	WRES/Preschool	3/20/2020	113.40	001	W	R
382104	CROSS THREAD SOLUTIONS	OSP/Lori Metheney (Telugu)	3/20/2020	101.80	001	W	R
382105	Cult Marketing, LLC	CREATIVE SERVICES FOR PHASE 2	3/20/2020	24,106.25	001	W	R
382106	DC REPROGRAPHICS CO.	New Elementary #1-	3/20/2020	274.00	004	W	R
382107	Dacks, Richard	Piano Tuning sessions for OBMS	3/20/2020	420.00	200	W	R
382108	DATA RECOGNITION CORPORATION	2019-20 TerraNova/InView	3/20/2020	7,165.47	001	W	R
382109	Davis, Nathan	Nathan Davis Mileage	3/20/2020	166.75	001	W	W
382110	DAYTON CINCINNATI TECHNOLOGY	Google Licenses 2100	3/20/2020	50,400.00	001	W	R
382110	DAYTON CINCINNATI TECHNOLOGY	Google Management Console	3/20/2020	120.00	551	W	R
382110	DAYTON CINCINNATI TECHNOLOGY	Dell Chromebook 3100 2-1 4GB	3/20/2020	1,375.00	551	W	R

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382110	DAYTON CINCINNATI TECHNOLOGY	DCTS White Glove Service	3/20/2020	25.00	551	W	R
382111	DEBBIE'S COSTUME SHOP	Cinderella Costume Rental	3/20/2020	1,470.00	200	W	R
382111	DEBBIE'S COSTUME SHOP	Cinderella Costume Rental	3/20/2020	383.00	200	W	R
382112	DECA, INC.	Student State/National	3/20/2020	16.00	300	W	W
382112	DECA, INC.	DECA - Written Manuals	3/20/2020	30.00	300	W	W
382113	DELAWARE GAZETTE	Required advertising/legal ad	3/20/2020	438.20	001	W	R
382114	DELAWARE-MORROW MENTAL HEALTH	OLSD/Allisha B. MENTAL HEALTH	3/20/2020	58,500.00	001	W	R
382115	DEMCO	ITEM W13800490	3/20/2020	8.44	001	W	R
382115	DEMCO	ITEM W12805570	3/20/2020	3.19	001	W	R
382115	DEMCO	ITEM W12195880	3/20/2020	3.19	001	W	R
382115	DEMCO	ITEM W13725580	3/20/2020	3.19	001	W	R
382115	DEMCO	ITEM WC14960440	3/20/2020	25.90	001	W	R
382115	DEMCO	ITEM WC14962230	3/20/2020	25.90	001	W	R
382115	DEMCO	ITEM W13738590	3/20/2020	7.25	001	W	R
382115	DEMCO	W14203210 Shelf Stopper with	3/20/2020	141.68	001	W	R
382115	DEMCO	Less 13% discount	3/20/2020	(18.41)	001	W	R
382116	DICK BLICK ART MATERIALS	SEE ATTACHED	3/20/2020	1,439.14	009	W	R
382116	DICK BLICK ART MATERIALS	SEE ATTACHED	3/20/2020	80.03	009	W	R
382116	DICK BLICK ART MATERIALS	SEE ATTACHED	3/20/2020	29.85	009	W	R
382116	DICK BLICK ART MATERIALS	SEE ATTACHED	3/20/2020	406.84	009	W	R
382116	DICK BLICK ART MATERIALS	Art Student Consumables	3/20/2020	285.00	009	W	R
382116	DICK BLICK ART MATERIALS	Art - Student Consumables	3/20/2020	360.93	009	W	R
382116	DICK BLICK ART MATERIALS	Art - Student Consumables	3/20/2020	224.74	009	W	R
382117	DIGITAL IMPRESSIONS	Blankets	3/20/2020	708.20	009	W	R
382118	Dossier Systems	Renewal of annual software &	3/20/2020	6,184.20	001	W	R
382119	EAI EDUCATION	Teaching aids/all (1st)	3/20/2020	118.44	001	W	R
382119	EAI EDUCATION	Free shipping over \$99	3/20/2020	-	001	W	R
382120	EDUCATIONAL SERVICE CENTER	ROCKBRIDGE (7 seats)=57,400.00	3/20/2020	20,423.79	001	W	R
382120	EDUCATIONAL SERVICE CENTER	ROCKBRIDGE (7 seats)=57,400.00	3/20/2020	380.25	001	W	R
382120	EDUCATIONAL SERVICE CENTER	ROCKBRIDGE (7 seats)=57,400.00	3/20/2020	693.00	001	W	R
382120	EDUCATIONAL SERVICE CENTER	ROCKBRIDGE (7 seats)=57,400.00	3/20/2020	12,433.38	001	W	R
382120	EDUCATIONAL SERVICE CENTER	ROCKBRIDGE (7 seats)=57,400.00	3/20/2020	220.27	001	W	R
382121	EDWARDS, RICHARD DOUGLAS	Adjudicator fee for Berkshire	3/20/2020	300.00	200	W	W
382122	4 D Designs LLC	CAT. # Q620 - Q620-QUIK PRO:	3/20/2020	342.00	018	W	R
382122	4 D Designs LLC	CAT. # Q620C-QUIK PRO: TEAM	3/20/2020	348.00	018	W	R
382122	4 D Designs LLC	UPS - UPS SHIPPING AND	3/20/2020	36.00	018	W	R
382123	Fanning/Howey Associates	Professional architectural and	3/20/2020	1,200.22	001	W	R
382123	Fanning/Howey Associates	Professional architectural and	3/20/2020	341.69	001	W	R
382123	Fanning/Howey Associates	Elementary #16- Professional	3/20/2020	113,678.14	004	W	R
382123	Fanning/Howey Associates	Professional architectural and	3/20/2020	2,944.91	003	W	R
382124	Fedak, Tori	Tori Fedak Mileage (Jan-March)	3/20/2020	39.91	001	W	W
382125	FETTE, JACK	Mileage & Expenses	3/20/2020	114.48	001	W	W
382126	First Response Pest Management	Initial start up and monthly	3/20/2020	2,100.00	001	W	R
382127	FLAG LADY'S FLAG STORE	2' x 3' Ethiopia flag	3/20/2020	39.00	001	W	R
382128	FLICHIA	Flichia Wigwam	3/20/2020	841.42	300	W	R
382129	FLOURISH INTEGRATED THERAPY	SERVICES FOR IEP	3/20/2020	297.50	001	W	R
382130	FOLLETT SCHOOL SOLUTIONS, INC	Please see attached order	3/20/2020	995.26	001	W	R
382131	Food For Good Thought	TUITION & 1:1 AIDE FOR IEP	3/20/2020	3,900.00	001	W	W
382132	FOSTER, SAMANTHA	REGISTRATION FOR OSPa	3/20/2020	135.00	001	W	W
382133	FRANK MILLER LUMBER	STUDENT FEES - INDUSTRIAL TECH	3/20/2020	3,532.85	009	W	R
382134	FRANZEL, JENNIFER	Registration FEE for OHIO	3/20/2020	135.00	001	W	W
382135	GBC	Ultima 65 Service Contract	3/20/2020	719.46	001	W	R
382136	Galco Industrial Electronics,	AC drive for Heritage Elem.	3/20/2020	6,724.64	001	W	R
382137	Garling, Heather	Mileage & Meals for STEM	3/20/2020	81.18	001	W	W
382138	GOPHER SPORT	HES/T Casto Shoutour Megaphone	3/20/2020	165.00	001	W	R
382138	GOPHER SPORT	Teaching aids/PE	3/20/2020	238.80	001	W	R
382138	GOPHER SPORT	No shipping	3/20/2020	-	001	W	R
382138	GOPHER SPORT	PE/Health Teaching Aids	3/20/2020	1,932.55	001	W	R
382139	GRIFFITHS, ROBERT	Rob Griffiths Mileage	3/20/2020	5.75	001	W	W
382139	GRIFFITHS, ROBERT	MILEAGE JAN-MARCH	3/20/2020	300.00	001	W	W
382140	Davis, Nathan	Nathan Davis Mileage	3/20/2020	100.63	001	W	W
382141	HOSA - Future Health	State & National Application	3/20/2020	940.00	200	W	W
382141	HOSA - Future Health	State & National Application	3/20/2020	20.00	200	W	W
382142	Habitec Security	Berlin HS- Labor and	3/20/2020	2,120.44	004	W	R
382143	HAUGLAND LEARNING CENTER	OLSD/MIKKI S. - EDUCUATIONAL	3/20/2020	637.50	001	W	W
382143	HAUGLAND LEARNING CENTER	OLSD/MIKKI S. - EDUCUATIONAL	3/20/2020	6,125.00	001	W	W
382143	HAUGLAND LEARNING CENTER	OLSD/MIKKI S. - EDUCUATIONAL	3/20/2020	5,500.00	001	W	W
382144	HEALTHCARE BILLING SERVICES, I	MEDICAID RECEIPTS-FY 20	3/20/2020	798.88	001	W	R
382145	HEINEMANN	E09864The Reading	3/20/2020	396.00	001	W	R
382145	HEINEMANN	E09865The Reading	3/20/2020	396.00	001	W	R

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382145	HEINEMANN	Delivery	3/20/2020	79.20	001	W	R
382146	HEINEMANN WORKSHOPS	Fountas/Pinnell Benchmark2,	3/20/2020	425.00	001	W	W
382146	HEINEMANN WORKSHOPS	Fountas /Pinnell Prompting	3/20/2020	29.50	001	W	W
382146	HEINEMANN WORKSHOPS	Fountas/Pinnell Mini Lessons,	3/20/2020	99.00	001	W	W
382146	HEINEMANN WORKSHOPS	Fountas/Pinell Mini Lessons	3/20/2020	99.00	001	W	W
382146	HEINEMANN WORKSHOPS	Fountas/Pinell Mini Lessons	3/20/2020	99.00	001	W	W
382146	HEINEMANN WORKSHOPS	Fountas/Pinell Mini Lessons	3/20/2020	99.00	001	W	W
382146	HEINEMANN WORKSHOPS	S&H	3/20/2020	85.05	001	W	W
382147	HEINEMANN	SKU: E11094-ESSENTIAL RESEARCH	3/20/2020	143.80	001	W	R
382147	HEINEMANN	SKU: E11831-CIRITICAL LITERACY	3/20/2020	179.80	001	W	R
382147	HEINEMANN	SHIPPING	3/20/2020	32.38	001	W	R
382148	HEINEMANN WORKSHOPS	Qty: 1	3/20/2020	108.90	001	W	W
382149	HEINEMANN	E09862 The Reading Mini	3/20/2020	198.00	001	W	R
382149	HEINEMANN	shipping	3/20/2020	19.80	001	W	R
382150	High School AD Network, LLC	AD Membership	3/20/2020	32.00	300	W	R
382151	GUY, STEVEN C.	EDUCATION EVALUATIONS FOR OLSD	3/20/2020	2,400.00	001	W	R
382152	INSECT LORE	2 cups of caterpillars	3/20/2020	95.97	001	W	R
382152	INSECT LORE	shipping charge	3/20/2020	3.50	001	W	R
382153	INSTITUTE FOR	PD//M. Knopp Registration	3/20/2020	259.00	001	W	W
382153	INSTITUTE FOR	PD//M. Knopp Registration	3/20/2020	259.00	001	W	W
382153	INSTITUTE FOR	PD//M. Knopp Registration	3/20/2020	259.00	001	W	W
382154	CROSS THREAD SOLUTIONS	FOREIGN LANGUAGE INTERPRETING	3/20/2020	120.94	001	W	R
382155	DEAF SERVICES CENTER	Title I Family/Community	3/20/2020	128.59	572	W	R
382156	ASIAN AMERICAN COMM.SERVICES	Title I Family/Community	3/20/2020	111.32	572	W	R
382157	CROSS THREAD SOLUTIONS	FOREIGN LANGUAGE INTERPRETING	3/20/2020	108.76	001	W	R
382157	CROSS THREAD SOLUTIONS	FOREIGN LANGUAGE INTERPRETING	3/20/2020	107.02	001	W	R
382158	ASIST TRANSLATION SERVICES INC	GOES INTERPRETING SERVICES	3/20/2020	88.61	001	W	R
382158	ASIST TRANSLATION SERVICES INC	GOES INTERPRETING SERVICES	3/20/2020	55.73	001	W	R
382158	ASIST TRANSLATION SERVICES INC	AES INTERPRETING SERVICES	3/20/2020	69.61	001	W	R
382159	ASIAN AMERICAN COMM.SERVICES	OCES INTERPRETING SERVICES	3/20/2020	55.66	018	W	R
382159	ASIAN AMERICAN COMM.SERVICES	FTES INTERPRETING SERVICES	3/20/2020	107.40	001	W	R
382159	ASIAN AMERICAN COMM.SERVICES	OMES INTERPRETING SERVICES	3/20/2020	124.80	001	W	R
382160	HALLENROSS & ASSOCIATES	OSMS INTERPRETING SERVICES	3/20/2020	117.50	001	W	W
382161	DEAF SERVICES CENTER	FOREIGN LANGUAGE INTERPRETING	3/20/2020	187.12	001	W	R
382162	JC ELECTRICAL AND SERVICE LLC	District- Labor/materials for	3/20/2020	3,410.00	004	W	W
382163	J.W. PEPPER	SHEET MUSIC	3/20/2020	146.99	001	W	R
382164	Jehnzen, Jennifer	Reading Recovery Conference,	3/20/2020	45.00	590	W	W
382165	KIM, JAMES	Q3 MILEAGE	3/20/2020	190.15	001	W	R
382166	Grimes, Melissa	OMEA Professional Development	3/20/2020	477.40	001	W	R
382167	HEWLETT-PACKARD	Aperature renewal schedule #	3/20/2020	31,666.67	001	W	R
382168	AMAZON.COM	1 INCH WOODEN CUBES, BOX OF 50	3/20/2020	64.74	009	W	R
382168	AMAZON.COM	300 CUPS, 3 OZ CLEAR PLASTIC	3/20/2020	89.94	009	W	R
382168	AMAZON.COM	Classroom and Office Supplies	3/20/2020	21.87	001	W	R
382168	AMAZON.COM	Classroom and Office Supplies	3/20/2020	110.26	001	W	R
382168	AMAZON.COM	Classroom and Office Supplies	3/20/2020	42.63	001	W	R
382168	AMAZON.COM	Classroom and Office Supplies	3/20/2020	18.21	001	W	R
382168	AMAZON.COM	Classroom and Office Supplies	3/20/2020	142.58	001	W	R
382168	AMAZON.COM	Monkey Fidgets	3/20/2020	7.95	001	W	R
382168	AMAZON.COM	Sensory Liquid Motion Timer	3/20/2020	15.95	001	W	R
382168	AMAZON.COM	Squigz Fat Brain Starter Set	3/20/2020	22.98	001	W	R
382168	AMAZON.COM	National Geographic Play Sand	3/20/2020	10.89	001	W	R
382168	AMAZON.COM	Misc Furniture supplies	3/20/2020	519.90	001	W	R
382168	AMAZON.COM	Mathematics of Voting and	3/20/2020	85.82	001	W	R
382168	AMAZON.COM	SEE ATTACHED FOR LIBRARY	3/20/2020	28.89	001	W	R
382168	AMAZON.COM	SEE ATTACHED FOR LIBRARY	3/20/2020	46.79	001	W	R
382168	AMAZON.COM	SEE ATTACHED FOR LIBRARY	3/20/2020	6.91	001	W	R
382168	AMAZON.COM	SEE ATTACHED FOR LIBRARY	3/20/2020	292.91	001	W	R
382168	AMAZON.COM	SEE ATTACHED LIST FOR 25 BOOKS	3/20/2020	95.85	001	W	R
382168	AMAZON.COM	SEE ATTACHED LIST FOR 25 BOOKS	3/20/2020	17.55	001	W	R
382168	AMAZON.COM	SEE ATTACHED LIST FOR 25 BOOKS	3/20/2020	21.57	001	W	R
382168	AMAZON.COM	SEE ATTACHED LIST FOR 25 BOOKS	3/20/2020	124.71	001	W	R
382168	AMAZON.COM	Art - Teaching Aids	3/20/2020	360.90	001	W	R
382168	AMAZON.COM	Classroom student supplies,	3/20/2020	12.99	001	W	R
382168	AMAZON.COM	Classroom student supplies,	3/20/2020	68.39	001	W	R
382168	AMAZON.COM	GUIDANCE BOOKS & SUPPLIES	3/20/2020	267.41	001	W	R
382168	AMAZON.COM	GUIDANCE BOOKS & SUPPLIES	3/20/2020	16.45	001	W	R
382168	AMAZON.COM	GUIDANCE BOOKS & SUPPLIES	3/20/2020	17.99	001	W	R
382168	AMAZON.COM	GUIDANCE BOOKS & SUPPLIES	3/20/2020	10.63	001	W	R
382168	AMAZON.COM	Student Science supplies	3/20/2020	136.85	009	W	R
382168	AMAZON.COM	How To Draw books	3/20/2020	7.49	001	W	R

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382168	AMAZON.COM	How To Draw books	3/20/2020	365.88	001	W	R
382168	AMAZON.COM	Torch Song Trilogy-Fierstein	3/20/2020	10.95	001	W	R
382168	AMAZON.COM	Breaking the Code-Whitmore	3/20/2020	9.95	001	W	R
382168	AMAZON.COM	Stop Kiss-Son	3/20/2020	8.50	001	W	R
382168	AMAZON.COM	Logitech Professional	3/20/2020	49.98	001	W	R
382168	AMAZON.COM	The awakening-Kate Chopin	3/20/2020	173.94	009	W	R
382168	AMAZON.COM	Adam-Poet	3/20/2020	11.35	001	W	R
382168	AMAZON.COM	Eva's campfire adventure: A	3/20/2020	4.99	001	W	R
382168	AMAZON.COM	Scary Stories for Young Foxes	3/20/2020	15.29	001	W	R
382168	AMAZON.COM	Going Down Home with Daddy	3/20/2020	-	001	W	R
382168	AMAZON.COM	Bear Came Along	3/20/2020	13.79	001	W	R
382168	AMAZON.COM	The City of Ember	3/20/2020	31.92	001	W	R
382168	AMAZON.COM	I Survived: The Shark Attacks	3/20/2020	23.96	001	W	R
382168	AMAZON.COM	El Deafo	3/20/2020	59.52	001	W	R
382168	AMAZON.COM	Aru Shah and the End of Time	3/20/2020	51.12	001	W	R
382168	AMAZON.COM	Brown Girl Dreaming	3/20/2020	63.92	001	W	R
382168	AMAZON.COM	New Kid	3/20/2020	62.32	001	W	R
382168	AMAZON.COM	Fish In a Tree	3/20/2020	54.32	001	W	R
382168	AMAZON.COM	Time Timer 12" timer magnet	3/20/2020	70.98	001	W	R
382169	WADE, CLAUDIA	CERTIFIED MILEAGE (TRAVELING	3/20/2020	263.44	001	W	R
382170	Petz, Stacey	CERTIFIED MILEAGE (TRAVELING	3/20/2020	503.35	001	W	R
382171	SABO, LINDA	CERTIFIED MILEAGE (TRAVELING	3/20/2020	64.86	001	W	R
382172	MINNECI, KATHERINE	CERTIFIED MILEAGE (TRAVELING	3/20/2020	59.40	001	W	R
382173	MEYER, LINDSAY	CERTIFIED MILEAGE (TRAVELING	3/20/2020	59.00	001	W	W
382174	ANGLES, LENORA	CERTIFIED MILEAGE (TRAVELING	3/20/2020	170.20	001	W	W
382175	HALLS, ALLYSON	CERTIFIED MILEAGE (TRAVELING	3/20/2020	399.60	001	W	W
382176	HUGHES, ERIC	CERTIFIED MILEAGE (TRAVELING	3/20/2020	32.20	001	W	R
382177	PRESTON, LAURIE	CERTIFIED MILEAGE (TRAVELING	3/20/2020	87.40	001	W	W
382178	CODY, MORGAN	SCHOOL PSYCHOLOGIST	3/20/2020	30.94	001	W	W
382179	BAKER, JULIE	SCHOOL PSYCHOLOGIST	3/20/2020	46.92	001	W	R
382180	ROBBERTZ, HOLLY	APE, OT, PT	3/20/2020	75.61	001	W	W
382181	VEERAPPAN, SHRIDHEVI	APE, OT, PT	3/20/2020	180.95	001	W	R
382182	Jones, Erin	DIRECTOR/SUPERVISORS	3/20/2020	105.40	001	W	W
382183	LINSCOTT, ROSS	DIRECTOR/SUPERVISORS	3/20/2020	235.03	001	W	W
382184	BOYCE, CHERYL	Preschool Administrators and	3/20/2020	39.22	001	W	W
382185	CASTO, CHRISTINE	Preschool Administrators and	3/20/2020	108.68	001	W	W
382186	ALICE, AMANDA	Preschool Administrators and	3/20/2020	139.61	001	W	W
382187	BARNES, AMANDA	APE, OT, PT	3/20/2020	82.34	001	W	R
382188	MOUNTZ, KATHRYN	SC LIAISON	3/20/2020	140.88	001	W	R
382189	AMERICAN ELECTRIC POWER	Indian Springs	3/25/2020	3,972.32	001	W	W
382189	AMERICAN ELECTRIC POWER	Shanahan Middle	3/25/2020	2,111.30	001	W	W
382189	AMERICAN ELECTRIC POWER	Olentangy High School	3/25/2020	13,467.59	001	W	W
382189	AMERICAN ELECTRIC POWER	Liberty High School	3/25/2020	20,271.08	001	W	W
382189	AMERICAN ELECTRIC POWER	West Bus/Maintenance Compound	3/25/2020	1,140.14	001	W	W
382189	AMERICAN ELECTRIC POWER	Food Service D/W	3/25/2020	621.69	006	W	W
382190	DEL-CO WATER CO	Jan-jun 2020 Water	3/25/2020	12.00	001	W	R
382190	DEL-CO WATER CO	Indian Springs	3/25/2020	376.67	001	W	R
382190	DEL-CO WATER CO	Liberty Tree	3/25/2020	371.70	001	W	R
382190	DEL-CO WATER CO	Scioto Ridge	3/25/2020	435.03	001	W	R
382190	DEL-CO WATER CO	Tyler Run	3/25/2020	285.41	001	W	R
382190	DEL-CO WATER CO	Wyandot Run	3/25/2020	511.09	001	W	R
382190	DEL-CO WATER CO	Hyatts Middle	3/25/2020	626.47	001	W	R
382190	DEL-CO WATER CO	Liberty Middle	3/25/2020	626.47	001	W	R
382190	DEL-CO WATER CO	Liberty High School	3/25/2020	1,808.12	001	W	R
382190	DEL-CO WATER CO	Food Services D/W 2.5%	3/25/2020	80.72	006	W	R
382191	LAKESHORE LEARNING MATERIALS	JJ484 Write & Wipe Student	3/25/2020	181.86	009	W	W
382191	LAKESHORE LEARNING MATERIALS	shipping	3/25/2020	27.28	009	W	W
382192	LANEY, MARRETT	Student Workshops	3/25/2020	250.00	200	W	R
382193	LEARNING SPECTRUM	CES/OES-3rd	3/25/2020	10,201.25	001	W	W
382194	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	3/25/2020	100.00	300	W	W
382194	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	3/25/2020	100.00	300	W	W
382194	LIBERTY AWARDS & ENGRAVING	WINTER AWARDS	3/25/2020	100.00	300	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	105.00	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	18.14	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	33.00	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	50.13	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	66.39	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	182.64	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	68.88	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	349.06	001	W	W

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382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	88.17	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	383.00	001	W	W
382195	MUSIC & ARTS	REPAIRS & MAINTENANCE - MUSIC	3/25/2020	38.78	001	W	W
382196	Magnum Press	Office Printing Needs: Quarter	3/25/2020	136.59	001	W	W
382196	Magnum Press	CLUB ACCOUNTS - NEWSPAPER	3/25/2020	1,495.00	200	W	W
382197	MCKNIGHT, SELENA	Selena McKnight Mileage	3/25/2020	65.44	001	W	W
382198	MT BUSINESS TECHNOLOGIES, INC.	PK/J. Roscoe - REPAIR AND	3/25/2020	44.81	001	W	R
382198	MT BUSINESS TECHNOLOGIES, INC.	TYPE H STAPLES FOR COPIER	3/25/2020	717.84	001	W	R
382198	MT BUSINESS TECHNOLOGIES, INC.	TYPE M STAPLES FOR COPIER	3/25/2020	865.20	001	W	R
382199	MULTI-HEALTH SYSTEMS, INC	GRS537 School Record Forms, 25	3/25/2020	195.00	001	W	W
382199	MULTI-HEALTH SYSTEMS, INC	Shipping	3/25/2020	19.50	001	W	W
382200	Srivastava, Jenna	Mileage & meeting expenses,	3/25/2020	82.92	001	W	W
382201	Glover, Shayla	Mileage & meeting expenses,	3/25/2020	87.28	001	W	W
382202	MAXIM HEALTHCARE SERVICES HOLD	EDUCATIONAL SERVICES FOR IEP	3/25/2020	3,015.00	001	W	R
382203	SAYERS, KELLY	Meal reimbursement for drivers	3/25/2020	36.85	001	W	W
382204	VANGELOFF, KEVIN	Meal reimbursement for drivers	3/25/2020	7.15	001	W	W
382205	BRANT, MICHELE	Meal reimbursement for drivers	3/25/2020	21.75	001	W	W
382206	NASCO	Please see attached	3/25/2020	26.80	009	W	R
382206	NASCO	Please see attached	3/25/2020	1,222.97	009	W	R
382206	NASCO	Please see attached	3/25/2020	46.78	009	W	R
382206	NASCO	PLEASE SEE ATTACHED	3/25/2020	875.32	009	W	R
382206	NASCO	ART SUPPLIES NON-CONSUMABLES	3/25/2020	19.52	001	W	R
382206	NASCO	ART SUPPLIES NON-CONSUMABLES	3/25/2020	26.61	001	W	R
382206	NASCO	ART SUPPLIES NON-CONSUMABLES	3/25/2020	760.99	001	W	R
382206	NASCO	PRODUCT # WA32049H101 HENCKELS	3/25/2020	140.01	001	W	R
382206	NASCO	PRODUCT # WA28093H101 SWING A	3/25/2020	25.65	001	W	R
382206	NASCO	PRODUCT # WA33374 GRIP EZ	3/25/2020	58.94	001	W	R
382207	NAVEAU, MIKE	Mike Naveau Mileage	3/25/2020	20.12	001	W	W
382208	OHIO HISTORICAL SOCIETY	Subscription Fee for Ohio as	3/25/2020	563.07	001	W	W
382208	OHIO HISTORICAL SOCIETY	See above	3/25/2020	314.43	009	W	W
382209	Oldaker, Kelly	Building your Classroom	3/25/2020	83.95	590	W	W
382210	OLENTANGY ORANGE HIGH SCHOOL	CLUB ACCOUNTS - NEWSPAPER	3/25/2020	100.80	200	W	W
382211	ORIENTAL TRADING INC.	#5/849 Bulk Colorful Visor	3/25/2020	63.57	009	W	R
382211	ORIENTAL TRADING INC.	#48/5072 Color Your Own Medium	3/25/2020	262.56	009	W	R
382211	ORIENTAL TRADING INC.	#13729439 Camp Memory Box	3/25/2020	119.88	009	W	R
382211	ORIENTAL TRADING INC.	#13769060 Camp Binoculars	3/25/2020	119.88	009	W	R
382211	ORIENTAL TRADING INC.	shipping	3/25/2020	56.59	009	W	R
382212	OTTEN, PAM	All Ohio Counselors	3/25/2020	19.38	590	W	W
382213	OAPT	Transportation conference	3/25/2020	175.00	001	W	W
382214	OSU SPEECH & LANGUAGE	AUDIOLOGICAL SERVICES FOR HI	3/25/2020	1,600.00	001	W	W
382215	OHIO STATE UNIVERSITY	SERVICES BEGINNING 10/17/2019	3/25/2020	77,401.00	467	W	W
382216	OHIO SCHOOL BD. ASSOC.	MTA classes for Amy Morgan and	3/25/2020	50.00	001	W	W
382217	NATIONWIDE CHILDREN'S HOSPITAL	EDUCATIONAL SERVICES FOR IEP	3/25/2020	1,952.50	001	W	R
382218	Parallel Technologies, Inc.		3/25/2020	18.50	001	W	R
382219	PSAT	2019-20 PSAT scoring and	3/25/2020	6,367.00	001	W	R
382219	PSAT	2019-20 PSAT scoring and	3/25/2020	6,951.00	001	W	R
382219	PSAT	2019-20 PSAT scoring and	3/25/2020	9,671.00	001	W	R
382219	PSAT	2019-20 PSAT scoring and	3/25/2020	9,586.00	001	W	R
382220	REALLY GOOD STUFF	6 each - 156298 Durable Book	3/25/2020	58.86	001	W	W
382220	REALLY GOOD STUFF	-6 each - 156298 Durable Book	3/25/2020	37.08	001	W	W
382220	REALLY GOOD STUFF	163178 Counting Days with 10s	3/25/2020	12.98	001	W	W
382220	REALLY GOOD STUFF	shipping	3/25/2020	6.95	001	W	W
382221	Riverside Assessments LLC	Material # 1473573 CogAt Form	3/25/2020	123.00	001	W	R
382221	Riverside Assessments LLC	material # 1473575 CogAt Form	3/25/2020	82.00	001	W	R
382221	Riverside Assessments LLC	Shipping	3/25/2020	20.50	001	W	R
382221	Riverside Assessments LLC	material# 1738618 CogAt Form 8	3/25/2020	2,175.00	001	W	R
382222	ROCHESTER 100 INC	Nicky's folder 10 in 1-	3/25/2020	444.00	001	W	W
382223	Reach Educational Services	PS/T. Casto EDUCATIONAL	3/25/2020	1,800.00	001	W	W
382224	SCHOOL PRIDE	Gymnastics Banner	3/25/2020	365.00	300	W	W
382224	SCHOOL PRIDE	OCC Team Plaques	3/25/2020	80.00	300	W	W
382225	SEDOTI, KAREN	Jan Feb Mar mileage	3/25/2020	260.71	001	W	W
382226	SHANAHAN, CHRYSTAL	MILEAGE - FORT ORANGE	3/25/2020	27.66	300	W	W
382227	SOUTHPAW ENTERPRISES	SCL supplies	3/25/2020	180.20	001	W	R
382227	SOUTHPAW ENTERPRISES	SHIPPING	3/25/2020	25.23	001	W	R
382228	SPECIALIZED SPEECH TECH., INC.	EDUCATIONAL SERVICES FOR IEP	3/25/2020	16,528.14	001	W	R
382229	STANDERWICK, TARN	PIANO ACCOMPANIMENT SERVICES	3/25/2020	200.00	001	W	R
382230	Sterling Paper Co.	Paper Order for school	3/25/2020	1,050.76	001	W	R
382230	Sterling Paper Co.	SchoolPaper 8-1/2 x 11 White	3/25/2020	1,180.00	001	W	R
382230	Sterling Paper Co.	AE47610 Green American Eagle	3/25/2020	85.88	001	W	R
382230	Sterling Paper Co.	OFP11	3/25/2020	1,794.00	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
382230	Sterling Paper Co.	USA17	3/25/2020	43.57	001	W	R
382230	Sterling Paper Co.	WHITE COPIER PAPER 8 1/2 X 11	3/25/2020	3,546.00	001	W	R
382230	Sterling Paper Co.	CANARY 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	GREEN 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	BLUE 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	PINK 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	GOLD 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	SALMON 8 1/2 X 11 COPIER PAPER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	LAVENDER 8 1/2 X 11 COPIER	3/25/2020	79.88	001	W	R
382230	Sterling Paper Co.	BOTTLE ROCKET BLUE 8 1/2 X 11	3/25/2020	45.15	001	W	R
382230	Sterling Paper Co.	GRAY 8 1/2 X 11 COPIER PAPER	3/25/2020	45.15	001	W	R
382230	Sterling Paper Co.	PINK POWDER 8 1/2 X 11 COPIER	3/25/2020	45.15	001	W	R
382230	Sterling Paper Co.	ORCHID 8 1/2 X 11 COPIER PAPER	3/25/2020	45.15	001	W	R
382230	Sterling Paper Co.	CRACKLIN CANARY 8 1/2 X 11	3/25/2020	45.15	001	W	R
382231	Spinner, Todd	Mileage Reimbursement	3/25/2020	117.88	001	W	W
382231	Spinner, Todd	Mileage Reimbursement	3/25/2020	313.38	001	W	W
382232	SIGN MASTER, INC.	Gymnasium Wall project	3/25/2020	235.00	300	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	66.56	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	66.56	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	66.56	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	64.36	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	78.43	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	64.36	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	78.43	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	64.36	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	78.43	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	64.36	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	78.43	001	W	R
382233	UNIFIRST CORPORATION	Uniforms and shop rags for	3/25/2020	64.36	001	W	R
382234	US TOGETHER, INC.	OOHS/M. Zabonik IEP meeting	3/25/2020	112.50	001	W	W
382235	WEBB, LAURA	Props for Theater production	3/25/2020	515.83	200	W	R
382236	WEST MUSIC COMPANY	204623 REMO DP-VSTU-CC	3/25/2020	911.60	019	W	W
382236	WEST MUSIC COMPANY	202547 Overseas Connection	3/25/2020	40.95	019	W	W
382236	WEST MUSIC COMPANY	204155 Basic Beat BB3B	3/25/2020	-	019	W	W
382236	WEST MUSIC COMPANY	204346 Basic Beat BB07L	3/25/2020	49.90	019	W	W
382236	WEST MUSIC COMPANY	540327 Basic Beat BBSL12	3/25/2020	56.00	019	W	W
382236	WEST MUSIC COMPANY	Promo code 20CATWB - 10%off	3/25/2020	-	019	W	W
382236	WEST MUSIC COMPANY	shipping	3/25/2020	-	019	W	W
382237	Wozniak, Lauren	Lauren Wozniak Mileage	3/25/2020	44.28	001	W	W
382238	YMCA	Y-Club Am Care	3/25/2020	167.20	572	W	W
382238	YMCA	Y-Club Am Care	3/25/2020	142.56	572	W	W
382238	YMCA	Y-Club Am Care	3/25/2020	150.48	572	W	W
382238	YMCA	Y-Club Am Care	3/25/2020	158.40	572	W	W
382239	Hershey's Ice Cream	Food/WRE Jan. - March, 2020	3/25/2020	711.24	006	W	W
382239	Hershey's Ice Cream	Food/ACE	3/25/2020	150.72	006	W	W
382239	Hershey's Ice Cream	Food/SRE	3/25/2020	228.00	006	W	W
382239	Hershey's Ice Cream	Food/AES	3/25/2020	844.32	006	W	W
382239	Hershey's Ice Cream	Food/OCE	3/25/2020	107.04	006	W	W
382239	Hershey's Ice Cream	Food/TRE	3/25/2020	143.28	006	W	W
382239	Hershey's Ice Cream	Food/WCE	3/25/2020	290.16	006	W	W
382239	Hershey's Ice Cream	Food/ISE	3/25/2020	471.00	006	W	W
382239	Hershey's Ice Cream	Food/GOE	3/25/2020	393.48	006	W	W
382239	Hershey's Ice Cream	Food/OME	3/25/2020	537.84	006	W	W
382239	Hershey's Ice Cream	Food/LTE	3/25/2020	220.56	006	W	W
382239	Hershey's Ice Cream	Food/JCE	3/25/2020	384.96	006	W	W
382239	Hershey's Ice Cream	Food/FTE	3/25/2020	267.96	006	W	W
382239	Hershey's Ice Cream	Food/CES	3/25/2020	392.40	006	W	W
382239	Hershey's Ice Cream	Food/HES	3/25/2020	371.52	006	W	W
382239	Hershey's Ice Cream	Food/SMS	3/25/2020	2,012.88	006	W	W
382239	Hershey's Ice Cream	Food/LMS	3/25/2020	386.52	006	W	W
382239	Hershey's Ice Cream	Food/OMS	3/25/2020	956.28	006	W	W
382239	Hershey's Ice Cream	Food/HMS	3/25/2020	1,110.00	006	W	W
382239	Hershey's Ice Cream	Food/BMS	3/25/2020	645.96	006	W	W
382239	Hershey's Ice Cream	Food/OHS	3/25/2020	-	006	W	W
382239	Hershey's Ice Cream	Food/LHS	3/25/2020	473.76	006	W	W
382239	Hershey's Ice Cream	Food/OOHS	3/25/2020	279.60	006	W	W
382239	Hershey's Ice Cream	Food/OBHS	3/25/2020	161.28	006	W	W
382240	SYSCO CENTRAL OHIO	Food/WRE Jan. - March, 2020	3/25/2020	1,392.08	006	W	R
382240	SYSCO CENTRAL OHIO	Non Food/WRE Jan. - March,	3/25/2020	319.79	006	W	R
382240	SYSCO CENTRAL OHIO	Food/ACE	3/25/2020	1,589.58	006	W	R
382240	SYSCO CENTRAL OHIO	Non Food/ACE	3/25/2020	301.71	006	W	R
382240	SYSCO CENTRAL OHIO	Food/SRE	3/25/2020	1,640.41	006	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item Status	Item Status
						Item		
382240	SYSCO CENTRAL OHIO	Non Food/SRE	3/25/2020	76.49	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/AES	3/25/2020	2,147.37	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/AES	3/25/2020	104.74	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OCE	3/25/2020	1,542.99	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OCE	3/25/2020	88.72	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/TRE	3/25/2020	2,299.94	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/TRE	3/25/2020	113.59	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/WCE	3/25/2020	1,882.92	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/WCE	3/25/2020	193.01	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/ISE	3/25/2020	1,581.67	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/ISE	3/25/2020	98.22	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/GOE	3/25/2020	1,194.44	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/GOE	3/25/2020	367.30	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OME	3/25/2020	1,547.07	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OME	3/25/2020	-	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LTE	3/25/2020	1,584.53	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/LTE	3/25/2020	433.34	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/JCE	3/25/2020	1,590.64	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/JCE	3/25/2020	50.74	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/FTE	3/25/2020	1,935.04	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/FTE	3/25/2020	416.73	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/CES	3/25/2020	1,555.82	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/CES	3/25/2020	83.73	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/HES	3/25/2020	2,322.89	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/HES	3/25/2020	160.92	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/SMS	3/25/2020	3,331.03	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/SMS	3/25/2020	154.01	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LMS	3/25/2020	4,268.91	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/LMS	3/25/2020	266.05	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OMS	3/25/2020	5,073.63	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OMS	3/25/2020	271.20	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/HMS	3/25/2020	3,653.76	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/HMS	3/25/2020	192.46	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/BMS	3/25/2020	5,361.13	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/BMS	3/25/2020	164.89	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OHS	3/25/2020	6,463.74	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OHS	3/25/2020	297.28	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LHS	3/25/2020	8,130.95	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/LHS	3/25/2020	283.29	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OOHS	3/25/2020	8,543.49	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OOHS	3/25/2020	221.82	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OBHS	3/25/2020	6,086.14	006	W	W	R
382240	SYSCO CENTRAL OHIO	Non Food/OBHS	3/25/2020	311.27	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/WRE Jan. - March, 2020	3/25/2020	(126.79)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/ACE	3/25/2020	(128.00)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/SRE	3/25/2020	(101.63)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/AES	3/25/2020	(135.47)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OCE	3/25/2020	(156.13)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/TRE	3/25/2020	(152.92)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/WCE	3/25/2020	(125.24)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/ISE	3/25/2020	(129.73)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/GOE	3/25/2020	(123.86)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OME	3/25/2020	(152.86)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LTE	3/25/2020	(136.64)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/JCE	3/25/2020	(140.71)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/FTE	3/25/2020	(151.49)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/CES	3/25/2020	(124.39)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/HES	3/25/2020	(145.37)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/SMS	3/25/2020	(318.10)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LMS	3/25/2020	(343.35)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OMS	3/25/2020	(329.91)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/HMS	3/25/2020	(278.97)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/BMS	3/25/2020	(359.06)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OHS	3/25/2020	(449.81)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/LHS	3/25/2020	(602.25)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OOHS	3/25/2020	(574.04)	006	W	W	R
382240	SYSCO CENTRAL OHIO	Food/OBHS	3/25/2020	(407.85)	006	W	W	R
382241	US BANCORP EQUIPMENT	Copier services	3/25/2020	1,066.55	401	W	W	W
382242	Bull's Eye Brands Inc.	Food/OHS Jan. - March, 2020	3/25/2020	519.00	006	W	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OHS Jan. - March,	3/25/2020	82.46	006	W	W	R



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Check Number	Vendor	Description	Date	Amount	Fund	Original	Item
						Status	Status
382242	Bull's Eye Brands Inc.	Food/OHS Jan. - March, 2020	3/25/2020	367.73	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OHS Jan. - March,	3/25/2020	41.23	006	W	R
382242	Bull's Eye Brands Inc.	Food/OHS Jan. - March, 2020	3/25/2020	586.80	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OHS Jan. - March,	3/25/2020	123.69	006	W	R
382242	Bull's Eye Brands Inc.	Food/OHS Jan. - March, 2020	3/25/2020	373.93	006	W	R
382242	Bull's Eye Brands Inc.	Food/LHS	3/25/2020	667.13	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/LHS	3/25/2020	123.69	006	W	R
382242	Bull's Eye Brands Inc.	Food/LHS	3/25/2020	123.53	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/LHS	3/25/2020	82.46	006	W	R
382242	Bull's Eye Brands Inc.	Food/LHS	3/25/2020	675.00	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/LHS	3/25/2020	82.46	006	W	R
382242	Bull's Eye Brands Inc.	Food/LHS	3/25/2020	675.00	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/LHS	3/25/2020	164.92	006	W	R
382242	Bull's Eye Brands Inc.	Food/OOHS	3/25/2020	989.33	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OOHS	3/25/2020	82.46	006	W	R
382242	Bull's Eye Brands Inc.	Food/OOHS	3/25/2020	1,173.60	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OOHS	3/25/2020	206.15	006	W	R
382242	Bull's Eye Brands Inc.	Food/OOHS	3/25/2020	858.46	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OOHS	3/25/2020	123.69	006	W	R
382242	Bull's Eye Brands Inc.	Food/OBHS	3/25/2020	710.33	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OBHS	3/25/2020	82.46	006	W	R
382242	Bull's Eye Brands Inc.	Food/OBHS	3/25/2020	244.20	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OBHS	3/25/2020	41.23	006	W	R
382242	Bull's Eye Brands Inc.	Food/OBHS	3/25/2020	544.13	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OBHS	3/25/2020	123.69	006	W	R
382242	Bull's Eye Brands Inc.	Food/OBHS	3/25/2020	543.60	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OBHS	3/25/2020	41.23	006	W	R
382242	Bull's Eye Brands Inc.	Food/OOHS	3/25/2020	240.20	006	W	R
382242	Bull's Eye Brands Inc.	Non-Food/OOHS	3/25/2020	41.23	006	W	R
382243	Suozzi, Joe	Mileage	3/25/2020	346.83	001	W	R
382243	Suozzi, Joe	Professional Development	3/25/2020	923.38	001	W	R
382244	SMITH, STEVEN AND MELONIE	Reimbursement for families	3/25/2020	979.65	001	W	W
382245	Sherman, Jodi	Reimbursement for families	3/25/2020	52.20	001	W	W
382246	KAHN, CHRISTINA	Reimbursement for families	3/25/2020	126.27	001	W	R
382247	ROBERTSON, CHRISTINA	Reimbursement for families	3/25/2020	46.00	001	W	W
382248	Teneyck, Natasha	Reimbursement for families	3/25/2020	88.32	001	W	W
382249	MOUNT CARMEL HEALTH SYSTEM	WELLNESS PORTAL FEBRUARY -	3/26/2020	10,617.60	024	W	W
382250	AMAZON.COM	TEACHING AIDS - LIBRARY	3/27/2020	20.89	001	W	W
382250	AMAZON.COM	TEACHING AIDS - LIBRARY	3/27/2020	37.90	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	85.00	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	236.00	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	123.96	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	47.65	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	102.24	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	92.99	001	W	W
382250	AMAZON.COM	MISC OFFICE SUPPLIES	3/27/2020	280.29	001	W	W
382250	AMAZON.COM	Teaching aids/all	3/27/2020	139.14	001	W	W
382251	WALTERS, CYNTHIA	CERTIFIED MILEAGE (TRAVELING	3/27/2020	128.80	001	W	W
382252	JORDAN, COREY	CERTIFIED MILEAGE (TRAVELING	3/27/2020	52.27	001	W	W
382253	Troutman, Casey	CERTIFIED MILEAGE (TRAVELING	3/27/2020	30.04	001	W	W
382254	Dariano, Lauren	CERTIFIED MILEAGE (TRAVELING	3/27/2020	8.05	001	W	W
382255	PITZER, MONICA	Preschool Administrators and	3/27/2020	53.76	001	W	W
382256	DAVIS, CHARLOTTE	Preschool Administrators and	3/27/2020	41.63	001	W	W
382257	LOWERY, JANE	Preschool Administrators and	3/27/2020	57.10	001	W	W
382258	RODOCKER, JENNIFER	Preschool Administrators and	3/27/2020	107.64	001	W	W
382259	ALICE, AMANDA	Preschool Administrators and	3/27/2020	82.80	001	W	R
382260	BOYCE, CHERYL	Preschool Administrators and	3/27/2020	15.47	001	W	W
382261	STEVENS, PAT JECK	Preschool Administrators and	3/27/2020	30.48	001	W	W
382262	VAN ZANDBERGEN, JENNIFER	APE, OT, PT	3/27/2020	109.14	001	W	W
382263	BOEHM, TARA	APE, OT, PT	3/27/2020	102.98	001	W	W
382264	Tidball, Abigail	APE, OT, PT	3/27/2020	41.26	001	W	W
382265	Rafferty, Jill	APE, OT, PT	3/27/2020	45.25	001	W	R
382266	PARROTT, SYDNEY	APE, OT, PT	3/27/2020	25.99	001	W	W
382267	GLADDEN, ALISSA	SCHOOL PSYCHOLOGIST	3/27/2020	90.79	001	W	W
382268	LEWIS, TIFFANY	APE, OT, PT	3/27/2020	166.92	001	W	W
382269	PORTER, LORI	APE, OT, PT	3/27/2020	43.13	001	W	W
382270	FICHTER, MOLLY	APE, OT, PT	3/27/2020	21.28	001	W	W
382271	MASON, KAREN	ENGLISH SCHOOL LANGUAGE	3/27/2020	75.90	001	W	R
382272	Rohrer, Kathryn	ENGLISH SCHOOL LANGUAGE	3/27/2020	16.56	001	W	W
382273	CERDA, MARISOL	APE, OT, PT	3/27/2020	34.73	001	W	R

# Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original Item Status	Item Status
382274	SCHMITT, ASHLEE	APE, OT, PT	3/27/2020	14.38	001	W	W
382275	METHENEY, LORI	Preschool Administrators and	3/27/2020	85.79	001	W	W
382276	COLUMBUS SPEECH AND HEARING	Speech and Hearing services	3/27/2020	1,668.50	401	W	W
382277	Columbus Zoological Park Assoc	AP PSYCHOLOGY STUDENTS	3/27/2020	300.00	018	W	W
382278	MENARDS INC	elementary ground field	3/27/2020	6.71	300	W	W
382278	MENARDS INC	elementary ground field	3/27/2020	6.71	300	W	W
382279	ALLIED SUPPLY CO	Parts D/W	3/27/2020	172.36	001	W	W
382280	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/27/2020	527.60	001	W	W
382280	AMERICAN ELECTRIC MOTOR SERVIC	Parts D/W	3/27/2020	560.56	001	W	W
382281	ALARMAX DISTRIBUTORS, INC.	Parts D/W	3/27/2020	2,609.04	001	W	W
382282	ATECH FIRE AND SECURITY	Repairs & Maint D/W	3/27/2020	375.00	001	W	W
382283	BATTERIES PLUS	Parts D/W	3/27/2020	208.76	001	W	W
382283	BATTERIES PLUS	Parts D/W	3/27/2020	291.50	001	W	W
382284	COLUMBUS TEMPERATURE CONTROL	Parts D/W	3/27/2020	409.97	001	W	W
382285	D & M DISTRIBUTORS, INC.	Parts D/W	3/27/2020	520.00	001	W	W
382285	D & M DISTRIBUTORS, INC.	Parts D/W	3/27/2020	65.85	001	W	W
382286	EQUIPARTS CORP	Parts D/W	3/27/2020	175.24	001	W	W
382286	EQUIPARTS CORP	Parts D/W	3/27/2020	209.88	001	W	W
382287	GRAINGER, INC.	Parts D/W	3/27/2020	9.84	001	W	W
382288	Habitec Security	Parts D/W	3/27/2020	497.60	001	W	W
382288	Habitec Security	Repairs & Maint D/W	3/27/2020	456.75	001	W	W
382289	LENNOX INDUSTRIES, INC.	Parts D/W	3/27/2020	23.75	001	W	W
382289	LENNOX INDUSTRIES, INC.	Parts D/W	3/27/2020	63.75	001	W	W
382290	LOEB ELECTRIC	Parts D/W	3/27/2020	154.30	001	W	W
382291	MARYSVILLE FENCE COMPANY	Repairs & Maint D/W	3/27/2020	1,600.00	001	W	W
382291	MARYSVILLE FENCE COMPANY	Professional & Technical	3/27/2020	700.00	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	17.97	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	20.86	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	39.10	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	54.59	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	146.96	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	19.96	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	28.55	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	61.39	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	120.42	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	2.98	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	172.35	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	31.69	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	178.62	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	43.92	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	83.21	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	12.88	001	W	W
382292	MENARDS INC	Parts D/W	3/27/2020	83.32	001	W	W
382293	Norwood Hardware and Supply	Parts D/W	3/27/2020	650.00	001	W	W
382294	PIONEER MANUFACTURING	Grounds Upkeep D/W	3/27/2020	322.20	001	W	W
382294	PIONEER MANUFACTURING	Grounds Upkeep D/W	3/27/2020	994.00	001	W	W
382294	PIONEER MANUFACTURING	Grounds Upkeep D/W	3/27/2020	278.00	001	W	W
382295	PIPE-VALVES, INC	Parts D/W	3/27/2020	405.42	001	W	W
382296	ROJEN COMPANY INC.	Parts D/W	3/27/2020	116.55	001	W	W
382296	ROJEN COMPANY INC.	Parts D/W	3/27/2020	181.35	001	W	W
382297	SOUNDCOM SYSTEMS	Parts D/W	3/27/2020	378.00	001	W	W
382298	SHERWIN-WILLIAMS CO.	Parts D/W	3/27/2020	76.69	001	W	W
382299	SOUTHARD SUPPLY INC.	Parts D/W	3/27/2020	283.62	001	W	W
382299	SOUTHARD SUPPLY INC.	Parts D/W	3/27/2020	127.88	001	W	W
382299	SOUTHARD SUPPLY INC.	Parts D/W	3/27/2020	445.00	001	W	W
382300	Steffens-Shultz, Inc.	Parts D/W	3/27/2020	664.00	001	W	W
382301	TRANE PARTS & SUPPLY	Parts D/W	3/27/2020	174.10	001	W	W
382301	TRANE PARTS & SUPPLY	Parts D/W	3/27/2020	460.43	001	W	W
382301	TRANE PARTS & SUPPLY	Parts D/W	3/27/2020	32.00	001	W	W
382302	The UPS Store	Professional & Technical	3/27/2020	42.33	001	W	W
382303	UNITED REFRIGERATION	Parts D/W	3/27/2020	19.50	001	W	W
382303	UNITED REFRIGERATION	Parts D/W	3/27/2020	145.80	001	W	W
382303	UNITED REFRIGERATION	Parts D/W	3/27/2020	58.97	001	W	W
382304	VOSS BROS. SALES	Parts D/W	3/27/2020	50.93	001	W	W
382305	OHIO DEPT OF COMMERCE	State Inspections D/W	3/27/2020	334.25	001	W	W
382305	OHIO DEPT OF COMMERCE	State Inspections D/W	3/27/2020	334.25	001	W	W
382305	OHIO DEPT OF COMMERCE	State Inspections D/W	3/27/2020	334.25	001	W	W
382305	OHIO DEPT OF COMMERCE	State Inspections D/W	3/27/2020	334.25	001	W	W
382305	OHIO DEPT OF COMMERCE	State Inspections D/W	3/27/2020	334.25	001	W	W
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	49.66	001	W	W

## Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item
						Status	
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	35.55	001	W	W
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	24.99	001	W	W
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	45.61	001	W	W
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	40.01	001	W	W
382306	WASHINGTON AUTO PARTS	Parts D/W	3/27/2020	104.58	001	W	W
382307	WATERFORD SIGNS	Parts D/W	3/27/2020	199.75	001	W	W
382308	WESTWATER	Parts D/W	3/27/2020	109.34	001	W	W
382309	UNIFIRST CORPORATION	Uniform Rental D/W	3/27/2020	236.79	001	W	W
382310	ACORN DISTRIBUTORS	Custodial Supplies	3/27/2020	269.80	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	464.04	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,344.83	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	2,817.64	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	764.78	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,288.22	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	69.89	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	838.37	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,652.46	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	845.34	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	168.53	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	864.94	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	34.86	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	143.51	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	3,504.50	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	762.64	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,922.54	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	498.72	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,471.29	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,265.46	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	717.70	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,669.49	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	827.25	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,204.54	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	79.17	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	866.16	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	790.92	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	850.67	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	954.64	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	461.88	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,596.34	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	969.71	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	12.79	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	744.47	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	1,206.77	001	W	W
382311	HILLYARD	Custodial Supplies	3/27/2020	192.45	001	W	W

## Check Register Detail

Check Number	Vendor	Description	Date	Amount	Fund	Original	Item	Item
						Status		
382312	CARMEN'S DISTRIBUTION SYSTEMS	Custodial Supplies	3/27/2020	995.00	001	W	W	W
382312	CARMEN'S DISTRIBUTION SYSTEMS	Custodial Supplies	3/27/2020	796.00	001	W	W	W
382313	UNIFIRST CORPORATION	Custodial Uniforms	3/27/2020	524.24	001	W	W	W
382313	UNIFIRST CORPORATION	Custodial Uniforms	3/27/2020	524.24	001	W	W	W
382313	UNIFIRST CORPORATION	Custodial Uniforms	3/27/2020	524.24	001	W	W	W
382318	NWEA	Spring MAP Testing	3/31/2020	602.25	401	W	W	W
382318	NWEA	Getting Started Package for	3/31/2020	2,000.00	401	W	W	W
382319	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 20	3/31/2020	1,819.00	001	W	W	W
382319	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 20	3/31/2020	147.50	001	W	W	W
382319	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 20	3/31/2020	19,442.50	001	W	W	W
382319	SCOTT SCRIVEN LLP	ATTORNEY FEES FY 20	3/31/2020	467.00	001	W	W	W
382320	OHIO SCHOOL BD. ASSOC.	2020 OHIO SCHOOL LAW GUIDE	3/31/2020	580.00	001	W	W	W
382320	OHIO SCHOOL BD. ASSOC.	OHIO SCHOOL LAW MANUAL	3/31/2020	235.00	001	W	W	W

### Memo Checks:

Arbiter Sports	9,960.00
Flex Spending Claims	21,678.89
Foundation	680,529.05
Graphics Way	41,999.56
Online Transaction Fees	17,918.05
Payroll	3,200,809.55
Purchasing Card	120,123.17
Self Insurance	2,920,215.91
STRS	1,553,956.00
Workers Comp Claims	5,664.20
Insurance	152,430.64
Payroll	13,338,693.56
Reduction of Expenditures	1,699,398.34
Checks voided from prior month	(996.98)

26,428,831.28 Total

26,428,831.28 Per Financial Detail

- Variance



SM

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

**Appropriations Adjustments**

Fund	4.23.20 Adjustments	Explanation:
007 - Special Trust	\$ 500.00	Employee Benefits/Staff Donations
009 - Uniform School Supplies	\$ 2,000.00	Student Fees/Summer Programs
200 - Student Activity	\$ 12,691.28	New Activities/Fundraisers
300 - Athletics	\$ 5,500.00	Athletic Events/Equipment
551 - Limited Eng Prof	\$ 17,835.08	ODE Allocations
572 - Title I	\$ 8,411.23	ODE Allocations
590 - Title II-A	\$ 11,416.53	ODE Allocations
599 - Misc Federal Grants	\$ 567.69	ODE Allocations
	<hr/>	
	\$ 58,921.81	

REGULAR MEETING  
March 12, 2020

The Regular Meeting of the Olentangy Local Board of Education was called to order at the Olentangy Administrative Offices – Berlin Room by M. Patrick, president at 6:30 p.m.

Roll Call: J. Feasel, present; D. King, absent; K. O'Brien, present; M. Patrick, present; L. Wyse, present

Pledge of Allegiance

Approve J. Feasel moved, L. Wyse seconded to approve the agenda for the March 12,  
Agenda 2020 Regular Board of Education Meeting.  
20-126

Vote: J. Feasel, yes; L. Wyse, yes; K. O'Brien, yes; M. Patrick, yes.  
Motion carried.

Presentation

A. Space Lettuce Project with NASA – **Jamie Doup**, Instructor  
Students: **Isaac Rose and Maddie Heffernan, OLHS; Alex Forman, OBHS**

Board President's Report

Superintendent's Report

Treasurer's Report

Public Participation Session - None

Supt. J. Feasel moved, L. Wyse seconded to approve Superintendent Action Items A-E  
Action  
Items A. Specific Human Resource Items – Certified Staff  
20-127

1. Accept, with regret, for the purpose of retirement, the following certified resignation:  
**Fairbanks, Nancy L.**, Olentangy High School, Science, effective October 13, 2020
2. Accept the following supplemental resignation:  
**Bosco, Julia E.**, Liberty High School, Girls Assistant Lacrosse Coach, Spring Season, Booster Paid Full Contract  
**Harrison, Ryan T.**, Liberty High School, Drama Technical Director, Spring Season, Full Contract

3. Approve certified positions paid through memorandum billing

Employee Name	Position/Location	Total Hours	Salary Per Hour	Total
<b>IEP Compliance Writing</b>				
McLoughlin, Laura S.	Instructor, OLMS	10.00	\$25.00	\$250.00
<b>Literacy Night (05/06/20)</b>				
Davis, Maggie A.	Instructor, OCES	1.00	\$25.00	\$25.00
Moseley, Alyssa C.	Instructor, OCES	1.00	\$25.00	\$25.00
Nicholson, Pamela J.	Instructor, OCES	1.00	\$25.00	\$25.00
Sauer, Adina M.	Instructor, OCES	1.00	\$25.00	\$25.00
Tilden, Jaclyn A.	Instructor, OCES	1.00	\$25.00	\$25.00

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REGULAR MEETING  
MARCH 12, 2020

4. Approve supplemental employment for the 2019-20 school year specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other documentation.

Supplemental Area	Coach / Advisor	Group	Step	Amount	Season
<b>Advisors</b>					
ES Enrichment Advisor, ACES	Mickens, Shannon M.	1/3 of 8	0	\$546.81	All Year
<b>Faculty Manager</b>					
Faculty Manager, OHS	Ehrhardt, Marc R.	4	5	\$4,350.00	Winter
<b>Weight Trainer</b>					
Weight Trainer, OBHS	Brooks, Ryan P.	5	8	\$4,557.00	Winter
<b>Baseball</b>					
7 <sup>th</sup> Grade Baseball Coach, OBMS	Maynard, William D.	6	0	\$2,486.00	Spring
<b>Drama</b>					
Drama Technical Director, OLHS	Skrovan, Daniel J.	½ of 9	11	\$1,139.50	Spring
<b>Faculty Manager</b>					
Faculty Manager, OHS	Ehrhardt, Marc R.	4	5	\$4,350.00	Spring
<b>Lacrosse</b>					
Boys Asst. Lacrosse Coach, OOMS	Boyle, Jessica L.	7	4	\$2,900.00	Spring
<b>Tennis</b>					
Boys Asst. Tennis Coach, OBHS	Lehman, Ricardo J.	6	0	\$2,486.00	Spring
Asst. Track Coach, OHMS	Navarre, Allison K.	7	0	\$2,072.00	Spring
<b>Washington DC 8<sup>th</sup> Grade Trip</b>					
Washington DC Trip Chaperone, OLMS	Clowes, Lauren V.	½ of 11	0	\$207.00	Spring
Washington DC Trip Chaperone, OLMS	Emery, Erin E.	11	3	\$539.00	Spring
Washington DC Trip Chaperone, OLMS	Fraser, Diane H.	11	8	\$746.00	Spring
Washington DC Trip Chaperone, OLMS	Hazleton, Erin K.	11	2	\$497.00	Spring
Washington DC Trip Chaperone, OLMS	Kardas, Rebecca O.	11	7	\$704.00	Spring
Washington DC Trip Chaperone, OLMS	Mills, Jared G.	11	5	\$621.00	Spring
Washington DC Trip Chaperone, OLMS	Nafziger, Adam R.	11	15	\$829.00	Spring
Washington DC Trip Chaperone, OLMS	Racette, Margaret E.	11	8	\$746.00	Spring
Washington DC Trip Chaperone, OLMS	Ruman, Allison M.	½ of 11	0	\$207.00	Spring
Washington DC Trip Chaperone, OLMS	Thiele, Andrew E.	11	5	\$621.00	Spring
Washington DC Trip Chaperone, OLMS – Volunteer	Buckerfield, Abby M.	N/A	N/A	\$ -	Spring
Washington DC Trip Chaperone, OLMS – Volunteer	Long, Cynthia M.	N/A	N/A	\$ -	Spring
Washington DC Trip Chaperone, OOMS – Volunteer	Kleemeyer, Kathleen M.	N/A	N/A	\$ -	Spring

6. Approve pupil activity supervisor employment for the 2019-20 school year specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other documentation.

Supplemental Area	Coach / Advisor	Group	Step	Amount	Season
<b>Cross Country Camp</b>					
Girls Cross Country Camp Chaperone-Volunteer OHS	Duffy, Cathleen L.	N/A	N/A	\$ -	All Year
<b>Baseball</b>					
Baseball Volunteer Coach OBHS	Detter, Wesley G.	N/A	N/A	\$ -	Spring
7 <sup>th</sup> Grade Baseball Coach OHMS	Mahan, Anthony J.	3/4 of 6	0	\$ 1,864.50	Spring
7 <sup>th</sup> Grade Baseball Coach OHMS	Mawhirter, David T.	1/4 of 6	0	\$ 621.50	Spring
7 <sup>th</sup> Grade Baseball Coach OLMS	Natale, Brandon D.	6	0	\$ 2,486.00	Spring
<b>Drama</b>					
Drama Technical Director OLHS	Harrison, Ryan T.	1/2 of 9	4	\$ 828.50	Spring
<b>Faculty Manager</b>					
Faculty Manager OHMS	Burgan, Donna A.	1/2 of 6	7	\$ 1,968.00	Spring
Faculty Manager OHMS	Fritch, Bruce A.	1/2 of 6	7	\$ 1,968.00	Spring
<b>Lacrosse</b>					
Asst Lacrosse Volunteer Coach OHS	Barboza, Patrick E.	N/A	N/A	\$ -	Spring
Girls Asst Lacrosse Coach OLHS	Falko, Ellen L.	4	0	\$ 3,314.00	Spring
Asst Lacrosse Volunteer Coach OHMS	Berry, Mark S.	N/A	N/A	\$ -	Spring
Boys Head Lacrosse Coach OOMS	Baker, Brent E.	6	0	2,486.00	Spring
<b>Softball</b>					
Asst Softball Coach OBHS	Bishop, Raelynn N.	4	0	\$ 3,314.00	Spring
Softball Volunteer Coach OLHS	Cardinali, Andrea E.	N/A	N/A	\$ -	Spring
<b>Track</b>					
Girls Asst Track Coach OHS	Schweller, Megan L.	4	0	\$ 3,314.00	Spring



REGULAR MEETING  
MARCH 12, 2020

Supplemental Area (Cont.)	Coach / Advisor	Group	Step	Amount	Season
Boys Asst Track Coach OLHS	Hicks, Austin D.	4	0	\$ 3,314.00	Spring
Boys Head Track Coach OLMS	Tyson, Michael D.	6	0	\$ 2,486.00	Spring
Boys Asst Track Coach OLMS	Klaus, Andrew J.	7	0	\$ 2,072.00	Spring
Girls Head Track Coach OLMS	Henesy, Jonathan A.	6	0	\$ 2,486.00	Spring
Asst Track Volunteer Coach OLMS	Johnston, Mhairi A.	N/A	N/A	\$ -	Spring
Asst Track Volunteer Coach OOMS	Miner, Justin L.	N/A	N/A	\$ -	Spring
<b>Volleyball</b>					
Boys Head Volleyball Coach OOHS	Dahn, Karlie A.	2	5	\$ 6,007.00	Spring
Boys Asst Volleyball Coach OOHS	Artz, Cameron M.	4	1	\$ 3,522.00	Spring
Boys Asst Volleyball Coach OOHS	Tuttle, Justin D.	4	4	\$ 4,143.00	Spring
Boys Asst Volleyball Volunteer Coach OOHS	Molls, Kelsey L.	N/A	N/A	\$ -	Spring
<b>Washington DC 8th Grade Trip</b>					
Washington DC Trip Chaperone OLMS	Capretta, Susan J.	11	1	\$ 456.00	Spring

B. Specific Human Resource Items – Classified Staff

- Accept, with regret, the following classified resignation:  
**Jacobsen, Estrella D.**, Oak Creek Elementary School, Clinic Aide, effective March 12, 2020
- Approve classified employment for the 2019-20 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:  
**Bowman, Leann M.**, New Student Welcome Center, Administrative Secretary
- Approve classified substitute workers for the 2019-20 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all application records, and receipt of all other necessary documentation:
 

Abbate, Ronald	Evans, Steve	Loy, Richard
Amburgey, Brandon	Fischer, Carol	Madiraju, Leela
Auddino, Kristine	Gavin, Karen	McFarland, Regina
Bartula, Sarah	Gwen, William	Milavec, Megan
Bhandari, Sangeeta	Haas, Gretchen	Mohan, Preethi
Bisani, Kajal	Hassinger, Kim	Moore, Jovonte
Blandford, Ronald	Hesseltine, Barry	Muthuswamy, Radhika
Carmendy, Lori	Horn, Brittany	Rea, Mike
Cepeda, Belgica	Ishmael, Genevieve	Rose, Carrie
Clayton, Nicole	Jackson, Trisha	Scherner, Jodi
Cohagen, Chelsea	Johnson, Cindy	Shomaker, Lynn
Dixon, Bernadine	Kooopera, Shailaja	Snelling, Scot
Drumm, Cathy	Lambert, Alicia	Sridhar, Nirmala
Dulipyata, Shiithy	Larkin, Megan	Swati, Joshi
Enis, Kelly	Laurence, Jill	
- Approve the following Private provider Service, Pupil Services, for the 2019-20 school year, specifically conditioned on and subject to successful background checks, receipt and final administrative review of all records, and receipt of all other necessary documentation:  
**Simei, Pasilisah**  
**Amponsah, Lois**

C. Approve seniors for graduation, pending certification of completion of all district, state, and local requirements:Berlin High School – **Hall, Riley Jay; Kitchen, Jacob Christopher**Liberty High School – **Roshon, Roland Frederick**Orange High School – **Higuchi-Evans, Kenya Luke; Holland, Caleb William; Oliver, Theron James; Martin, Kenneth Anthony**

REGULAR MEETING  
MARCH 12, 2020

D. Approve establishment of student organization(s)

Liberty High School – Fashion Forward; The Future is Now; Students in World Affairs; HOSA (Health Occupations Students of America); Dance Team

E. Approve sanitary sewer easement agreement with Delaware County Board of County Commissioners on district owned property located at Cheshire Elementary School

Vote: J. Feasel, yes; L. Wyse, yes; K. O'Brien, yes; M. Patrick, yes.  
Motion carried.

Adjourn 20-128 J. Feasel moved, L. Wyse seconded that the regular meeting of the Olentangy Local School District Board of Education be adjourned at 7:20 p.m.

Vote: J. Feasel, yes; L. Wyse, yes; K. O'Brien, yes; M. Patrick, yes.  
Motion carried.

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Mindy Patrick, President

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Emily Hatfield, Treasurer

Certificate Section 5705.412, Ohio Revised Code

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

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Treasurer

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Superintendent of Schools

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President, Board of Education

BETWEEN

**META SOLUTIONS**

AND

**OLENTANGY LOCAL SCHOOL DISTRICT**

DATE:

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THIS MASTER SERVICE AGREEMENT (hereinafter the "Agreement") is made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between META Solutions, an Ohio Regional Council of Government whose principal office is located at 100 Executive Drive Marion, OH 43302 (hereinafter "META") and Olentangy Local School District whose address is 7840 Graphics Way, Lewis Center, Ohio 43035 (hereinafter "Owner"), (each a "party" and together "parties").

**WHEREAS**, META is an information technology center comprised of a consortium of member school districts (hereinafter the Member Districts") and is organized as a regional council of government as defined in Ohio Rev. Code Chapter 167;

**WHEREAS**, Owner is an organization authorized by the Ohio Department of Education to utilize services of an information technology center; and

**WHEREAS**, Owner is a Member District of META as defined in META's Constitution.

**NOW, THEREFORE**, for the agreements outlined herein and other good and valuable consideration the parties hereby agree as follows:

**1.0 Responsibilities of META.**

1.1 META shall perform all work and do all things necessary to perform the information technology services on behalf of Owner, as described in Schedule I attached hereto and identified as "Services Manifest", which includes the scope of the work and other particulars with respect to the information technology services as more fully laid out in this section of the Agreement (hereinafter referred to as the "Services"). Services shall be provided in conformity with the policies of META generally applicable to recipients of similar services, as such policies currently exist or are hereafter adopted or amended.

1.2 META shall provide Owner with sufficient training opportunities as necessary for the Owner to effectively utilize the Services, based upon mutual agreement between the parties.

1.3 META will be the point of contact for all service problems experienced by Owner related to the provision of Services. If Education Management Information System ("EMIS") Services are provided as included Services under this Agreement, META will work with Owner to fix EMIS fatal errors that may be generated regarding Owner's data.

1.4 META will comply with any security standards necessary to meet state and federal auditing requirements.

1.5 To comply with a change in governing law or regulatory requirements, or changes to any applicable Third-Party Agreement, META may discontinue or limit Services and/or impose additional restrictions or requirements on such Services upon thirty (30) days' written notice to

Owner or such lesser amount as may be required by law or regulatory requests at the time such notice is given.

1.6 META may enter into agreements with third-party vendors and service providers for the purpose of securing discounted pricing and other favorable contract terms for the Owner. If META has entered into an agreement with a third party vendor/service provider for such Owner benefits, and if the Owner subsequently agrees to purchase goods or services pursuant to the agreement between META and the third-party vendor/service provider, Owner agrees to be bound to the terms and conditions of the corresponding META agreement with such vendor/service provider, and to be primarily liable for any payments due to the vendor/service provider on account of the Owner's agreement to receive goods or services from the vendor/service provider. META may condition the receipt of services pursuant to this paragraph upon the Owner's execution of a separate agreement with META concerning the same.

1.7 META reserves the right to discontinue Owner's access to the Services and/or seek other legal or equitable relief for use of the Services by Owner or its users that META deems Owner to be in violation of the rules and regulations of the State Board of Education; or in violation of, or contrary to the parties' expectations regarding the Owner's conduct as expressed herein, this Agreement; or in violation of state or federal law; or for knowingly permitting or encouraging unauthorized access to the Services.

1.8 The parties acknowledge that the services META is offering at least comply with the minimum state-subsidized services as identified in Ohio Administrative Code and required by the Ohio Department of Education.<sup>1</sup> META shall conform to the quality implementation standards, as defined by the Ohio Department of Education for all core services.

## **2.0 Responsibilities of Owner.**

2.1 Owner shall fully cooperate and work with META in order to effectuate the implementation of this Agreement.

2.2 Owner shall be directly responsible to META for all charges billed by META to Owner for Services secured for Owner through this Agreement in accordance with the provisions contained in Section 5 of this Agreement.

2.3 Owner shall enter accurate data into the software and/or systems under this Agreement, and shall be responsible for maintaining the data, and for checking the accuracy of such data.

2.4 If data conversion is necessary in the course of providing Services and available from META, Owner shall pay META for data conversion costs as billed by META or, alternatively,

<sup>1</sup> OAC 3301-3-01 (B)(5), Effective 05/22/2010

Owner agrees to procure the necessary data conversion services from a third party vendor within a reasonable amount of time.

2.5 Except as specifically provided in this Agreement, Owner shall be responsible for maintaining the hardware and connections necessary to access the Services provided under this Agreement, including internet access, Local Area Networks, and other utilities as needed.

2.6 Owner shall not resell access to any of the Services provided under this Agreement.

2.7 Owner may utilize the Services provided hereunder only for educational and educational administrative-related services.

2.8 If requested for an audit of META or its Services, Owner will, to the fullest extent permissible under the law, provide such information as META or its auditors may request.

2.9 Owner shall be solely responsible for unauthorized access to the Services or data.

2.10 META will require current written authorization from Owner authorizing user access to, or the discontinuance of access to, username and password protected data.

2.11 Owner understands and agrees that, except as required by state and federal regulations, META will exercise no control over the information that Owner and its users may transmit and receive as a result of the provision of Services by META. Owner assumes full responsibility for any and all access to, transmission, and usage information accessed or sent by its users through the Services.

2.12 Owner understands and agrees that META shall have no responsibility for the Owner's or its users' accessing or transmitting offensive or unlawful information, interference, or unlawful access to others' information or networks, or other offense or unlawful activity for which the Services may be used.

2.13 Any violation of these requirements of Owner contained in this Agreement, the rules and regulations of the State Board of Education, federal law, or state law, or for knowingly permitting or encouraging unauthorized access to the Services may result in termination of Services to Owner and/or could result in legal action against Owner.

3.0 **The Contract Documents.** The Contract Documents consist of this Agreement and any Exhibits attached hereto, and META's Constitution, META's Bylaws, and any agreements with third-parties which currently impact the Services to be provided under this Agreement. These documents shall be a part of this Agreement as if attached to this Agreement or repeated herein. META and Owner acknowledge that they have received and reviewed all of the above named documents and agree that they shall be bound by the terms of those documents, as applicable.

4.0 **Term of Agreement.** The Services to be performed under this Agreement shall be commenced on July 1, 2020 and shall continue until June 30, 2021, (hereinafter the "Contract Term") subject to any amendments hereto between the parties, and shall be performed in accordance with the Contract Documents. This Agreement shall automatically renew for one year terms absent either party to this Agreement delivering written notice to the other party of their intention to not continue under the terms of this Agreement no later than thirty (30) days prior to end of the then prevailing term of this Agreement.

5.0 **Contract Price and Payment by Member Districts.**

5.1 META is specifically authorized to bill and collect monies for the Services provided directly to and from Owner. Owner shall pay a fee of \$16.75 per student based upon the annual Ohio Department of Education headcount for the District (hereinafter the "Contract Price") along with all taxes, fees, charges, surcharges, and other similar amounts due in regards to the Services provided under this Agreement and as further described in Schedule I and/or II which is attached to this Agreement.

5.2 Such charges as described in the Subsection 5.1 of this Agreement shall be billed on an annual basis on the first day of July. Owner shall tender payment for the Services within thirty (30) business days after receipt of any invoice from META.

5.3 Owner shall pay all costs incurred by META on behalf of Owner to provide the Services including but not limited to charges related to Third-Party Agreements, license fees, collection costs, late fees, service charges, and termination costs to the extent permitted by law. Owner shall tender payment for such charges within thirty (30) business days after receipt of any invoice from META.

5.4 Owner shall pay for any installation costs if such costs are incurred as a result of providing Services to Owner.

5.5 In the event that Owner fails to comply with any provision of Section 5 of this Agreement, then Owner will be in default with respect to its obligations hereunder. Should Owner be in default under the terms of this Section of the Agreement, then META, at META's sole discretion may elect to either 1. Suspend the Services of Owner until Owner has paid its balance in full; or 2. Permanently cease providing Services to Owner. In the event META exercises its right to enforce either of these options, in no way will it be deemed a waiver of other legal or equitable rights META may have for full payment.

6.0 **META's Responsibilities and Warranties.**

6.1 OWNER EXPRESSLY AGREES THAT USE OF META'S SERVICES UNDER THIS AGREEMENT ARE AT OWNER'S SOLE RISK. OWNER ALSO EXPRESSLY AGREES THAT THESE SERVICES ARE PROVIDED ON (a) AN "AS IS," "AS AVAILABLE" BASIS

WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE, FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NONINFRINGEMENT, OR WARRANTIES ARISING FROM ANY COURSE OF DEALING OR USAGE OF TRADE; (b) NO ADVICE GIVEN BY META'S EMPLOYEES, AGENTS, OR INDEPENDENT CONTRACTORS, OR THE EMPLOYEES OF META'S AGENTS OR INDEPENDENT CONTRACTORS, SHALL CREATE ANY WARRANTY OF ANY KIND; and (c) UPLOADING, DOWNLOADING, STORING, TRANSMITTING, AND OTHERWISE ACCESSING OR DISTRIBUTING INFORMATION VIA THE SERVICES BY MEMBER DISTRICTS AND/OR THEIR USERS IS AT MEMBER DISTRICT'S OWN RISK.

6.2 OWNER ALSO EXPRESSLY AGREES THAT META DOES NOT WARRANT THAT THE FUNCTIONS OF THE SOFTWARE WILL MEET ANY SPECIFIC USER REQUIREMENTS, OR THAT SERVICES PROVIDED WILL BE ERROR FREE OR UNINTERRUPTED; NOR SHALL META BE LIABLE FOR ANY ACTUAL DAMAGES OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING AS A RESULT OF LOSS OF DATA OR MISINFORMATION) SUSTAINED IN CONNECTION WITH THE USE, OPERATION, OR INABILITY TO USE META'S SERVICES BY OWNER OR ITS USERS. THE AGGREGATE LIABILITY OF META FOR ALL ACTIONS IN CONTRACT AND/OR TORT (INCLUDING NEGLIGENCE AND PRODUCTS LIABILITY) SHALL BE LIMITED TO THE FEES PAID BY THE MEMBER DISTRICTS IN THE SIX (6) MONTHS PRECEDING THE DATE THE CLAIM ARISES.

6.3 META shall not be liable for failure to provide Services if such failure is caused by any cause outside of META's control, acts of God, epidemics, lightning, winds, fires, landslides, floods, earthquakes, droughts, famines, acts of public enemies, explosions, insurrection, military action, sabotage, riots, civil disturbances, failure of a utility or utility-type services which is essential for META to provide the Services, or other event(s) not reasonably within the control of META.

6.4 META shall not be liable as a result of the actions, errors, omissions, or negligence of Owner or its personnel, employees, agents, or users.

6.5 META shall not be liable with regards to third parties for any action, error, omission, or negligence of Owner and/or its users.

7.0 **Changes in the Services.** There shall be no changes to the Services to be performed under this Agreement unless the parties hereto agree to such change in a written amendment to this Agreement. However, the parties expressly agree and understand that should there be a change in Ohio or Federal laws or regulations that affect the services provided under this Agreement, such services shall be changed in accordance with the terms of this Agreement to conform with such laws or regulations.



8.0 **Indemnification**. To the fullest extent permitted by law, Owner shall hold harmless META and all of its agents and employees from any and all claims, obligations, liabilities, losses and expenses, direct, indirect or consequential, including but not limited to attorney's fees, arising prior to the execution of this Agreement.

9.0 **Ownership of Property.**

9.1 Any hardware and/or software installed by META in regards to the Services provided under this Agreement remain the property of META. In the event this Agreement is terminated, Owner shall permit META to remove any such hardware and/or software as soon as may be reasonably practicable after the date of termination.

9.2 Any data files shall remain the property of Owner. In the event this Agreement is terminated, META agrees to return all available files to Owner as soon as may be reasonably practicable after the date of termination.

9.3 All other rights of ownership in all materials, products, and Services provided by META, including the rights to ideas and inventions and rights under patent, copyright, trademark, trade secret, or other applicable laws, that have not been specifically addressed in Subsections 9.1 and 9.2 shall belong exclusively to META. Any modification or derivative works of Owner's property or the property of Owner by META shall be considered "work for hire" and will be considered property of META.

9.4 The parties agree that nothing in this Agreement shall give either party any right, title or interest in the property of the other after termination or expiration of this Agreement.

10.0 **Confidentiality**. META shall exercise ordinary care in preserving and protecting the confidentiality of information and materials furnished by Owner, to the extent required by law. Each party shall protect the intellectual property, proprietary information, and trade secrets of the other from unauthorized use and disclosure. Except as required by law, including but not limited to Ohio Rev. Code § 149.43, Owner agrees not to disclose any information of documentation obtained from META.

11.0 **Termination by Owner**. If META defaults, or persistently or repeatedly fails or neglects to provide Services in accordance with this Agreement without reasonable cause, then Owner shall notify META in writing of its failure to comply with the terms of this Agreement. Upon receipt of such written notice, META shall have thirty (30) days to conform its behavior to meet the requirements of this Agreement. In the event that META is still in breach of this Agreement at the expiration of this thirty (30) day period without reasonable cause, then Owner may, without prejudice to any other remedy it may have, terminate this Agreement.

12.0 **Effect of Termination by Owner**. In the event that Owner decides to terminate this Agreement pursuant to Section 4.0 or Section 11.0 of this Agreement, then, upon such termination,

Owner shall immediately withdraw as a Member District of META in accordance with META's Constitution and Bylaws.

13.0 **Assignment.** This Agreement and Owner's rights, duties, and/or responsibilities herein may not be assigned to another individual or entity without the written consent of META.

14.0 **Miscellaneous Provisions.**

14.1 This Agreement shall be construed in accordance with, and governed by, the laws of the state of Ohio. The parties agree that any action brought by either party against the other in state court shall be properly venued only in the Franklin County Court of Common Pleas in Columbus (Franklin County), Ohio and that any action brought in federal court shall be properly venued only in the United States District Court for the Southern District of Ohio, Eastern Division, located in Columbus, Ohio. The parties further agree that they do hereby waive all questions of personal jurisdiction or venue for purposes of giving effect to this provision.

14.2 There are no third-party beneficiaries to this Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either party.

14.3 This Agreement along with all exhibits attached hereto and other Contract Documents represents the entire agreement between the parties on this subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. If any of the provisions contained in this Agreement, as amended from time to time, are inconsistent with the provisions of the other Contract Documents, then the provisions of this Agreement, as amended, shall prevail.

14.4 The obligations, warranties, and representations of either party under this Agreement that are of a continuing nature shall survive expiration or termination of this Agreement, unless otherwise explicitly agreed to in the Contract Documents or by operation of law.

14.5 No delay or failure by either party to exercise any right hereunder and no partial or single exercise of any such right shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

14.6 In case any one or more provisions set forth in the Contract Documents shall for any reason be held invalid, illegal, or unenforceable in any respect, any such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract Documents, and the Contract Documents shall be construed as if such invalid, illegal, or unenforceable provision had never been incorporated therein, provided the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either party. If either party determines in good faith that so construing the Contract Documents is materially adverse to it, the parties shall negotiate in good faith to modify the Contract Documents so as to achieve their original intent as

closely as possible in a mutually acceptable manner and so that the transactions intended hereunder are consummated as originally contemplated to the greatest extent possible.

14.7 All notices under this Agreement shall be in writing, sent by registered or certified U.S. Mail, return receipt requested, and addressed to the party at the address set forth at the beginning of this Agreement or at such other address of which a party has provided notice pursuant to this provision.

14.8 The headings of the sections hereof have been inserted for convenience only and shall in no way modify or restrict any provisions hereof or be used to construe any such provisions.

14.9 The parties shall not be required to perform any obligation under this Agreement or be liable to each other for damages so long as performance or non-performance of the obligation is delayed, caused or prevented by Force Majeure. "Force Majeure" means: hurricanes, earthquakes, floods, fire, acts of God, unusual transportation delays, wars, insurrections, acts of terrorism, and any other cause not reasonably within control of META or Owner, and which, by exercise of reasonable diligent effort, the non-performing party is unable in whole or in part to prevent or overcome.

14.10 The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision, and to this end the provisions of this Agreement are declared to be severable. It is the intention of the parties that, if any provision of this Agreement is susceptible of two or more constructions, one which would render the provision enforceable and the other or others of which would render the provision unenforceable, then the provision shall have the meaning that renders it enforceable.

15.0 **Signatures.** By signing this Agreement, the individuals indicate all of the following:

15.1 They are authorized to sign on behalf of their respective entities; and

15.2 That they have read, understand and agree to the terms of this Agreement, including the provisions of the Contract Documents and any attachments to this Agreement, on behalf of their respective entities; and

15.3 All information provided in connection with this Agreement is true and accurate; and

15.4 This Agreement has been approved by formal action of the Board of the respective party; and

15.5 By execution of this Agreement the parties are not creating a breach of any third party agreements.

{Signature Page Follows}

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first set forth above.

FOR OWNER:

Olentangy Local School

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Signature

META Solutions

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Authorized Signature

3625832.1 : 10044 00004



MARION OFFICE  
100 Executive Drive  
Marion, OH 43302  
P: 740 389 4798  
F: 740 389 4517

COLUMBUS OFFICE  
2100 Citygate Drive  
Columbus, OH 43219  
P: 614 473 8300  
F: 614 473 8324

## CONSTITUTION OF META

**I. Name of Association.** The name of the group composed of all Members and formerly known as the "Tri-Rivers Educational Computer Association" ("TRECA") henceforth shall be META (herein also referred to as "the Association").

### **II. Purpose & Powers**

- A. META is a product of the merger of TRECA, MEC, SEOVEC and MDECA, as described in the Merger Agreement entered into between TRECA, MEC, SEOVEC and MDECA ("Merger Agreement") and the Asset Purchase Agreement entered into with SCOCA. META subsumes and integrates in a single entity the formerly-distinct functions, membership, and personnel of MEC, TRECA, SEOVEC, SCOCA and MDECA.
- B. META has a number of core purposes, among which is the establishment and operation of an efficient, economic computer system that serves the needs of its Members. In this regard, META operates as, and has all the powers of, a Data Acquisition Site/Information Technology Center pursuant to applicable provisions of the Ohio Revised Code, including but not limited to Section 3301.075, and applicable provisions of the Ohio Administrative Code, including but not limited to 3301-3-02, 3301-3-06, and 3301-3-07.
- C. META is also a Regional Council of Governments pursuant to Chapter 167 of the Ohio Revised Code. In this capacity, META seeks to identify, develop, and provide to Members and non-members innovative educational and technological services and products, as well as expanded opportunities for cooperative purchasing. As a Regional Council of Governments, META has the power to:
  - 1. Study such area governmental problems common to two or more Members of META as it deems appropriate, including but not limited to matters affecting health, safety, welfare, education, economic conditions, and regional development;
  - 2. Promote cooperative arrangements and coordinate action among its Members, and between its Members and other agencies of local or state governments, whether or not within Ohio, and the federal government;
  - 3. Make recommendations for review and action to the Members and other public agencies that perform functions within the region;
  - 4. Promote cooperative agreements and contracts among its Members or other governmental agencies and private persons, corporations, or agencies;
  - 5. Perform planning directly by META personnel, or under contracts between META and other public or private planning agencies;
  - 6. Review, evaluate, comment upon, and make recommendations, relative to the planning and programming, and the location, financing, and scheduling of public facility projects within the region and affecting the development of the area;
  - 7. Act as an area wide agency to perform comprehensive planning for the programming, locating, financing, and scheduling of public facility projects within the region and affecting the development of the area and for other proposed land

- development or uses, which projects or uses have public metropolitan wide or interjurisdictional significance;
8. Act as an agency for coordinating, based on metropolitan wide comprehensive planning and programming, local public policies, and activities affecting the development of the region or area;
  9. By appropriate action of the governing bodies of the Members, perform such other functions and duties as are performed or capable of performance by the Members and necessary or desirable for dealing with problems of mutual concern;
  10. Contract with the appropriate officials, authorities, boards, or bodies of counties, municipal corporations, townships, special districts, school districts, or other political subdivisions to provide any service or to receive any service from such entities. Such contracts may also authorize META to perform any function or render any service in behalf of such counties, municipal corporations, townships, special districts, school districts, or other political subdivisions, which such counties, municipal corporations, townships, special districts, school districts, or other political subdivisions may perform or render;
  11. Acquire, construct, and otherwise improve real and personal property to be used by or for the benefit of META or one or more of its Members. The acquisition, construction, and improvement may be financed by cash, installment payments with or without a mortgage, lease-purchase agreements, leases with an option to purchase, or securities issued pursuant to section 167.101 of the Revised Code.
- D. META additionally has all other powers permitted by law and authorized by its Board of Directors.

### **III. Membership**

- A. Classification of Membership. There shall be two classifications of Membership: Full Membership and Associate Membership.
- B. Qualifications for Full Membership
  1. A Full Member is a city, county, exempted village, local, joint vocational, or cooperative education school district or educational service center that meets the qualifications set forth in this section.
  2. Conditions of Full Membership. Full Members shall meet the following conditions:
    - a. have executed a resolution on the part of the board of education or equivalent governing body accepting this Constitution and applicable By-Laws;
    - b. have executed an agreement for, and/or otherwise subscribed to
      - i. both fiscal services and state-mandated data reporting services (EMIS) offered by META, or
      - ii. at least two of the three Core Services (as defined in section 3301-3-01 of the Ohio Administrative Code) offered by META;

- c. have received a majority vote of acceptance from META's Board of Directors, except that such vote of acceptance shall not be required for any entity that was, immediately prior to the "merger date" specified in the Merger Agreement, or according to Section 2, Paragraph 2.3 specified in the Asset Purchase Agreement, an "active member" or "associate member" of META, as defined in the META constitution in effect at such time;
- d. hold the appropriate permit as defined in paragraph (B) of Ohio Administrative Code 3301-3-03;
- e. receive funding from the Ohio Department of Education for the type of services META is to provide to the Full Member. A Full Member shall be provisionally admitted contingent on approval of the Ohio Department of Education for such funding; and
- f. have currently paid all dues, assessments, and fees, both initial and as applicable, as established by META's Board of Directors, except that no current or former TRECA, MEC, SEOVEC, SCOCA or MDECA member shall be required to pay any dues, assessments, or other fees of META that duplicate (i.e., are for the same purpose as) dues, assessments, or other fees assessed by, and paid by the Full Member to, MEC.

C. Qualifications for Associate Membership

1. An Associate Member is a school district that does not meet the definition of Full Member or a community school, charter school, parochial school or any other educationally related entity or other political subdivision, and any other intragovernmental agencies including counties, municipal corporations, townships, or special districts, of this state, to the extent that such laws of the other state permit, approved and accepted by the META Board of Directors, that meets the qualifications set forth in this section.
2. Conditions of Associate Membership. Associate Members shall meet the following conditions:
  - a. have executed a resolution on the part of the board of directors or equivalent governing body accepting this Constitution and applicable By-Laws;
  - b. have executed an agreement for, and/or otherwise subscribed to, services offered by META, as well as agreed to pay all dues, assessments and the like, both initial and reoccurring as applicable, as established by META's Board of Directors, except that no current or former TRECA, MEC, SEOVEC, SCOCA or MDECA member shall be required to pay any dues, assessments, or other fees of META that duplicate (i.e., are for the same purpose as) dues, assessments, or other fees assessed by, and paid by the Member to, TRECA, MEC, SEOVEC, SCOCA and MDECA; and
  - c. have received a majority vote of acceptance from META's Board of Directors, except that such vote of acceptance shall not be required for any entity that was, immediately prior to the "merger date" specified in the Merger Agreement, or according to Section 2, Paragraph 2.3 specified in the Asset Purchase Agreement, an "affiliate" of MEC, as defined in the MEC constitution in effect at such time.
  - d. Associate Members which are not political subdivisions shall have contractual rights under their respective service agreements but shall not be deemed to be constituent members of META within the meaning of Chapter 167 of the Ohio Revised Code, relating to regional councils of governments; provided,

however, that those Associate Members which are receiving Core Services from META shall have the rights of participation in governance as set forth in Article IV of this Constitution. Associate Members shall otherwise be subject to all provisions of the META Constitution and By-Laws relating to members, unless specifically excluded therefrom.

**D. Withdrawal of Membership**

1. A member school district may withdraw effective June 30, of a year, if written notice of intent to withdraw is provided to the Board of Directors by July 1, of the year prior to the intended effective date. This date and twelve-month time period is set to ensure continuity of programs and fiscal responsibility. The financial obligation during the 12-month period prior to the withdrawal date shall be the normal charges, per the current Basic Fee Schedule, assuming usual district utilization of services throughout the entire withdrawal period. In the absence of normal district utilization of services throughout the entire withdrawal period, the financial obligation shall be based upon utilization during the last 12-month period of actual normal district utilization per the current Basic Fee Schedule and policy of the Board of Directors. A withdrawing district shall also be responsible for any prorata portion of long-term debt previously incurred by the Association on behalf of the district, as determined by the Board of Directors.
2. The META Board of Directors, in its sole discretion, may grant an expedited withdraw and/or waive the notification requirements for a withdrawing Member so long as said Member is not delinquent in its payments of any and all dues, assessments and the like through the term of its membership.
3. Any decision to withdraw from META must be made by duly adopted resolution of the board of education or equivalent governing body of the Member.

E. Disqualification. A Member may be disqualified from Membership if two-thirds of the Board of Directors votes in favor of such disqualification. The services and benefits furnished by META shall be withdrawn at any time within 180 days following notification of such disqualification at the discretion of the Board. Upon disqualification, the disqualified Member shall be liable for all dues, assessments and the like incurred through the Board determined disqualification date.

F. Effect of Withdraw or Disqualification. A Member that withdraws or is disqualified must return to META any equipment furnished to the Member by TRECA, MEC, SEOVEC, SCOCA, MDECA or the Association but not owned by the Member in as good a condition as when received by the Member, less normal wear. Such Member shall be liable for all obligations incurred by the Member.

G. A member that withdraws or is disqualified will be liable for all costs and obligations of any other outstanding contractual agreements, i.e. VOIP, wireless connectivity.

**IV. General Assembly**

**A. Purpose and Powers**

1. The General Assembly shall be established from the Full Members and those Associate Members receiving Core Services of the for the purpose of serving as a deliberative and advisory body of the Association.
2. The sole authority of the General Assembly is to discuss and may make recommendations to the Board of Directors regarding the following subjects:
  - a. services rendered by the Association;
  - b. a Basic Fee Schedule;



- c. new Association ventures;
    - d. the election of officers as provided in the By-Laws;
    - e. the annual estimate and apportionment of Association Costs;
    - f. the annual Association budget; and
    - g. other matters referred to the General Assembly by the Board of Directors or Chief Executive Officer.
  - B. Delegates. Each Member described in Section A.1 of this Article shall be entitled to one delegate in the General Assembly. In every instance, the Member's superintendent (or equivalent official) or his/her designee shall serve as the Member's Delegate to the Assembly.
  - C. Meetings. The General Assembly shall be convened to meet and discuss the business and operations of the Association on an annual basis at a time and place as determined by META's Board of Directors. Member's Delegates will receive advance notice of the date, time and place of meetings of the General Assembly.
- V. **Board of Directors.** The Board of Directors shall be the governing body of META.
- A. The Board of Directors shall consist of thirteen (13) voting Directors, each a superintendent or business official (treasurer, technology officer or business manager) representing a different Full Member of META. Thereafter, the voting members of the Board of Directors shall be the superintendents or business officials of thirteen (13) Full Members of META that constitute a representative sampling of Full Members and are committed to the ideals embodied by the Association, selected pursuant to methods determined by the Board of Directors. All five regions (Athens, Columbus, Dayton, Marion and Piketon) may be represented on the Board with two members for each region and three at-large members.
    - 1. The Board of Directors shall fill any vacancies on the Board through a majority member vote.
    - 2. The Board of Directors shall be limited to terms of five consecutive years.
    - 3. The Board of Directors shall also include such non-voting ex-officio Directors as are provided for in the Constitution and Bylaws.
    - 4. Subject to the limitations expressed in paragraph (B) below, the composition of the Board of Directors may be expanded by the Board of Directors.
  - B. Only the superintendent or business officials of the board of education of a Full Member is eligible to serve as a voting Director of the Board of Directors. All persons serving as voting Directors of the Board of Directors shall serve without compensation. Only voting Directors of the Board of Directors have the right to present motions or cast votes on issues coming before the Board of Directors.
  - C. Each December, the Board of Directors shall elect new officers to serve for the upcoming calendar year.
  - D. The President shall be elected by the Board of Directors and shall serve as President of the Board of Directors. The Vice-President shall be elected by the Board of Directors and shall serve as Vice-President of the Board of Directors.
  - E. The Chief Executive Officer shall serve as a non-voting ex-officio member of the Board of Directors.
  - F. Except as provided herein, a quorum of a meeting of the Board of Directors shall consist of a majority of the voting Directors of the Board of Directors. Except as otherwise provided herein, any action of the Board of Directors provided for in this

Constitution or the By-Laws may be taken upon a majority vote of the Directors voting at any meeting of the Board of Directors at which a quorum is present.

- G. If a vacancy occurs on the Board of Directors, the remaining voting Directors, upon the recommendation of the Chief Executive Officer, shall choose and appoint a replacement voting Director to fill the vacancy.
- H. The Board of Directors shall
  - 1. approve new Association ventures;
  - 2. approve and amend the annual Association budget;
  - 3. approve a Basic Fee Schedule;
  - 4. approve the annual estimate and apportionment of Association Costs;
  - 5. elect officers as provided in the By-Laws;
  - 6. amend the Association Constitution;
  - 7. call the General Assembly together as needed; and/or
  - 8. act on any other matter related to the business of the Association.
- H. Each new Board Member shall participate in a training program to be trained in the services provided by META and their duties as a Board Member.
- I. Officers
  - 1. President. The President shall:
    - a. preside at all meetings of the Board of Directors;
    - b. work with the Chief Executive Officer to see that an annual report is prepared on activities of the Association's ventures, present it to the Board of Directors and distribute it to the Members; and
    - c. provide liaison between Members and the Board of Directors concerning operations of the Association in the interim between board meetings.
  - 2. Vice-President. The Vice President shall:
    - a. preside in the absence of the President;
    - b. serve as Vice-President of the Board of Directors; and
    - c. succeed to the office of President, should it be vacated before the end of the term.

**VI. Dues and Assessments.** The Board of Directors shall establish Membership dues and other assessments, including but not limited to the Association costs.

**VII. Amendments to the Constitution**

- A. The Chief Executive Officer shall notify General Assembly Delegates of any proposed amendment to this Constitution at least five days before the vote of the Board of Directors on said amendment.
- B. The Board of Directors shall have the authority to approve, revise, or reject any amendment to this Constitution presented to the General Assembly Delegates in accordance with the preceding paragraph. The approval of two-thirds (2/3) of the total number of voting Directors of the Board of Directors shall be required for the adoption of an amendment as submitted or revised

**VIII. By-Laws.** The Board of Directors shall have the authority to approve, revise, or reject any amendment to the By-Laws by a majority vote of the Directors voting at any meeting of the Board of Directors at which a quorum is present, provided all Directors have been given a written copy of any such proposed change at least three (3) days prior to the meeting.

## **IX. Fiscal Operations**

### **A. Fiscal Officer**

1. The Fiscal Officer of META is the Chief Financial Officer (CFO). The Chief Financial Officer shall be appointed by the Board of Directors and shall report to the Board of Directors. The CFO shall perform those duties:
  - a. of a fiscal officer of a Regional Council of Governments, as set forth in the Ohio Revised Code, Section 167.04;
  - b. of a fiscal agent of an ITC, as set forth in the Ohio Administrative Code Section 3301-3-07(B)(1)(a)(ii), as applicable; and
  - c. described in the Job Description for this position.

*The Chief Financial Officer shall have appropriate experience as deemed by the board of directors. The Board of Directors shall obtain appropriate Employee Theft Coverage that includes coverage for the CFO.*

2. Performance of Duties. The Fiscal Officer shall perform all fiscal functions for META. When performing fiscal operations for META, the Fiscal Officer shall be responsible for any or all financial transactions or other activities associated with META, shall maintain financial accounting records of data acquisition site/information technology center activities separately in a manner capable of being audited, and shall hold, in the name of META, title to equipment owned by META. All financial transactions and accounting procedures shall be performed in compliance with all applicable provisions of the Ohio Revised Code, Chapter 3301-3 of the Ohio Administrative Code and requirements of the Auditor of State.

### **B. Change of Fiscal Officer**

1. In the event of the Fiscal Officer's resignation, incapacitation or discharge, the Board of Directors shall appoint by a majority vote, a qualified replacement; or
2. In the event that the Board of Directors determines that the fiscal agent duties should be transferred from the Chief Financial Officer to a Full Member board of education, to be thereby designated by the Board of Directors as the custodian of funds for the Association, a Fiscal Agent shall be appointed by a majority vote of the Directors with the consent of the board of education of the Full Member to be designated as the new Fiscal Agent. The Full Member to be appointed the new Fiscal Agent shall be represented by its superintendent as one (1) of the voting Directors.

### **C. Indemnity**

1. The Association may purchase a policy or policies of insurance insuring board, or members of Board of Directors, officers, administrators, teachers or any other group of employees employed by the Association against liability on account of damages or injury to persons and property resulting from any act or omission of such board or entity, or such individual in his official capacity as a member or employee of the Association resulting solely out of his membership on, or employment by the Board of Directors.
2. The Association shall, except for findings for recovery in an audit report pursuant to section 117.28 of the Revised Code, indemnify, defend, and hold harmless any person included in division (1) of this section against all civil demands, claims, suits, and legal proceedings, whether threatened or instituted, and defend such person against any criminal legal proceedings, whether threatened or instituted, that arise from the acts or omissions of such person while acting within

the scope of the person's employment by the Association and in the good faith belief that such conduct was lawful and in the best interests of the Association, except that expenditures and obligations under this division shall not exceed the amounts appropriated for such purposes.

- D. Fiscal year. The fiscal year of META shall begin on the first day of July and shall end on the thirtieth day of June of the following year.
- E. Ownership. All equipment, buildings, furniture and other goods acquired by META shall be held by META (or by an entity appointed to be the fiscal agent for META, if any) in trust for the Full Members, but acquisition, replacement, operation, use and disposition shall be subject to the applicable provisions of this Constitution. Any Member withdrawing or disqualified from the Association forfeit any claim to the Association's assets. In the event of dissolution of META, all then-current Full Members shall share in the net (i.e., after Association debts are satisfied) assets liquidation in a ratio proportionate to their last twelve months financial contributions and obligations to the Association, and they shall likewise participate in proceeds from the sale of assets upon liquidation.
- X. **Savings Clause.** In the event that any part of this Constitution, or the By-laws laws adopted pursuant to this Constitution is judged to be inconsistent with law by any agency of the state, inoperative by a court of competent jurisdiction, or is invalidated by a change in the law of the State of Ohio, the remaining portion of the Constitution and By-laws will remain in full force and affect.
- XI. **Future Mergers.** All future mergers of META shall go through full financial and organizational vetting conducted in conjunction with an outside accounting firm with prior merger expertise. Mergers shall occur when the Directors, at a regular meeting of the Board of Directors, or one called for such purpose, vote by majority vote of the total number of voting Directors of the Board of Directors.
- XII. **Dissolution.** A dissolution of META shall occur when the Directors, at a regular meeting of the Board of Directors, or one called for such purpose, vote by majority vote of the total number of voting Directors of the Board of Directors to dissolve META.

**EXHIBIT B**

**META BYLAWS**

[on following pages]



## **BY-LAWS OF META**

### **I. Membership of the General Assembly**

- A. Delegates to the General Assembly shall be the superintendent (or equivalent official) or designee from each Full Member and Associate Member receiving Core ITC services from META.
- B. Each Member shall make best efforts to provide by June 1 of each year a roster of official Delegates.

- II. Officers of the General Assembly.** The Officers of the General Assembly shall be the President and Vice President of the Board of Directors and such other Officers as the Board of Directors may from time to time designate.

### **III. Administrative Organization**

- A. Chief Executive Officer. The Chief Executive Officer is the chief administrative officer of the META and, as such, is directly responsible to the Board of Directors for the administration of META's policies, rules, and regulations. Subject to the approval of the Board of Directors and pursuant to the procedures contained in these By-Laws, the Chief Executive Officer shall exercise the authority conferred upon META as a Data Acquisition Site/Information Technology Center and as a Regional Council of Governments in accordance with applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. The CEO shall have the power to employ, remove and suspend all and employees, not appointed by the Board of Directors, to determine the duties and responsibilities of such persons, to create such titles for such persons as such officer may deem desirable to enable them to execute their duties and responsibilities, and to fix and change the compensation of such persons.
  - 1. Qualifications of the Chief Executive Officer. The qualifications shall conform to the criteria determined by the Board of Directors and stated in the Job Description.
  - 2. Preparation of Agendas. It is the desire of the Board of Directors that the agenda for an official meeting be prepared by the Chief Executive Officer and be received at least 48 hours prior to the meeting.
  - 3. Minutes of Meetings. The Chief Executive Officer or his designee shall keep official minutes of every meeting of the General Assembly, the Board of Directors, and any committee. The President or the Chief Executive Officer shall report the minutes of any of the foregoing to the next meeting of such body as well as to the next meeting of the Board of Directors.
- B. Chief Operating Officer. The Executive Director of the Metropolitan Educational Council ("MEC") immediately prior to MEC's merger with META shall serve as the Chief Operating Officer of META for such period of time, and with such duties and responsibilities, as determined by the Board of Directors. The Chief Operations Officer shall report to the Board of Directors.

#### **IV. Committees**

- A. Ad Hoc Committees. The Board of Directors must authorize all Ad Hoc Committees.
  - 1. The President shall appoint all Ad Hoc Committees with the counsel of the Chief Executive Officer.
  - 2. Ad Hoc Committees shall serve only until the task or reason for their establishment has been performed or fulfilled or until terminated by action of the Board of Directors.
- B. Authority of Committees. No committee has the authority to take any official action. Committees make recommendations for consideration by the General Assembly or for official action by the Board of Directors.

#### **V. Fiscal Policies**

- A. Financial Reporting
  - 1. No later than the May meeting of the Board of Directors each year, the Chief Executive Officer and Treasurer shall submit a three-year projection and a proposed budget/appropriation for the next fiscal year. The budget/appropriation will show the estimated receipts and expenses of the Association and will list how much money is projected to be needed in each category.
  - 2. The Chief Executive Officer is authorized to make expenditures and commitments according to the Constitution and By-Laws and in harmony with administrative and operative plans as approved by the Board of Directors as specified in the budget. Expenditures shall not exceed income on an annual basis from any fund without prior approval of the Board of Directors.
  - 3. The Treasurer shall also report in writing on an at least quarterly basis the following information by fund:
    - a. A list of all bills and salaries, the amount, to whom paid and for what purpose shall be supplied to the Board of Directors.
    - b. A financial report showing all month-to-date and year-to-date receipts and expenditures including the beginning and closing balances shall be supplied to the General Assembly.
  - 4. Following the May meeting of the Board of Directors each year, the Members shall be supplied with the three-year projection described in Section 1, Paragraph A of this Article.
- B. Facilities. META shall provide such facilities as the Board of Directors deems necessary and appropriate. When the Board of Directors determines to undertake to build, repair, enlarge, improve or demolish facilities, such activity shall be undertaken for META's Full Members, under and in conformance with:
  - 1. Ohio Rev. Code § 3313.46, as applicable to META's city, local, and exempted village school district Members;
  - 2. the agreement establishing META, pursuant to Ohio Rev. Code § 167.01 (META's Constitution); and
  - 3. other pertinent delegations of authority to META, if any, by META's Members.

## **VI. Notice of Meetings**

- A. Public Meetings. All meetings of the Board of Directors and any committees appointed by the Board of Directors are open to the public as required by Ohio law. Executive Sessions may be called in accordance with Ohio law. Due notice of all meetings of the Board or Board-appointed committees will be given to the press and the public. Such notice may be given by any method reasonably calculated to provide notice of the meetings, such as providing written notice to the press for publication, posting notices on the META website and/or in areas accessible to the public, and/or providing notice by regular U.S. mail or e-mail to those persons who have requested such notice pursuant to these Bylaws.
1. Regular Meetings. A notice of the time and place of regularly scheduled meetings will be established at the organizational meeting each year. Any change in time or place of a regular meeting will be given to the media and those persons requesting advance personal notice pursuant to these By-laws at least twenty-four hours prior to the meeting.
  2. Special Meetings. Special meetings shall not be held unless at least twenty-four hours advance notice of the time, place, and purpose of the special meeting is given to any news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of such an emergency, the person calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.
- B. Contact. By contacting the Chief Executive Officer at 100 Executive Drive, Marion, Ohio 43302, (740) 389-4798:
1. Any person may obtain the time and place of any regular meeting and the time, place and purpose of any special meeting,
  2. Any news media representative may request advance notice of any special meeting, and
  3. Any person may, upon payment of a reasonable fee or upon providing a sufficient number of self-addressed, stamped envelopes, request reasonable advance notice of all meetings at which a specific type of business is to be discussed.



**SCHEDULE I**  
**CORE SERVICES SUMMARY OF COSTS**

This schedule is hereby made a part of the Agreement for 2020-21 by and between the Olentangy Local School Board of Education and Meta Solutions. Services will be rendered for the period of the Agreement, unless otherwise stated below.

<b>Services</b>	
Fiscal Support for State Software, State Software Redesign, and eFinance Plus	
SIS Support for any SIS Package PowerSchool, ProgressBook (including GradeBook & Virtual Classroom) & Infinite Campus	
EMIS Support	
Purchasing Co-op Membership	

<b>Headcount</b>	22,119
<b>Cost</b> (\$16.75 per headcount)	<b>\$370,493.25</b>

\_\_\_\_\_  
Olentangy Local Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Meta Authorized Signature

Date: \_\_\_\_\_

**SCHEDULE II**  
**SUMMARY OF COSTS**

This schedule is hereby made a part of the Agreement for 2020-21 by and between Olentangy Local Schools and Meta Solutions. Services will be rendered for the period of the Agreement, unless otherwise stated below.

<b>Service</b>	<b>Cost</b>
IEP Anywhere	\$1.50/student
Content Filtering	\$1,000.00

<b>Headcount</b>	<b>22,119</b>
<b>Total Schedule II Cost</b>	<b>\$33,678.50</b>

\_\_\_\_\_  
Owner Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
META Authorized Signature

Date: \_\_\_\_\_

BE IT RESOLVED by the Olentangy Local School District Board of Education that the automatic non-renewal of the following teachers pursuant to Articles 25 and 55 of the Negotiated Agreement between the Olentangy Teachers Association and the Board of Education, and all non-renewals are acknowledged and confirmed:

**Article 25 (Late Employment and Non-Renewals)**

*Beasley, Lindsay H.*  
*Chirico, John F.*  
*Eicher, Emily L.*  
*France, Kelly L.*  
*Greene, Allison L.*  
*Kleemeyer, Kathleen M.*  
*Meyer, Lindsay M.*

**Article 55 (Previously Retired Teachers)**

*D'Amato, Dora E.*  
*Klabunde, Lawrence E.*  
*Starr, Sharon G.*  
*Waterwash, Ron G.*

**Berlin High School ~ Graduating Seniors**  
**Class of 2020**

Jordan Lindsay Ackley  
Tanner Henry Adair  
Claire Meng Adams  
Leah Abigail Adams  
Mirza Riyadh Ahmed  
Olivia Abele Allinger  
Dominic Paul Antronica  
Emma Grace Aquilina  
Clayton Scott Atkinson  
Evan Michael Thomas Baker  
Prerna Aditi Balakrishnan  
Raymond James Barnhart  
Mackenzie Elizabeth Beal  
Blythe Elizabeth Beaumont  
Cody Ross Benton  
Emma Marie Beyer  
Neetyaa Bhattarai  
Joseph Michael Bjorkman  
Logan Christopher Bland  
David Bobadilla Perez  
Meghan Elizabeth Boggess  
Olivia Nicole Grace Boone  
Ryan Scott Born  
Hannah Grace Bouldin  
Sydney Nicole Bower  
Alayna Marie Bowman  
Jacob Geoffrey Braniger  
Katelyn Faith Brinckerhoff  
Hannah Rene Brown  
Shelby Eileen Buck  
Yenubenant Fifi Bukari  
Grace Elizabeth Butcher  
Alyson Marie Callahan  
Nicholas Guillermo Camacho  
Ian Michael Campbell  
Elijah Gentry Carpenter  
Kenan Nigel Carter  
Keylee May Caudill  
Haley Nicole Cera  
Gabriel Isaac Chrysler  
Kayla Leah Cinque  
Ethan Michael Cochran  
Ryan Alan Cochran  
Timothy James Colatruglio Jr

Cody Christopher Collins  
Layne Jeffrey Comyns  
Isabella Marie Conrad  
Adithi G Cooduvalli  
Braden Davis Cook  
Tolan Elizabeth Cook  
Olivia Renee Cool  
Sara Elizabeth Corlette  
Alana Jane Corrigan  
Brianna Marie Cruz  
Jennifer Josie Cullen  
Derek Michael D'Angelo  
Sreerama Chandra Vishnu  
Teja Dasaka  
Noah Bryce Davis  
Olivia Comfort Davis  
Seville Naomi Davis  
Sebastian Antonio de Gracia  
Logan Jasper DeChristopher  
Jourdan Raelle DeLeon-Austin  
Lauren Elizabeth Delligatti  
Delaney Michelle DeMoss  
Lindsey Elizabeth DeNero  
Mitchell Scott Dieckhoner  
Jesse Laine Diedrich  
Jackson Henry Dittman  
Sydney Elizabeth Dittmar  
Noah James Dursik  
Joshua Samuel Dyke  
Anisa Omar Egal  
Luke Allen Eisenhower  
Marcus David Elliott  
Tyler Jeffrey Euton  
Andrew Lee Evans  
Sarah Elizabeth Evans  
Megan Elaine Fichter  
Ryan Joseph Fletcher  
Randolph Israel Foston  
Anne Elizabeth Freeman  
Ellena Corinne Fritz  
Meghan Elizabeth Galligher  
Alondra Garcia Rojas  
Chase Randolph Geiger  
Abigail Elizabeth Georges

Gage Mason Ginter  
Jasnoor Goraya  
Garrett Henry Graybill  
Krista Marie Graybill  
David Anthony Green  
Sadie Katherin Gregory  
MacKenzie Jean Hanson  
Evette Loraine Harrell  
Demera Paige Harrison  
Ethan Miles Harsh  
Daniel John Helmers  
Andrea Nicole Henry  
Laura Michelle Henry  
Brianna Marie Hibbitts  
Corey Robert Hill  
Jacob Michael Hill  
Meghan Elizabeth Hill  
Olivia Marie Himes  
McKenzie Alisa Hinton  
McKinley Mae Hoffmann  
Rook McCloud Holland  
Bretten William Hooks  
Grant Michael Howard  
Madison Grace Howard  
Drew Allen Hurley  
Xavier Lamar Jackson  
S Kazim Hussain Jafri  
Joshua Robert Jansen  
Jonathan Mark Johnson II  
Ryan Philip Groeger Johnson  
William Alexander Kalb  
Simranjit Kaur  
Connor James Kindell  
Zachary James Kinford  
Brendan Michael King  
Allison Haley Knight  
Rebecca Sondra Koppelman  
Kirsten Marie Kracht  
Hunter Evan Kraft  
Nicholas Irvin Kron  
Meghan Leigh Krupar  
Durge Kumar  
Saranya Lamba  
Zachary Bryan Lambert

**Berlin High School ~ Graduating Seniors**  
**Class of 2020**

Abigail Dinah Leary  
Andrew Thomas Lee  
Juliette Nicole Lemley  
Alexa Louise Lewis  
Jacob Richard Lewis  
Kristen Laurel Lillemoen  
Ryan Thomas Lowery  
Shawn Hunter Lukat  
Gabrielle Renata Lutz  
Amelia June Mannino  
Cheyanna Nicole Manygoats  
Sophia Martel  
Jack Ryan Martin  
Zachary Payton Martin  
Stephen Ryan Martine  
Jacob Eric Maskrey  
Ryan Edward Mauger  
Savannah Lee Hamon McGraw  
Alexandra Grace McMurtrie  
Morgan Grace McNevin  
Lauren Claire Mericsko  
Lindsey Paige Mericsko  
Brody Alan Moore  
Madison Elizabeth Morris  
Sydney Rae Morsink  
Ethan Scott Mouch  
Grace Lucille Mulheim  
Christopher Leland Nash  
Meelodd Nassersharifi  
Jessica Taylor Nation  
Jack Thomas Nebraska  
Olivia Charlotte Neidhardt  
Alexander Luke Nicol  
Maxwil Jay Nourse  
Sophie Elizabeth Ortega  
Gavin William Overton  
Cache Loreen Palmer  
Garrett Lee Pasqualone  
Kavi Lakesh Patel  
Benjamin Connelly Paull  
Jonah Mitchell Pearson  
Eve Elizabeth Pennington  
Cianna Michelle Petrae  
Aidan Joseph Pettograsso

Ruth Elizabeth Pfeiffer  
Brooklyn Elizabeth Piper  
Ian Patrick-Harrison Poehler  
Nathan Michael Polasky  
Madison Arie Pollock  
Cayden Douglas Pomeroy  
Molly Elizabeth Porter  
Pietro Pozzi  
Peyton Elisabeth Pritchard  
Vidya Puttagunta  
Leila Paige Raines  
Emily Grayson Randall  
Grace Elisabeth Rao  
Shayaan Ibrahim Rasheed  
Dylan Edward Reeves  
Madison Joyce Reger  
Camryn Marie Reid  
Madeleine Elizabeth Reinard  
Jacob Kevin Reitz  
Mikayla Sophia Resko  
Kelsey Alexis Reynolds  
Emily Elizabeth Richards  
Emily Jeanne Rinehart  
Ryan Andrew Roach  
Matthew Stephen Roberts  
Aneesha Elizabeth Rockwell  
Andrew Dylan Rogers  
Shea Ryan Rose  
Sarah Michelle Rubadue  
Sydney Renee Sainey  
Teresa Evelyn Schirtzinger  
Megan Bren Schlabig  
Grant Gregory Schrieber  
Carly Rae Scott  
Trevor Anthony Scott  
Maxwell Birch Seay  
Emily Marie Seese  
Jacqueline Claire Seifert  
Drew Thomas Sexton  
Joshua Frederick Sheppard  
Jacob Jamel Shiblaq  
Tanner Lee Shimp  
Caden Jarrett Shiring  
Alyssa Nicole Shoaf

Luke Tyler Shultz  
Krissa Elizabeth Simon  
Delaney Rose Siniff  
Ryan Reese Slyh  
Aaron Joshua Smith  
Emily Marie Smith  
Kenyan Kamal Smith Jr  
Kole Timothy Smith  
John Richard Spinner  
Jessica Nicole Sprader  
Zachary Kyle Stevens  
Caleb Mitchell Stevenson  
Mara Renee Stewart  
Maxwell Robert Stillman  
Justin Bradley Stringfield  
Piper Ellis Sullivan  
Cara Grace Susey  
Isaiah Wesley Texidor  
William Overturf Thacker  
Lexus Lynn Thornton  
Allison Ann Tomplait  
Margaret Jayne Torlone  
Cameron Michael Voinovich  
Madison Lily Voinovich  
Madison Taylor Vondersaar  
Abigail Suzanne Walker  
Jessica Leigh Walker  
Payton Olivia Walker  
Sydney Elise Walker  
Xavier Evan Walker  
Nicole Francine Wall  
Woodrow Wilson Wall IV  
Adam Christopher Wallace  
Grace Abigail Wampler  
Jalen Reese Weitzel  
Kimberly Cathryn Welch  
Caleb Ryan Wester  
Ashton Anthony Westrick  
Haley Amber Whetstone  
Madison Theresa Wieclaw  
Brendan Michael Wiehe  
Annie Katherine Wiff  
Evelyn Faye Wildey  
Hannah Catherine Wilt

***Berlin High School ~ Graduating Seniors  
Class of 2020***

*Adam Everett Wiseman  
Logan Paris Wright  
Sami Samer Yousef  
Matthew David Zanetos  
Darci Lorine Zartman  
George Joseph Zivich III*

**Liberty High School ~ Graduating Seniors**  
**Class of 2020**

Bennett Louis Abeson  
Keegan Robert Abeson  
Mateen Arsalan Afkhami  
David Marcelo Aguilar  
Adrian Eric Aguirre  
Brady Clark Allen  
Nour-Al-Kamal Ali Alshahal  
Kylie Lynn Amon  
Alvin Shiv Anand  
Aaron Edward Anantharaman  
Carson Elliott Anderson  
Leah Joan Anderson  
Preston Michael Anderson  
Alyssa Gabrielle Asmo  
Emma Caroline Aulino  
Nicholas Connor Austin  
Mackenzie Renee Badger  
Kate Sophia Bambeck  
Keegan Addison Barker  
Andrew Lawson Barrett Jr.  
Matthew Jacob Barrett  
Alyssa Marie Battaglia  
Camden Lane Baumberger  
Kathryn Nicole Beale  
Caroline Jane Beck  
Rowan Turner Behrens  
David Manuel Bejarano  
Benjamin Ean Belinger  
Nicholas Andrew Belt  
Austin Lee Bensman  
Anna Olivia Benton  
Emma Katherine Berentz  
William David Berentz  
Andrew Evan Bayaca  
Birmingham  
Patricia Ann Bertke  
Ryan James Best  
Benjamin Jefferson Billings  
Ryan Joseph Bird  
Andrew Emerson Blachly  
Jack Edward Blaine  
Isabelle Renee Blondin  
Lucy Jade Bodine

Hithardha Bommana  
Michael Joseph Boothman  
Kevin James Brackin  
Andrew David Branderhorst  
Joseph David Branderhorst  
Cody Brent Brekke  
Colin James Brenner  
Jaggar David Brooker  
Jadon Armstrong Brownlee  
Luke Thomas Brunswick  
Kira Siobhan Buckwalter  
Lauren Nicole Buddie  
Alexander John Budnik  
Simon David Buehrer  
Shannon Marie Burke  
Julia Saige Burns  
Peter David Bushbaker  
Grant William Butler  
Kyle Robert Butterfield  
Alexis Lauren Byrd  
Jia Wang Zhi Hui Cagganella  
Kameron Joyce Yi Hong  
Na Cagganella  
Kathryn Alberta Cahal  
John Joseph Capicchioni Jr.  
John Samuel Carper  
Abigail Frances Carr  
Camryn Elizabeth Carrier  
Molly Josephine Casey  
Timothy Michael Casey  
Liliana Alexandra Casline  
Alison Corrinne Cattano  
Gabrielle Sedona Cawthon  
Isabella Nicole Cea  
Raman Jayanth Van  
Chakravarthy  
Srihar E Chakravarthy  
Srikar E Chakravarthy  
Tyson Wade Chapman  
Liam Chen  
Nikko Chen  
Matthew Thomas Cieslewicz  
David James Clark

Victoria Isabelle Clark  
Matthew Alexander Clay  
Izabella Marie Cobler  
Hannah Rae Coleman  
Blake Alexander Collins  
Blake Robert Collins  
Isabella Victoria Colon  
Lydia Patricia Colvin  
Carson Wyatt Comer  
Ludwig Conrad  
Kenneth Cuyler Cornell  
Benjamin James Cox  
Alexandra Liz Coyne  
Steffen Gabriel Crabbe  
MaKenna Grace Crary  
Charles Carlos Crowell V  
John Trey Cummings  
Julia Grace Cummins  
Katelyn Michele Curley  
Caitlin Lee Curmode  
Sophia Grace Czajkowski  
William Larry Danflous  
Allison Ruth Darragh  
Nitish R Dashora  
Jade Allyn Davis  
Carah Lynae Deardorff  
Paris Elizabeth Del Riesgo  
Spencer Duane Dennis  
Vinay Kumar Devareddy  
Holden Xavier Devassie  
Ananya Mandyam Dhati  
Faith Shea DiMantova  
Jake Dominic DiMantova  
Ciana Carmen DiSabato  
Giela Maria DiSabato  
Angela Christine Diss  
Delia Huyen Do  
Grace Ann Dockery  
Reilly Jeanette Dolan  
Tyler James Dolan  
Allie Renee D'Souza  
Annada Dubey

**Liberty High School ~ Graduating Seniors**  
**Class of 2020**

<i>Sophia Mae Dudon</i>	<i>Nicholas Joseph Ilyas Gajarski</i>	<i>Mason Gray Heeter</i>
<i>Laura Katherine Duplessis</i>	<i>Leah Caroline Galbraith</i>	<i>Kyle William Hehmeyer</i>
<i>Mayukha Dyta</i>	<i>Liam Joseph Garcia</i>	<i>Harris Diego Hernandez</i>
<i>Joshua Matthew Eckert</i>	<i>Coltin Jacob Gatts</i>	<i>Audra Ann Hetrick</i>
<i>Morgan Anne Xiaoya Eddy</i>	<i>Tyler Allen Gatwood</i>	<i>Audrey Louisa Heym</i>
<i>Kathryn Veronica Ashley Edwards</i>	<i>Andrew Grant-Isaac Gehring</i>	<i>Jeremiah Isaiah Hill</i>
<i>Maggie June Edwards</i>	<i>John Paul Giangardella</i>	<i>Mia Taylor Hill</i>
<i>Emma Marie Edwardson</i>	<i>Connor Robert Gillam</i>	<i>Brett Dawson Hinkle</i>
<i>Jack Matthew Eggleston</i>	<i>Alyssa Rae Gluck</i>	<i>Jackson Henry Hitzeman</i>
<i>Vincent Marling Eichhorn</i>	<i>Maxwell Robert Goldring</i>	<i>Clement Caesar Ho</i>
<i>Olivia Nicole Elgin</i>	<i>Julia Christine Gomez</i>	<i>Grace Elizabeth Hodges</i>
<i>Alexa Averill Ellwood</i>	<i>Michael Christian Gordon</i>	<i>Allison Marie Hoeft</i>
<i>Kiera Ann Enriquez</i>	<i>Keegan Delaney Grabow</i>	<i>Anna Mary Holecek</i>
<i>Serena Meg Evans</i>	<i>Joseph Charles Graffeo</i>	<i>Aislin Kathleen Holubek</i>
<i>Alex Tobenna Ezenekwe</i>	<i>Stefanie Grace Greeno</i>	<i>Jacob Emory Houseman</i>
<i>Xingming Fang</i>	<i>Joshua William Greiff</i>	<i>Owen Michael Hritz</i>
<i>Braeden Joseph Farrel</i>	<i>Elijah Mitchell Grubbs</i>	<i>Rainbow Huang</i>
<i>Philip Graydon Farrell</i>	<i>Ashley Renee Gullett</i>	<i>Colin Anton Huffman</i>
<i>Keegan Arthur Fearon</i>	<i>Alexis Olivia Haenszel</i>	<i>Mason Charles Hughett</i>
<i>Claranne Alysse Fechter</i>	<i>Jill Lauren Hagemeyer</i>	<i>Connor Michael Humenay</i>
<i>Noah Jack Feeney</i>	<i>Carly Elizabeth Haimerl</i>	<i>Jack Henry Humenay</i>
<i>Jacob J Feldmaier</i>	<i>Caroline Elizabeth Hall</i>	<i>Luke James Humenay</i>
<i>Collin Michael Finney</i>	<i>Luke Andrew Hamburger</i>	<i>Hannah Marie Hunt</i>
<i>Olivia Caroline Fisher</i>	<i>Brooke Lauren Hammons</i>	<i>Adam Michael Hunter</i>
<i>Timothy Robert Fitzgerald</i>	<i>Theren Joseph Handlon</i>	<i>Joseph Michael Hyre II</i>
<i>Madeline Cynthia Flanagan</i>	<i>Ethan Christopher Haney</i>	<i>Isabel Kathryn Ichida</i>
<i>Benjamin Tre` Flees</i>	<i>Parker Kearney Haney</i>	<i>Diego Enrique Iglesias Delfaus</i>
<i>Elaina Eve Flewellen</i>	<i>Sarah Brittain Haney</i>	<i>Dylan Jacob Ingram</i>
<i>Greyson Lee Follmer</i>	<i>Vincent Frederick Haney</i>	<i>Nicholas Roland Irelan</i>
<i>Skylar Robert Follmer</i>	<i>Grace Sophia Hansen</i>	<i>Isaac Christian Iversen</i>
<i>Jack Oliver Forsman</i>	<i>Mitchell Connor Hanson</i>	<i>Shelby Elise Jackson</i>
<i>Emma Grace Fox</i>	<i>Lauren Elizabeth Harman</i>	<i>Harrison David Jacobsmeyer</i>
<i>Asher Samuel Frame</i>	<i>Raymond James Harpham</i>	<i>Jayden Marie Jansen</i>
<i>Kelsey Simone Frame</i>	<i>Bailee Kay Harrington</i>	<i>Kalyan Alexander Jayaraman</i>
<i>Joseph William Frank III</i>	<i>Tyler Michael Harris</i>	<i>Rebecca Lyn Jogan</i>
<i>Paige Caroline Frankenberg</i>	<i>Garrett Shepherd Hart</i>	<i>Christopher McMahon Johnson</i>
<i>Samantha Kathryn Frantz</i>	<i>Zachary Franklin Hart</i>	<i>Jacob Michael Jones</i>
<i>Cameron Max Friedauer</i>	<i>Zachary Joseph Hart</i>	<i>Tara Paula Jones</i>
<i>Mackenzie Grace Fullam</i>	<i>Aidan Gabriel Harvel</i>	<i>Aashka Indraneil Joshi</i>
<i>Jacob Robert Gage</i>	<i>Danny Elbert Hatfield III</i>	<i>Kaitlyn Erika Jurawitz</i>
<i>Joseph Connor Gaitten</i>	<i>Paige Charlotte Haughn</i>	<i>Audrey Madelyn Jurcich</i>
<i>Jonathan David Dias Gajarski</i>	<i>Kacie Anne Hedrick</i>	<i>Rachel Marie Kamnikar</i>



**Liberty High School ~ Graduating Seniors**  
**Class of 2020**

Aris John Karasarides  
Hannah Rose Karr  
Alexander Kim Ke  
Kerry Arlen Keane Jr  
Madison Marie Kelley  
Cameron Martin Kelly  
Hannah Rae Kelly  
Gabriel Reese Kerscher  
Jacob Alex Kessler  
Carrington Ann Kharchla  
Noah Paul Kidney  
Taylor Noelle Killen  
Aidan Renz King  
Zachary Frederick King  
Johnathon Charles Kipfer  
Baylee Lisa Madison Kirkham  
Gina Marie Kittleson  
Theodore Gabriel Klecker  
Samantha Clare Klekner  
Zachary Edward Klekotka  
Sarah Michelle Knaul  
Natalie Rose Knowlton  
Joshua Aaron Kohmann  
Elise Marie Koshan  
Sydney Ryann Koth  
Noah Brown Kottenstette  
Jack Cameron Kravevich  
Kathryn Shelby Kuehl  
Chase Christopher Kuhl  
Abigail Elizabeth Kuhns  
Linnea Rose Kunesh  
Zachary Joseph Lamparyk  
Sydney Kathryn Lane  
Devin Michael Lapp  
Samuel Matthias Larsen  
Noah Parker Pence Lavy  
Cameron David Lawrence  
Kaitlyn Bryanne Leary  
Brandon C P Lee  
Carrie Elizabeth Leeper  
Josie Brianne Lemons  
Spenser Phillip LeRoy

Kelly Ann Levering  
Matthew Antonio Lewis  
Melissa Ann Lind  
Emma Kate Lindsey  
Grace Caroline Linscott  
Nicholas John Lipovsek  
Whitney Rose Locke  
Nathaniel Michael Logozzo  
Aleena Marie Lombardo  
Jacob Richard Loudon  
Michael Scott Lucas  
Jenna Marie Lutz  
Jackson Daniel Lyall  
Davis Jacob MacKenzie  
Mathew Anthony Mahan  
Madelaine Mae Majewski  
Lauren Elizabeth Manns  
Maxine Alice Martin  
Jillian Claire Martz  
Noah Parker Matlack  
Blain Henry Matola  
Ella Eileen Maxey  
Terry James Mayberry  
Sydney Burgess Mayer  
Ian Michael McCabe  
Sean Thomas McCabe  
Aidan James McClure  
Samuel Joseph McCormack  
Catherine Ruth McCown  
Daniel James McDermott  
Jack Bohan McDonnell  
Patrick James McFarlane  
Mitchell Bryant McKee  
Jalen Peter McKenzie  
Jelani Peter McKenzie  
Lindsay Renee McPhail  
Noelle Maria Meeker  
Riley Brogan Mehrrens  
Sahuj Saurin Mehta  
Samuel George Mellen  
Marcus Tyler Menninger  
Jairus Montgomery Metzger

Chandler Joseph Meyer  
Ella Elizabeth Meyer  
Carson Joseph Michel  
Matthew Edward Milisavljevich  
Megan Grace Miller  
Paul Maxwell Miller  
Sydney Leigh Miller  
Delaney Frances Minto  
Dominic Anthony Misuraca  
Matthew Patrick Mitchell  
Addison Marie Moeller  
Chase Russell Moran  
Andrew Allan Morris  
Caitlyn Noelle Mosholder  
Mary Bess Mosier  
Bradley Hultin Moss  
Bryce Allen Moyer  
Abigail Maria Mullen  
Jadin Michael Mumaw  
Jacob Mathieu Myers  
Tarun Krishna Nandakumar  
Olivia Rose Napolet  
Abhinav Naraian  
Malvika Dinesh Navalurkar  
Shane Michael Nemcik  
Alexis Taylor Nerone  
Lauren Mikel Newcomb  
Ian Andrew Newcomer  
Tyler Edward Nichols  
Stephanie Evelyn Niggemeyer  
Samuel James Nobile  
Kate Olivia Noonan  
Reese Elizabeth North  
Nathan Jeffrey Northup  
Sydney Elizabeth Novy  
Edion Nse Ntukidem  
Will Andrew Nutter  
Matthew Brendan O'Brien  
Caleb Brannon Ogle  
Judson David Ogle  
Matthew Ross Ogle  
Preston Charles Oliver

**Liberty High School ~ Graduating Seniors**  
**Class of 2020**

Matthew James Onate  
Colby Patrick O'Neil  
Jenna Danielle Onweller  
Gillian Anne O'Rourke  
Andrew Jeffrey Osborne  
Blake Fisher Overly  
Vikesh Pero Pajany  
Anna Elizabeth Palo  
Jaya Chloe Parail  
Daniel Peter Paraskos  
Nick Mettes Parker  
Corbin Matthew Parrish  
Rishi H Patel  
Peyton Olivia Peplow  
Tatum Brooke Perkins  
Chloe Marie Pesa  
Claudia Faye Picolo  
Teegan Malone Pifher  
Renato Piovesan Azambuja  
Anna Katherine Pohlman  
Naga Sai Sivani Pokala  
Miles Phillips Powell III  
Brennan Delaney Pringle  
Johan Procičchiani  
Samuel Asher Proper  
Keegan Jerry Pullins  
Connor Allen Putnam  
Madison Diane Putnam  
David Jonathan Pyo  
Lillyanna Kristine Quillin  
Margaret Emory Quillin  
Madison Elizabeth Ramsey  
Rayan Singh Rao  
Rohan Singh Rao  
Arthur James Rausch  
Sarah Christine Rausch  
Beckett Owen Raver  
Harshita Ray  
Saideepika Rayala  
Korey Anthony Raymond  
Chethana Putta Reddy  
Kayla Patricia Reichert

Monika Preena Reier  
Elijah Andrew Richardson  
Katherine Elizabeth Richardson  
Jersey Marie Richter  
Miller Andrew Ridpath  
Paige Allison Riegel  
Ryan Michael Ritter  
Bianca Antonia Rizzo  
Caitlin Elizabeth Rizzo  
Jackson David Roberts  
Aidan Nemesio Rodriguez  
Nehal Vinod Rohra  
Richard Wesley Rohrs  
Raegan Amelia Rosi  
Brennan Dale Rowe  
Nitika Roychowdhury  
Brian Edward Ruland  
Nicholas James Ruppe  
Madison Jo Russell  
Nicholas Adir Rutsky  
Justin Michael Sachtleben  
Braydan Thomas Sackett  
Kathleen Campbell Saczawa  
Amira Saidova  
Benjamin Maximo Sanchez  
Gina Elizabeth Santangelo  
Jackson Thomas Scaglione  
Paul Bradley Scheetz  
Jordan Rose Scheiderer  
Carrie Elizabeth Scherer  
Ryan Matthew Schmid  
Gabrielle Catherine Scott  
Madison Sierra Scott  
Katrina Marie Seaver  
Madison Elise Seibert  
Nicholas Allen Sells  
Luke David Sensky  
Maya Ester Seri  
Jared William Severance  
Jinsi Shah  
Aafreen Shajahan  
Carson Alexander Shanfeld

Emma Kathryn Shear  
Aswad Yusuf Sheikh  
Lydia Clare Shelley  
Graydon Matthew Shook  
Deven Hangrheachsey Short  
Christopher Michael Shutrump  
Hannah Renee Sieftring  
Richard Jacob Silk  
Luke Alan Sipes  
Simon Macarthur Slagle  
Carleton Kenneth Slight  
Catrina Michelle Smith  
Katelyn Faith Snider  
Mason Thomas Sochor  
Richasey Sok  
Nicholas Peter Spanorigas  
Mason Edward Spaulding  
Lauren Elizabeth Stacy  
Ethan Marshall Stamp  
Miranda Elise Stefanik  
Destaney Kay Stephens  
Dylan Andrew Stevens  
Tyler Michael Stoltman  
Courtney Rose Street  
Jason Anthony Strife  
Ariyana Preciosa-Ramirez Suchora  
Lauren Yerin Suh  
Jacob Louis Sulewski  
Braden Christopher Svec  
Julia Elise Swaro  
Olivia Katherine Tampone  
Madalyn Ann Tatum  
Eryn Antoinette Temby  
Grace Marie Tennant  
Neena Arpita Thompson  
Tyus Lee Thompson  
Pavan Venkata Sai Thota  
Kaden Alexander Tong  
Carolina Ester Toribio Arauz  
Austin Robert Tormasi  
Jonathan Michael Toscano  
Abigail Marie Towne

**Liberty High School ~ Graduating Seniors**  
**Class of 2020**

Emma Lyn Tremblay  
Isabelle Luna Trinh  
Gabriel Quinn Tucker  
Bradley Steven Tumblison  
Max William Turner  
Jack Nolan Turturice  
Zoey Alexandra Twining  
Michael Andrew Ulicne  
Julia Leigh Vamos  
Katy Lynn Van Steyn  
Caleb James Vendramin  
Andrew George Vidrick  
Alexander Paul Vigue  
Uma Vishnuraman  
Calvin James Vondracek  
Winter Vucsko  
Lauren Taylor Wagner  
Kyle Mason Walentschak  
Melanie Alaina Wallace  
Austin Joseph Walsh  
Michael Wang  
Sylvester Warren III  
Caleb Bettinger Warrick  
Colin Jacob Watts  
Brandon Lucian Weber  
Camden Kurt Wegner  
Brian Michael Weis  
Matthew Riley Weis  
Nora Grace Whitfield  
Anna Catherine Wiemels  
Emily Grace Williams  
Kyle Marshall Wilson  
Isaac Matthew Wingard  
Jenna Theresa Wise  
Benton Tucker Wishart  
Breanna Bernice Withrow  
Maraki Hemen Wondwossen  
Danielle Elisabeth Worrell  
Meileen Song Wu  
Helen Dana Xia  
Melinda Yitong Xia  
Parker Floyd Yaeger

Jacob Jason Yeray  
Natalie Eesha Zachariah  
Collin Alexei Zajkowski  
Evan Dmitri Zajkowski  
Meg Elizabeth Zambrana  
Rory Hoban Zenkewicz  
Eric Matthew Zevchik

**Olentangy High School ~ Graduating Seniors**  
**Class of 2020**

Rahma Daud Aden  
Martha Wondwosen Admassu  
Priyanka Agochiya  
Donovan Lee Albaugh  
Aya Alkhayri  
Alexa Marie Anderson  
Joshua Leo Anderson  
Cassandra Elizabeth Androsac  
Megan Elizabeth Arline  
Simran Assi  
Madeline Elizabeth Aucreman  
Aliyah Naeem Awan  
Sami M Azzam  
Nicholas Christopher Badia  
Jackson Thomas Baldwin  
William Jared Ball  
Tyler Jacob Barnes  
Anna Scott Barstow  
Andrew Richard Beck  
Emily Grace Bender  
Graham Frederick Best  
Hunter Anthony Boehm  
Anthony Joseph Boles  
Christian Spencer Bowens  
Nicholas Aaron Boyarko  
Alexa Shea Bretzinger  
Jenna Ann Briggs  
Austin Christopher Brown  
Sean Adam Brown  
Sahith Srisai Buddala  
Emily Marie Campbell  
Branden Tai Cao  
Kiersten Mei Carew  
Jacob Grant Raphael Carlson  
Christin Rose Carmichael  
Maxwell Wesley Caron  
Cade Garrett Ashton Carter  
Dylan Joseph Carter  
Zachary Warner Caulkins  
Anna Leigh Cecil  
Ji Yoon Chang  
Junhua Chen  
Madyson Drew Chitty  
Kylie Marie Clark

Noah Michael Clark  
Drew Jacob Clement  
Jake Nicolas Coleman  
Anna Elizabeth Collins  
Samuel James Coogle  
Alison Mariann Cotton  
Payton Olivia Cox  
Eli David Cumbo  
Bailey Elizabeth Cummings  
Pierce William Cummons  
Ananya Das  
Dennis Franklin Deal  
Sachi Pritesh Desai  
Seshu Sreeram Desaty  
Aidan Thatcher Doll  
Cindy Dong  
Riley Morgan Doyle  
Kacey Layne Draper  
Joseph Oliver-Nelson Durecki  
Connor Jeffery Dust  
Madison Marie Dyll  
Conner Michael Eberhardt  
Anna Katherine Eck  
Jenna Marie Elger  
Jacob David Elmore  
Celine Melisa Ertin  
Emily Maree Espy  
Brooke Marie Estep  
Cameron Jeffrey Everson  
James William Everson  
Riley Alexandra Flanigan  
Lucas Robert Fragiotta  
Eduardo Franke De Oliveira  
Hayden James Frea  
Allison Rose Freeman  
John Carlton Fruner  
Grace Elaine Fulton  
Ryan Alexander Funk  
Abigail Marie Geniusz  
Shreya Satish Ghanekar  
Marc Luis Gil  
Lauren Alyssa Gilaspy  
Erin Elizabeth Goodburn  
Chandler Todd Green

Meghan Melissa Green  
Jonathon Henry Gross  
Mitchell Douglas Grubb  
Braeden Nikolaus Gulley  
Amanda Elizabeth Hall  
Bailey Catherine Hall  
Madeline Ann Hall  
Jack Alexander Hardin  
Jacob Michael Buzogany  
Hardyman  
Brendan Patrick Harkin  
Celeste Niamani Harper  
Madeline Elizabeth Harris  
Abigail Grace Hassinger  
Alexis Marie Henderson  
Jacob Tyler Herald  
Jack Steven Hewitt  
Rylie Paige Hill  
Jacob Ryan Hittinger  
David Matthew Hofmann  
Andrew James Holycross  
Lennon Tyler Hoover  
Samantha Jane Horton  
Jacklyn Paige Houk  
Lance Kinley Hrusovsky  
Brandon Thomas Hudson  
Priya Lauren Hudson  
Vikram Jared Hudson  
Jacqueline Ann Hunter  
Matthew Michael Hurlburt  
Mostafa Mueen Hussein  
Colin Anthony Hutchings  
Sydney Cameron Jacob  
Paisley Elisabeth Johnson  
Samridhi Kaushik  
Zachary Richard Kershner  
Taylor Nicole Ketron  
Rachel Lauren Kickbusch  
Cameron Charles Kiner  
Amber Nikole Kingsley  
Savannah Leone Kocsis  
Savannah Lee Koelsch  
Samuel Adofo Konadu  
Preston Dominick Kuriger

**Olentangy High School ~ Graduating Seniors**  
**Class of 2020**

Keyon Edward Kusler  
Taylor Faye Lansford  
Claire Katherine Laubacher  
Taylor Jacqueline Laubacher  
Maxwell Lewis Lipari  
Colton Bradley Little  
Madison Claire Lloyd  
Karmen Soleis Long  
Fernanda Loyola  
Trent Michael Maddox  
Kritika Divesh Mahajan  
Abigail Grace Markel  
Andrea Dawn Marshall  
Madison Elyse Martin  
Jennifer Martinez  
Darrell Raymond Matlak  
Lauren Marie May  
Katherine Rose McCauley  
Kaitlyn Amber McDevitt  
Eloise Christine McIntyre  
Kenneth Harrison Mejia Vasquez  
Isabel Nicole Meronoff  
Hailey Victoria Mevorah  
Isabella Terese Migliore  
Ian Mark Miller  
Nicholas John Mirras  
Cailin Haley Mitchell  
Aidan Micheal Moore  
Hannah Josephine Moore  
Megan Lee Morgan  
Hannah Margaret Moses  
Chandler Michael Moyer  
Kristen Haneul Mullins  
Jasmir Kaur Nagra  
Niranjan Sreevalsan Namboodiri  
Sundeep Nandini  
Devi Dheekshita Nelakurti  
Julianna Catherine Newbery  
Isaac Hayes O'Rielley  
Dyllen Obeng  
Stefanie Claire Olson  
Adam Michael Orndorf  
Nicholas Paul Orndorf  
Thomas Isaiah Page

Nickolas John Pasquale  
Lukas Anil Patel  
Niraj Ajaykumar Patel  
Akshay Karthikeyan Pillai  
Madison Nevaeh Pisano  
Isabella Denise Porfeli  
Kayla Lynn Primm  
Ana Maria da Silva Prisbrey  
Russell Zoltan Reday  
Sarah Nicole Reese  
Kayvon Noah Rezaei  
Hogan Bradley Ries  
Alec Cole Rieser  
Sarah Nicole Riesterer  
Aubrey Bryn Roahrig  
Kylie Delk Roberts  
Grant Emory Robinson  
Caroline Elizabeth Browning  
Rodriguez  
Shaughnessy Maye Rogers  
Hajar Rtoubi  
Dominik Alan Rusnak  
Arianna Erica Ryan  
Christopher Jeffrey Sabharwal  
Hailey Elizabeth Sadler  
Jhrise D'Ghart Javon Sams  
Khrizma Tyiennia Hydriel Sams  
Maria Paula Sandahl  
Saindhavi Saravanakumar  
Gabriella Theresa Sasso  
Molly Marie Sawyer  
Patrick William Schirtzinger  
David Steven Schneider  
Alexandria Leigh Schroeck  
Brenna Katheryn Schroeck  
Zachary Ethan Schroeder  
Sydney Ann Semel  
Karlie Jeanne Severance  
Josiah Kevin Seymour  
Faith Ayomide Shielu  
Matthew Joseph Shurman  
Jarod Austin Sickler  
Dylan Jay Sigler  
Aidan Elliot Smith

Jordan Campbell Smith  
Archer Cain Spencer  
Garin Christopher Spurlock  
Victoria Ann Stalter  
Monica Joan Stanford  
Nathan Kristopher Steele  
Shane Michael Streiler  
Vigneshwaren P Sundaresan  
Ayush Sunkad  
Cameron James Sutherland  
Peter Moeller Sutton  
Sophia Jaroslava Sutton  
Ciara Nicole Szerencsits  
Sahil Meghraj Tayade  
Nathan Scott Thomas  
Nathan Phu Tran  
Bronson Jonah Turnage  
Isabella Rose Volpe  
Samuel Mason Warren  
Mason Paul Watmough  
Lucy Kay Webb  
Matthew Ryan Weber  
Ava Elizabeth Weithman  
Maya Caroline Wensits  
Benjamin Wilson Wheeler  
Maxwell Keith Williams  
Blake Thomas Williamson  
Abigail Ann Wilson  
Matthew Allan Wilson  
Stephanie Theresa Wimer  
Gabriel William Woerner  
Stanford Mason Wong  
Michael Joseph Worboy  
Margaret Grace Wright  
Patrick James Yoakam  
Nicholas Basir Younoszai  
Bennett Bradley Zeitner

**Orange High School ~ Graduating Seniors  
Class of 2020**

<i>Dena Raed Abdellatif</i>	<i>Jack Matthew Berkowitz</i>	<i>Maggie Olivia Chafin</i>
<i>Alexander Walter Abood</i>	<i>Tyler Michael Berry</i>	<i>Olivia Marie Channel</i>
<i>Dennis Denzel Acheampong</i>	<i>Lauren Haley Bess</i>	<i>Ethan Scott Chapman</i>
<i>Jaeschel Owusu Acheampong</i>	<i>Grace Elizabeth Bezold</i>	<i>Hao Chen</i>
<i>Mitchell Vicente Adkins</i>	<i>Logan Bennett Singh Bhatia</i>	<i>Jack Andrew Chmielewski</i>
<i>Disha Aggarwal</i>	<i>Noah Gabriel Bidstrup</i>	<i>Ian Thomas Chovan</i>
<i>Isabella Grace Alasti</i>	<i>Jalen Alexander Bigby</i>	<i>Jack Austin Chriss</i>
<i>Hanad Abdirizak Ali</i>	<i>Taylor Janae Bills</i>	<i>Chloe Carrington Chupp</i>
<i>Jack Henry Almond</i>	<i>Emma Gail Blackstone</i>	<i>Leah Marie Clark</i>
<i>Bismark Anarfi</i>	<i>Triston Jacob Bluntschly</i>	<i>Matthew Kane Clark</i>
<i>Kayla Marie Anderson</i>	<i>Caroline Elizabeth Bobay</i>	<i>Cierra Jade Clemons</i>
<i>Anju Anilkumar</i>	<i>Miranda Elise Boblett</i>	<i>Allison Riley Clifford</i>
<i>Jacob Tanner Armstrong</i>	<i>Laura Ellen Boone</i>	<i>Luke Patrick Clifford</i>
<i>Hillary Biafra Asante</i>	<i>Emily Nicole Brace</i>	<i>Nicholas Alan Cline</i>
<i>Nathan Baffour Asare</i>	<i>Matthew Joseph Brady</i>	<i>Delila Rose Coddington</i>
<i>Gabriella Rose Ashcroft</i>	<i>Kimberly Michelle Brann</i>	<i>Brayden Marshall Coffin</i>
<i>Ayoub Abdulkadir Aweis</i>	<i>Craig Alan Breedlove Jr</i>	<i>Kyle Bruce Collins</i>
<i>Michael Andrew Nathan</i>	<i>Hannah Marie Brown</i>	<i>Alexa Danielle Cook</i>
<i>Ayyoub</i>	<i>Bonnie Kristina Burns</i>	<i>Amia Ann Corbitt</i>
<i>Carol Shereen Azer</i>	<i>Julia Marie Burt</i>	<i>Raidyn Alexander Coursey</i>
<i>Wilson Thomas Baker</i>	<i>Jada Alease Burton</i>	<i>Ryan Thomas Coy</i>
<i>Fallon Nicole Bandy</i>	<i>Abigail Grace Butler</i>	<i>Carlie Rose Cummings</i>
<i>Tatum Jade Bardash</i>	<i>Darius Ryan Butler</i>	<i>Camden Michael Cush</i>
<i>Corey Sean Barr</i>	<i>Kali Rae Butler</i>	<i>Ryan Curtis Cutler</i>
<i>Mohamed Abdi Barre</i>	<i>Makayla Dawn Butler</i>	<i>Max Alan Daley</i>
<i>Shianne Marie Barrett</i>	<i>Josie Caelin Cahall</i>	<i>Nhi Ngoc Thi Dang</i>
<i>Camille Jordan Barron</i>	<i>Avery Elizabeth Yongze</i>	<i>Evan David Dangler</i>
<i>Alexandra Marie Bartolomei</i>	<i>Caiazza</i>	<i>Tanner Michael Davidson</i>
<i>Madison Alexandra Bastian</i>	<i>Alexandra Lenore Callis</i>	<i>Alexandria Christian Davis</i>
<i>Hope Anabelle Baumeyer</i>	<i>Lukas Bradley Cameron</i>	<i>Allison Rae Davis</i>
<i>Zachary Ryan Beaver</i>	<i>Bianca Michelle Canini</i>	<i>Evan Michael Decker</i>
<i>Zachary Cole Bednarek</i>	<i>Nicole Esmeralda Carbajal</i>	<i>Griffin Ryan Decker</i>
<i>Zoey Angeline Beierle-Joliot</i>	<i>Cortez</i>	<i>Giavona Tracyann Delelles</i>
<i>Dean Robert Belinger</i>	<i>Jolie Faith Carroll</i>	<i>Allison Kate Delmonico</i>
<i>Alexander Casey Bell</i>	<i>Ahtiona Marae Carter</i>	<i>Allyson Lynn DeProfio</i>
<i>Anthony John Bell</i>	<i>Alex Grey Carter</i>	<i>Xavier Dale Deweese</i>
<i>Grayson Rose Bell</i>	<i>Aylessa Marche Carter</i>	<i>Bennett Christian Dickerson</i>
<i>Paige Marie Benecke</i>	<i>Jason Samuel Cataland</i>	<i>Kyle Michael Dickson</i>
<i>Cole William Benjamin</i>	<i>Abigail Elizabeth Celestin</i>	<i>Olivia Claire Dieckmann</i>
<i>Alexa Breanne Berisford</i>	<i>Alexandra Matea Cercena</i>	<i>Taylor Lynn Disabato</i>

**Orange High School ~ Graduating Seniors  
Class of 2020**

Paulina Opare Djan	Carter Lee Goodknight	Mia Elizabeth Jakubowski
Riley Nora Duffy	Anna Elizabeth Grabau	Ikhra N Jama
Reece Aaron Dunham	Eleah Allison Gray	Andrew John Jester
McKenna Marie Dunn	Remy Nicole Gray	Aaron Thomas Johnson
Sandra Rose Dutko	Elizabeth Marie Grotelueschen	Alexander Morgan Johnson
Corbin Michael Dyer	Jesse Agyin Gyimah	Nicholas Anthony Johnson
Andrea Rae Eckels	Austin Thomas Haidet	Russell Patrick Jones
Cori Morgan Edwards	Kelsie Kathryn Hall	Abigail Nicole Jordan
Andrew Jon Eisenman	Anna Elizabeth Halleck	Peyton MacIntire Jourdan
Ian Samuel Enders	Cooper David Halverson	Pujith Reddy Kachana
Samuel Lawrence English	Yousef Samer Hamdan	Julian Kauf
Tyler Matthew Estridge	Benjamin Scott Hamms	Payton Hope Kaufman
Lilliana Teresa Exterovich	Teresa Marie Hawk	Pooja Varma Keerthipati
Reese Ann Faber	Spencer Joseph Hawkins	Adam Stephen Kelch
Andrew John Fate-Bolognone	Nathan Scott Hazel	Alexander Michael Kenish
Noah James Fate-Bolognone	Sunny Wasin He	Teigan Madison Kent
Samantha Marie Fedio	Sara Grace Healey	Christina Grace Kerbler
Helen Solomon Fegadu	Athena Marie Heckman	Adrienne Jolene Kessler
Alan Jiawei Feng	Samuel Lawrence Heiligmann	Mariam Zaina Khan
Tingyou Feng	Owen Matthew Heiman	Kanika Khatri
Jack Gardner Fenton	Juliana Hendez	Julie Frances Kilpatrick
Joseangel Fernandez	Maya La'Ve Hendricks	Erin Yoon Kim
Kaleigh Marie Ferrell	Bailey Ann Catherine	Nicole Elizabeth Kingzett
Meghan Celeste Fleckenstein	Hever	Savannah Marie Kirby
Harrison James Foster	Kinleigh Ashlyne Hill	Sho John Kiriara
Dejaz Naiylah-Alisa France	Zachary Michael Hill	Emma Dawn Kiser
Caleb Julius French	Jonathan Thomas Evan Hogue	Corben David Kish
Faith Renee Frentsos	Taylor Nicole Horn	Avery Amina Kissler
Jordan Melissa Friedel	Kayla Marie Howard	Benjamin William Klein
Regan Alexis Gadrim	Sarah Himani Howlader	Erika Anne Knodel
Keeley Ann Galloway	Connor Edward Wayne	Alexander Nicholas Kolev
Raghav Gautam	Huckeby	Jack Grayson Kossoudji
Kevin Robert Gee	David Giovanni Hughes	Omar Kotrach
Maxwell Joseph Geiger	Padraig Chian Chu Hurley	Kathryn Joy Kraynak
Sarah Noor Ghazi	Tyler Joseph Hurst	Ian Raymond Krider
Tatum Shanley Gibson	Ivan-Atanas Ivanov Iakov	Ashley Victoria Krumlaw
Madeline Marie Gilles	Savin Faysal Ibrahim	Brian Yoon-kong Ku
Johnathan Robert Gillespie	Nicole Gwendolyn Ike	Halle Jane Kufrin
Michael Edwin Gillespie	Anish Varma Indukuri	Gabriel Bryan Kunkleman
Joy Neema Kahaki Gimei	Isaiah W Jaaffar	Madison Ann Kyaw

**Orange High School ~ Graduating Seniors  
Class of 2020**

Hunter Allen Lambert  
Peyton Graham Lather  
Zane Matthew Lattig  
Evan Noah Law  
Amy Le  
Jimin Lee  
Brady Allen Leemaster  
Nathaniel Jakob Lehman  
Evan Michael Leist  
Justin Scott Lenhart  
Sophia Ann Leonetti  
Eric Scott Leslie  
Cole Arthur Lewis  
Isabella Pieper Lima  
Yen Chen Liou  
Spencer Elliot Lloyd  
Hannah Ashley Logan  
Joshua Scott Long  
Alexander Mateo Lopez  
Megan Nicole Lowry  
Clairece Pharr Lowther  
Addison Gregory Lozinak  
Ava Quinn Lytle  
Khameron Xavier Macarthy  
Abra Joy Mahmud  
Rohit Rajeev Malkan  
Zachary David Mallett  
Matthew Stefan Manngard  
Isabella Miette Marcelo  
Nina Tio Marin  
Samuel David Marino  
Logan Jacob Marshall  
Eryn Michelle Martin  
Leen Mohammed Mahmud  
Mashal  
Katherine Rose Masko  
Adeline Grace Masters  
Connor Robert Mathena  
Mackenzie Rose Mathews  
Jacob Stephen Mattingly

Kailyn Marie Mattox  
Alexandra Lane McAtee  
Emily Grace McCall  
Allison Ann McCarter  
Melia Erin McCoy  
Owen Edward McDermott  
Nicholas Ryan McDonald  
Preston James McGrady  
Samantha Marie McManus  
Cameron James McVay  
Colin Michael McWilliams  
Ryan Patrick Meddles  
Nicholas Paul Melcher  
Alina M Mendoza  
Blake James Messenger  
Siddhardha Satyanarayana  
Metta  
Alaina Vincenza Miller  
Cameron Andrew Miller  
Madeleine Marie Miller  
Nathaniel John Miller  
Caleb Graham Minniear  
Lauren Nichole Mlynarek  
Omar Saidi Mohamed  
Madison Noel Moll  
Matthew Philip Momburg  
Matthew Steven Monago  
Cody Brian Moore  
Ethan Shane Morris  
Jacob Michael Morrone  
Isabelle Christine Moser  
Edwin Donovan Muller  
Mridula Murali Manohar  
Emily Maureen Murphy  
Austin Joseph Murray  
Segen Habtesion Mussie  
Cardan Kipchumba Mutai  
Aliya Isabella Mathew Myers  
Mykaila Raynell Myers  
Joseph Allen Nagy

Lucas Calaway Nelson  
Robin Vivian Nemec  
Russell Jacob Nemec  
Elayna Marie Newkirk  
Craig Anderson Ngo  
Thomas Thien Thanh Nguyen  
Lauren Michelle Nichols  
Nishat Shama Nihah  
Jacob Christopher Norz  
Chioma Nwomeh  
Averie Claire Ogden  
Emmanuel Eniola  
Oluwamuyide  
Clarisa Isabel Olvera  
Gabriel Lee Ortiz  
Chetan Sai Pabboju  
Jared Franklin Pack  
Ashley Rachel Paglia  
Alexis Carol Palombaro  
Zackary Krassimirov Pantchev  
Ivan Alejandro Paredes  
Emily Grace Parker  
Grace Lee Parsons  
Jonathan Philip Parsons  
Aayush P Patel  
Krish Kalpesh Patel  
Yash C Patel  
Cole Michael Patterson  
Shoumili Paul  
Elijah Kennedy Payne  
Erin Christina Pearson  
Kaylin Debra Pellington  
Justin Peng  
Katelyn Diana Pepper  
Mariah Omapas Petrucelli  
Delaney Nicole Phillips  
Chelsea Raye Pickett  
Maria Elizabeth Pirooz  
Miriam Josephine Pleasnick  
Anna Irene Plumb



**Orange High School ~ Graduating Seniors  
Class of 2020**

Rebecca Sarah Plumb	Athena Saha	Case Jackson Starcher
Marie-Chantel Olivia Polk	Erick David Sanchez	Kyra Nicole Stellmar
Grace Leanne Poorbaugh	Brendon George Sanchez	Makenna Bryn Stellmar
Avi Gyan Popat	Loesel	Keiln Jamr Stevens Jr
Deepak Prabakaran	Kellen Mathias Sargent	Jason Robert Stewart
Makenna Janae Price	Nafees Rakash Sathik	Maxwell William Stewart
Mykel Thoms Provens	Gavin Joseph Saunders	Erin Kathleen Storrer
Nandithadas Puthiya Purayil	Ben Patrick Schmeling	Naomi Fay Strauss
Andrew James Quick	Maria Lore Schmidt	George Kyle Stringer
Aidan Shawn Quigley	Thomas Neal Schneider	Sean Edward Stuart
Mustafa Nadim Quraishi	Nicholas Stone Schoenleb	Jeffrey Andrew Francis
Shivani Rajesh	Holly Danielle Schutte	Sullivan
Ashwin Rajkumar	Katie Ann Scott	Luke Michael Suver
Gian Fabrizio Ramos	Lindsey Marie Scott	McKenzie Lee Sykes
Houston Allen Ramsey	Aidan Joseph Segna	Jordan Leigh Synk
Samuel Lee Rankin	Adrianna Elizabeth	Steven Andrew Szasz
John William Rawson	Seigneur	Najib Mohammad Talukder
Jacob Delafield Raynor	Andrew William Seipel	Alexis Ann Tarach
Charles Calvin Reed IV	Katelin Elizabeth Shane	Dominic Tremain Taylor
Kortney Lee Reed	Esha Sharma	Toriana Lynn Taylor
Patrick Hunter Reed	Raymie Addiline Shields	Hunter Alexander Tennyson
Braden Edward Riley	Jaehyeong Shin	Amani Somyontanarath Thach
Madison Michele Riley	Emma Hoyland Shinker	Courtney Suzanne Thagard
Emma Grace Rippy	Ashley Marie Shinn	Sydney Nicole Thompson
Isabella Victoria Rivelle	Celeste Christine Shippitka	Lauren Shau Mei Timmons
Ava Marie Robinson	Jay Alexander Scott Hockey	Sophia Jaqueline Tobias
William Robertson Roby	Marina Ryan Siles	Riley Jackson Tomechak
Claire Maureen Mia Rochon	Emma Elizabeth Sill	Austin Tre Toney
Hayden Jaxon Rocks	Jake Ryan Silliman	Rocco Joseph Torio
Deshawn Alexander Rode	Samuel Thomas Simmons	Ramon Tomas Torres
Emmanuel Mian Rode	Amishi Jay Singh	Dylan Matthew Townsend
Alyssa Isabella Rodriguez	Gurpuneet Singh	Sreya Tummalapalli
Nathaniel James Roffman	Sebastian Alexander Skipper	Jackson Glenn Uhl
Emily Catherine Rogers	Alayna Grace Smith	Yohanes Philip Underwood
Griffin Patrick Runyon	Myra Katherine Smith	Layo Julian Valenzuela-Ramos
Katelin Olivia Russell	Sarah Marie Smith	Gabrielle Gannon Valiulis
Skylar Tayte Russell	Ruben Antonio Solano-Palma	Khang Manh Van
Trinity Aryanna Russell	Alexis Marie Spillman	Gabriella Joy Van Zile
Gabrielle Elizabeth Ryan	Sheetansha Srivastava	Josie Annlynn Vance
Blake Edward Saffell	Owen Wheeler Ryan Stansifer	Jacob Anthony Vanchieri

**Orange High School ~ Graduating Seniors  
Class of 2020**

*Paulette Sophia Vazquez-  
Rivera*

*Bryce Xavier Vellky*

*Vishwa Venkateshwaran*

*Ethan Robert Vinicky*

*Abitha Elizabeth Vinoyi*

*Kaleb Thomas Wade*

*Zavier Dean Waggoner*

*Samuel Joseph Wainwright*

*Alyssa Ann Wallace*

*Andrew Stephen Wander*

*Branden Michael Webb*

*Ethan James Webb*

*Ryan Matthew Welch*

*Nicholas James Welsheimer*

*Landon James West*

*Allison Jane Whatley*

*Kailey Marie White*

*Jesse Caleb Wicks*

*Katelyn Renee Wiest*

*Kristopher Demarcus Wilder*

*Lyndsay Meredith Wilson*

*Christina Marie Wingert*

*Ryan Joseph Woods*

*Thomas Cisco Woolf*

*Jennifer Wu*

*Wanying Wu*

*Samuel Ray Wyne*

*Spencer James Wyne*

*Lila Marie Xenakis*

*John Christian Yochum*

*Brant Benjamin Yocum*

*Issias Gebremeskel Yohannes*

*Griffin Patrick Yothers*

*Brandon Michael Young*

*Joshua Christopher Young*

*Yasmin Y Yuusuf*

*Rafee Syed Zafar*

*Edward Louis Zalar*

*Leigha Erin Zeisler*

*Daniel Zhao*

*Hannah Renee Zimmerman*

*Hannah Marie Zingg*

*Ryan Michael Zinn*



# OLENTANGY SCHOOLS CALENDAR 2021-2022 SCHOOL YEAR

*Presented to the Board of Education for approval April 23, 2020*

- ▲ First/Last days of school
- ▶ Start of grading period
- ◀ End of grading period
- Teacher work day

- ⊙ Professional Development day
- H Holiday
- Two-hour early dismissal

AUGUST 2021						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16■	17■	18■	19▲	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2022						
S	M	T	W	TH	F	S
						1
2	3▶	4	5	6	7	8
9	10	11	12	13	14	15
16	17H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6H	7	8	9	10	11
12	13	14	15	16	17	18
19	20⊙	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18⊙	19
20	21H	22	23	24	25	26
27	28					

OCTOBER 2021						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14◀	15	16
17	18■	19▶	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10◀	11■	12
13	14▶	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2021						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25H	26	27
28	29⊙	30				

APRIL 2022						
S	M	T	W	TH	F	S
					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2021						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17◀	18
19	20■	21	22	23	24	25
26	27	28	29	30	31	

MAY 2022						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26▲	27■	28
29	30H	31				

## AUGUST 2021

16-18 Teacher work days  
17 Elementary Open House  
19 First day of school

## SEPTEMBER 2021

6 Labor Day – No school  
20 Professional Development – No school

## OCTOBER 2021

14 End of first quarter  
15 COTA Day – No school  
18 Teacher Work Day – No school

## NOVEMBER 2021

24 Conference Exchange Day – No school  
25-26 Thanksgiving break  
29 PD Day-No school

## DECEMBER 2021

17 End of second quarter; end 1st semester  
20 Teacher Work Day – No school  
Winter Break ~ Dec. 20, 2021 - Dec. 31, 2022

## JANUARY 2022

3 Classes resume; begin 2nd semester  
17 M.L. King, Jr. Day – No school

## FEBRUARY 2022

18 Professional Development – No school  
21 Presidents' Day – No school

## MARCH 2022

10 End of the third quarter  
11 Teacher Work Day – No school  
Spring Break: March 28 – April 1, 2022

## APRIL 2022

15 Conference Exchange Day – No school

## MAY 2022

26 Last day of school  
(Two-hour early dismissal for K-5)  
27 Teacher Work Day

# ELEMENTARY STUDENT HANDBOOK

2020-2021



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted May 23, 2019.

# OLENTANGY SCHOOLS

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

## BOARD OF EDUCATION

<del>Kevin O'Brien</del> <u>Mindy Patrick</u>	President
<del>Mindy Patrick</del> <u>Julie Wagner Feasel</u>	Vice President
<del>Roger Bartz</del> <u>Dave King</u>	Board Member
<del>Julie Wagner Feasel</del> <u>Kevin O'Brien</u>	Board Member
<del>Dave King</del> <u>LaKesha Wyse</u>	Board Member

## ELEMENTARY SCHOOLS

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

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

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

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

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

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

Indian Springs  
3828 Home Road  
Powell, OH 43065  
740-657-4950

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

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

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

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

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

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

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

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

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## INTRODUCTION

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### FOREWORD

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

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

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

### DISTRICT INFORMATION SOURCES

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

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

### EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

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



intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

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

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

Randy Wright  
Chief of Administrative Services  
Randy\_Wright@olsd.us  
740-657-4012

Jacqueline Merkle  
Supervisor of Equity and Inclusion  
Jacqueline\_Merkle@olsd.us  
740-657-5068

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

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

## ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the [Student Resources](#) page of the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool on the [Parents Resources](#) page of the district website.

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

## SCHOOL CLOSINGS AND DELAYS

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

## ATTENDANCE

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### 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.

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

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

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

### ABSENCES, TARDINESS, AND TRUANCY

#### ABSENCES AND TARDIES

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

- Tardy – Students who arrive within 90 minutes of the school starting time will be considered tardy.
- Half-Day Absence – Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.
- Full-Day Absence – Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.
- Early Departure – Students who leave within 90 minutes of the end of the day will be considered a p.m. tardy.

## EXCESSIVE ABSENCES

Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent from school with combined nonmedical excused absences and unexcused absences in excess of ~~with or without a legitimate excuse~~

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

## HABITUAL TRUANCY

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

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

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

## EXCUSED ABSENCES

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

1. Personal illness or injury (a medical verification note may be required by 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;
6. Good cause approved by the superintendent;
7. Emergency circumstances approved by the principal.

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

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

## UNEXCUSED ABSENCES

Upon returning to school following an absence or tardiness, students may give the homeroom teacher a note from the parent, guardian or medical professional stating the reason for the absence or tardiness. Parent notes must be submitted ~~within five school days of the student's return to school~~ or the absence will

be considered unexcused. ~~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.~~

## ILLNESS WHILE AT SCHOOL

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

## EARLY DISMISSAL OF STUDENTS

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

## CO-CURRICULAR PARTICIPATION

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

## SPECIAL ABSENCES

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

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

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

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

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

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

1. Submit an Alternate Learning Experience/Student Vacation Application ~~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;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

### WITHDRAWAL FROM SCHOOL

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

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

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

## CODE OF CONDUCT

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

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

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

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

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

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

Violation of the Code of Conduct may result in:

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

## IMPORTANT NOTICES

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

- Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
- Surveillance – For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.

## CODE OF CONDUCT VIOLATIONS

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

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

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

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



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

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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

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

### 1. STATEMENT OF POLICY REGARDING STUDENTS

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

#### a. Definitions

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

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

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

b. Jurisdiction

This policy extends to use of the above:

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

## 2. STUDENT RESPONSIBILITY

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

## 3. PARENT RESPONSIBILITIES

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

## 4. STAFF RESPONSIBILITIES

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

## 5. SCHOOL OFFICIALS RESPONSIBILITIES

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

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

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

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

## 6. MEDICATION

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

## 7. DRUG PARAPHERNALIA

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

## 8. SEARCHES – See School's Right to Search

## 9. OFFENSES AND DISCIPLINARY ACTION

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

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

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

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

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

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

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

### Suspension/Discipline Reduction Options

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

## 10. SELF-REFERRAL

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

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

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

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

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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

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

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

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

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

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



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

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

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

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

## DRESS CODE

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

~~The following are guidelines for students:~~

- ~~1.—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.—Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.—Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.—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.~~
- ~~5.—Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.—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.~~
- ~~7.—See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.—Oversized clothing, which compromises the safety of students, is not permitted.~~



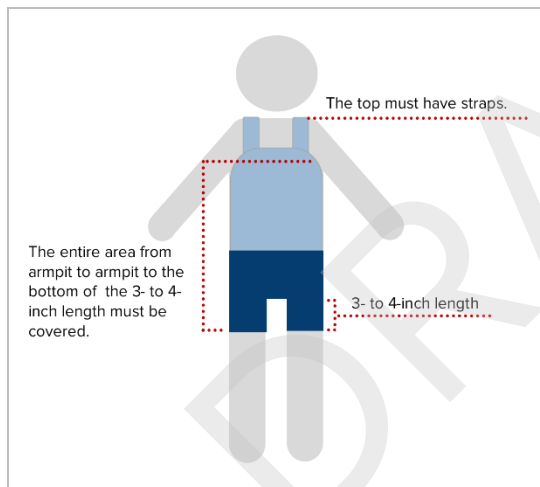
- ~~9.—Appropriate and safe shoes or sandals will be worn at all times.~~
- ~~10.—Coats are to be worn to and from school only and must be placed in student lockers if available. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.~~
- ~~11.—Elementary students 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.~~

The following are guidelines for students:

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



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

8. Elementary students are not permitted to carry book bags, backpacks, and/or other large bags during the school day. These bags are to be stored in the student's locker or an appropriate designated area.

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

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

## CAFETERIA RULES

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

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

Students may use designated restrooms during lunches.

## PLAYGROUND RULES

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

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

## DISCIPLINE OPTIONS

### DETENTION

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

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

### LUNCHTIME DETENTION

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

### IN-SCHOOL DETENTION (ISD)

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

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

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

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Students may not attend any school functions, home or away, while serving OSS.
5. Students serving OSS may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school, unless an exception is made by the school administrator.

### EMERGENCY REMOVAL

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

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

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

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

## EXPULSION

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

## DUE PROCESS AND RIGHT OF APPEAL

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

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

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

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

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

## QUESTIONING OF STUDENTS

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

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

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

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

## SCHOOL'S RIGHT TO SEARCH

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

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

## BUS RULES

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

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

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

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

To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. (Ohio Administrative Code 3301-83-08 C4).
2. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83.08).
3. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area (Ohio Law 3301.83.08 B6).
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus (Ohio Law 3301.83.08 C.6).
6. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
7. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language (Ohio Law 3301.83.08).
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
14. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device.(Ohio Law 3301.83.08 and Ohio Revised Code §2151.87).
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
16. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk (Ohio Law 3301.83.08).

21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise (Ohio Law 3301.83.08).

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

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

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

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

Some other Level I infractions are:

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

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

Some examples are:

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

## Recommended Consequences for Level I &amp; II Bus Rules Infractions

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

## FOLLOW-UP COMMUNICATION

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

## SPECIAL MESSAGE TO PARENTS OF KINDERGARTEN AND FIRST GRADE STUDENTS

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

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

## DESIGNATED PLACE OF SAFETY

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



## IF YOUR STUDENT CROSSES THE STREET TO APPROACH A BUS

MORNING PICK UP:	AFTERNOON DROP OFF – CROSSOVER:
<ol style="list-style-type: none"> <li>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the bus.</li> <li>2. WATCH for the driver's hand signal</li> <li>3. When driver gives signal, CHECK for traffic, then walk straight across the road 10 feet away from the bus to allow the driver to see students at all times.</li> <li>4. ENTER bus and promptly sit in assigned seat safely.</li> </ol>	<ol style="list-style-type: none"> <li>1. STOP alongside the roadway, 10 feet from the front of the bus. LOOK for the drivers hand signal.</li> <li>2. STOP at the front edge of the bus. LOOK for cars: left, right, left.</li> <li>3. STOP at your designated place of safety.</li> <li>4. WAIT for the bus to depart, then proceed to residence.</li> </ol>

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

MORNING PICK UP:	AFTERNOON DROP OFF:
<ol style="list-style-type: none"> <li>1. WAIT for the bus at the designated place of safety, at least 10 feet away from the roadway.</li> <li>2. WAIT for the bus to stop completely, door to open and for the driver's hand signal to board the bus.</li> <li>3. ENTER the bus and promptly sit in assigned seat safely.</li> </ol>	<ol style="list-style-type: none"> <li>1. WALK to designated place of safety, at least 10 feet away from roadway.</li> <li>2. WAIT for the bus to depart, then proceed to residence.</li> </ol>

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.

## CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

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

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

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

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

### SCHOOL COUNSELOR SERVICES

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

### GIFTED SERVICES

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

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

For additional information, visit Olentangy's [Gifted Services](#) webpage.

## EQUITY AND INCLUSION PROGRAM

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

## FIELD TRIPS

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

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

## LIBRARY/MEDIA CENTER

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. ~~Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors.~~ Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

1. Students may only access 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, extensions, or apps 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 it has an impact on the schooling environment it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
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. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
28. Game playing is not permitted at any time unless otherwise directed by the teacher.

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

Students are not allowed to circumvent the Internet 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. 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 result in removal from the wireless network, confiscation of equipment, notification to the appropriate legal authorities and/or other legal action may be pursued.

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

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

## GRADING

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

### PERFORMANCE LEVELS

The chart below describes report card Performance Levels.

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

### EFFORT, ACADEMIC WORK HABITS, PERSONAL GROWTH

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

+	Consistently demonstrates
\	Sometimes demonstrates
-	Needs improvements

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

### REPORT CARDS

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

## HEALTH AND SAFETY

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### HEALTH REGULATIONS

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

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

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

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

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

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

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



## ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

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

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

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

## DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District 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.

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

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

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

## ILLNESS/INJURY

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

## MEDICAL CONCERNS

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

## NON-SMOKING / VAPING POLICY

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

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

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

## STAY SAFE. SPEAK UP!

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

## SUICIDE PREVENTION RESOURCES

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

In an urgent situation, please use the resources below:

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

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## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Email ~~C~~claims of copyright infringement ~~may be emailed~~ to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) ~~or sent by email~~ [mail claims](#) to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, ~~740-657-4050~~.

### FEES

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

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

### FEE COLLECTIONS AND FEE WAIVERS

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

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the 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. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

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

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

## FUNDRAISING ACTIVITIES

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

## INTRADISTRICT TRANSFERS

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

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

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

## LOCKER ASSIGNMENTS

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

## LOST AND FOUND

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

## PARTIES

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

## POSTERS / COMMUNITY ANNOUNCEMENTS

The principal must approve all posters/announcements.

## PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

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

### Step 1 – Direct Conversation

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

### Step 2 – Fact and Possible Resolution

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

### Step 3 – Formal Process

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

### Dispositions

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

## Repeat Concerns

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

## Relation to Other Procedures

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

## RELEASE OF STUDENTS PHOTOS AND WORK ONLINE

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

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

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

## RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

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

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

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

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

## RELEASE OF STUDENT RECORDS

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

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

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

## RIDING BIKES/SCOOTERS TO SCHOOL

If a student chooses to ride a bike, scooter, or skateboard to school, they are required to dismount when they arrive on school property. We highly recommend helmets for students using this mode of transportation.

## UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them.



## VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

DRAFT

# MIDDLE SCHOOL STUDENT HANDBOOK

2020-2021



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted on May 23, 2019.

# OLENTANGY SCHOOLS

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

## BOARD OF EDUCATION

<del>Kevin O'Brien</del> <u>Mindy Patrick</u>	President
<del>Mindy Patrick</del> <u>Julie Wagner Feasel</u>	Vice President
<del>Roger Bartz</del> <u>Dave King</u>	Board Member
<del>Julie Wagner Feasel</del> <u>Kevin O'Brien</u>	Board Member
<del>Dave King</del> <u>LaKesha Wyse</u>	Board Member

## MIDDLE SCHOOLS

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

Hyatts  
6885 Sawmill Parkway  
Powell, OH 43065  
740-657-5400

Liberty  
7940 Liberty Road  
Powell, OH 43065  
740-657-4400

Orange  
2680 E. Orange Road  
Lewis Center, OH 43035  
740-657-5300

Shanahan  
814 Shanahan Road  
Lewis Center, OH 43035  
740-657-4300

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## INTRODUCTION

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### FOREWORD

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

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

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

### DISTRICT INFORMATION SOURCES

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

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

### EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

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

intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

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

The District employee responsible for receiving and/or investigating reports of harassment are:

Randy Wright  
Chief of Administrative Services  
Randy\_Wright@olsd.us  
740-657-4012

Jacqueline Merkle  
Supervisor of Equity and Inclusion  
Jacqueline\_Merkle@olsd.us  
740-657-5068

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

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

## ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the [Student Resources](#) page of the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool on the [Parents Resources](#) page of the district website.

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

## SCHOOL CLOSINGS AND DELAYS

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

## ATTENDANCE

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### 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.

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

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

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

### ABSENCES, TARDINESS, AND TRUANCY

#### ABSENCES/TARDIES

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

- Tardy- Students who arrive within 90 minutes of the school starting time will be considered tardy.
- Half-Day Absence- Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent..
- Full-Day Absence- Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.
- Early Departure- Students who leave within 90 minutes of the end of the day will be considered a PM p.m. tardy.

After school begins, students are required to report to the attendance office immediately upon arrival to obtain an Admit Slip.

- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued and a parent conference may be requested.
- On the fifth and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, may be issued and a parent conference may be requested.



## EXCESSIVE ABSENCES

Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent from school with combined nonmedical excused absences and unexcused absences in excess of ~~with or without a legitimate excuse~~

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

## HABITUAL TRUANCY

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

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

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

## EXCUSED ABSENCES

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

1. Personal illness or injury (a medical verification note may be required by 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;
6. Good cause approved by the superintendent;
7. Emergency Circumstances approved by the principal.

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

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

The student should report to the attendance office the day he/she returns to school. All students must obtain an Admit Slip the day of return. Absences documented with medical verification notes for each date absent will be excused.

## UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second and subsequent offenses a student may be issued a Wednesday or Saturday School.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit.

Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctor's notes may be accepted by fax or e-mail in the main office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

## ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office.

If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

## EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with custodial parent(s) or guardian approval. Failure to follow this procedure may result in school discipline.

## EXTRA- AND CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day, not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

## SPECIAL ABSENCES

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

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

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

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

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

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

1. Submit an Alternate Learning Experience/Student Vacation Application ~~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;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

## WITHDRAWAL FROM SCHOOL

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

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

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

## CODE OF CONDUCT

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

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

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

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

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

Violation of the Code of Conduct may result in:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension (OSS)
- Emergency removal
- Referral to law enforcement agencies
- Expulsion
- Permanent exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of other privileges

## IMPORTANT NOTICES

- **Discipline of Students with Disabilities** – Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5610).
- **Notification of Criminal Activity** – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

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

## CODE OF CONDUCT VIOLATIONS

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

10. Dangerous Weapons and Instruments – Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school sponsored event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

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

- a. Use, possession, sale, distribution, or knowledge of a firearm
  - b. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
  - c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.
  - d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary or poison gas
  - e. Use, possession, sale, distribution or knowledge of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
  - f. A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
  - g. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
  - h. Any object that is used to threaten harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
  - i. Use, possession, sale, distribution, or knowledge of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.
11. Narcotics, Alcoholic Beverages and Drugs – Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug, paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to:

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

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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



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

## 1. STATEMENT OF POLICY REGARDING STUDENTS

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

### a. Definitions

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



4. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

b. Jurisdiction

This policy extends to use of the above:

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

2. STUDENT RESPONSIBILITY

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

3. PARENT RESPONSIBILITIES

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

4. STAFF RESPONSIBILITIES

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

5. SCHOOL OFFICIALS RESPONSIBILITIES

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

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

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

- a. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
- b. If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.

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

## 6. MEDICATION

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

## 7. DRUG PARAPHERNALIA

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

## 8. SEARCHES – See School's Right to Search

## 9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. The penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. At the hearing, the school official may consider matters in mitigation of the routine disciplinary measures.

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

- a. The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.

- b. Parents will be notified immediately and the student may be removed from classes or the school event.
- c. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs. School officials may file charges in the appropriate court.
- d. Parents will consult with the principal or the principal's designee.

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

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

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

#### Suspension/Discipline Reduction Options

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

#### 10. SELF-REFERRAL

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

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

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

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

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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

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

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

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

## DRESS CODE

~~No article of clothing shall be worn that distracts from the educational process. Building administrators have the final decision as to the appropriateness of all clothing and attire.~~

~~The following are guidelines for students:~~

- ~~1.—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.—Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.—Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.—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.~~
- ~~5.—Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.—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.~~
- ~~7.—See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.—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.~~

~~The following procedures are for violations of the middle 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.~~

~~Further Offenses: The student may be suspended from school.~~

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

Following are guidelines for students:

1. Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
2. Tops must have shoulder straps.
3. Shorts and skirts must reach the mid-thigh.
4. Appropriate footwear must be worn at all times and should be safe for the school environment.
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
6. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
7. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
8. Head coverings are only permitted for religious or medical purposes, unless approved by a principal.
9. Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.
2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

## CAFETERIA RULES

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

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

- A signed pass must be presented to leave the cafeteria (high school).

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

## DISCIPLINE OPTIONS

### DETENTION

Detention is generally served after school for a duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

### LUNCHTIME DETENTION

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

### SATURDAY OR WEDNESDAY SCHOOL

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

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork.
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

### IN-SCHOOL DETENTION (ISD)

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

### SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned for students in lieu of Out-of-School Suspension.

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



2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) ~~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 Olentangy 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.

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

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

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents will be notified of the student's rights to appeal.
4. Students may not attend any school functions, home or away, while serving OSS.
5. Students serving OSS may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school, unless an exception is made by the school administrator.

#### EMERGENCY REMOVAL

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

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

hearing. Within one school day of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student and treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.

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

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

### PERMANENT EXCLUSION

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

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board; and/or
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration;
2. Murder, manslaughter, felonious or aggravated assault;
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

### EXPULSION

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

### DUE PROCESS AND RIGHT OF APPEAL

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

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

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

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

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

## DANCES

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

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

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

## HALL PASSES

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

## QUESTIONING OF STUDENTS

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

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

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

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

## SCHOOL'S RIGHT TO SEARCH

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without

regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

## BUS RULES

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

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

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

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

To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, direct procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait. Pupils shall arrive at the bus stop before the bus is scheduled to arrive (Ohio Law 3301.83.08 C4).
2. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83.08).
3. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area (Ohio Law 3301.83.08 B6).
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus (Ohio Law 3301.83.08 C.6).
6. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).

7. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language (Ohio Law 3301.83.08).
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).
14. Students must not use tobacco in any form or alternative nicotine product. This includes any vaping device (Ohio Law 3301.83.08 and Ohio Revised Code §2151.87).
15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student (Ohio Law 3301.83.08).
16. Students must not throw or pass objects on, from or into the bus (Ohio Law 3301.83.08).
17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted (Ohio Law 3301.83.08).
18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
19. Students must not extend any part of their bodies out of the bus windows (Ohio Law 3301.83.08).
20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk (Ohio Law 3301.83.08).
21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise (Ohio Law 3301.83.08).

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

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

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

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

Some other Level I infractions are:

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

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

Some examples are:

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

Recommended Consequences for Level I & II Bus Rules Infractions

Middle School	Level I	Level II
First Written Report	Principal action	Principal action
Second Written Report	3 days off bus	5 days off bus
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Expelled

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

#### DESIGNATED PLACES OF SAFETY

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

to his/her instructions. Below is a description of how a student should approach a school bus from their designated place of safety.

### BUS PASSES

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

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## CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course/scheduling guide and fee schedule. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

### ALTERNATE EDUCATION PROGRAMS

Olentangy Academy: Supporting Individualized Success (OASIS)

The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.

Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)

The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will be working with local business and industry on design challenges to provide authentic, hands-on learning experiences that are directly connected to what they are learning in their math, science, English, and engineering course. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

### CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office provided they follow the regulations listed below. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Students or parents may request schedule changes through the school counselor. Written permission from the parent is required for the change. Administration reserves the right to make the final decision. Band, choir and other electives may only be added or dropped at the beginning of the nine-week grading period, with the written permission of a parent/guardian and teacher. Ultimately, it is the administration's responsibility to create student schedules and to make decisions about the assignment of students to classes.



## SCHOOL COUNSELOR SERVICES

School counselor services may include:

- Assistance in planning future education
- Interpretation of test scores
- Occupational information
- Career information
- Help in improving study skills
- Scheduling assistance
- Help with home, school or social concerns

A student desiring to speak with a school counselor should leave a note in the school office requesting that the counselor contact him or her as soon as possible.

## COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

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

Student Code of Conduct in CCP Settings: Students enrolled in CCP courses remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled. Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests.

## EQUITY AND INCLUSION

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

## FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (Policy 2340-Field and Other District –Sponsored Trips).

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

### LIBRARY/MEDIA CENTER

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. ~~Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors.~~ Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

### GIFTED SERVICES

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

Students who meet the criteria for direct services are deliberately placed in a class in which they receive differentiated instruction and curriculum as well as instructional supports that may include cluster grouping, co-teaching, small group instruction, and subject/whole grade acceleration.

For additional information, visit Olentangy's [Gifted Services](#) webpage.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

1. Students may only access 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, extensions, or apps 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 it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
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. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

27. Olentangy 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.
28. Game playing is not permitted at any time, unless otherwise directed by the teacher.

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

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

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy 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. Passkeys are not to be shared with others. Violators will be subject to disciplinary actions, removal from wireless network and/or confiscation of equipment. Exceptions to the above rules are permitted only under direct teacher supervision.

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

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

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

## GRADING

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

### STUDENT AVERAGE

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

### GRADING SCALE

Middle School Grading Scale						
Letter Grade	Percentage	Point Value		Letter Grade	Percentage	Point Value
A	93-100%	4.00		C	73-76%	2.00
A-	90-92%	3.67		C-	70-72%	1.67
B+	87-89%	3.33		D+	67-69%	1.33
B	83-86%	3.00		D	63-66%	1.00
B-	80-82%	2.67		D-	60-62%	0.67
C+	77-79%	2.33		F	0-59%	0.00

### GRADING INFORMATION

An “incomplete” is sometimes necessary in order to give students a chance to make up work missed due to illness. Work missed during absences may be made up (see attendance policy for details). Students should take the responsibility for contacting teachers for make-up work.

### REPORT CARDS

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

### ACADEMIC RECOGNITION ROLLS

The middle schools will honor students for the following standards of achievement (based on their cumulative GPA):

- Distinguished Roll 3.75-4.00
- Honor Roll 3.50-3.74
- Merit Roll 3.00-3.49

Academic rolls will be calculated after each quarter. Students earning a grade point average of 3.75 or higher without any D's, F's or I's, will achieve the Distinguished Roll. Students earning a grade point average of 3.5 - 3.74 without any D's, F's, or I's will achieve the Honor Roll. Students earning a grade point of 3.0 - 3.49 will achieve the Merit Roll.

## RETENTION

Students who fail two or more year-long academic subjects will be retained unless, in the judgment of the teachers, counselors and the principal, circumstances would warrant assigning them to the next grade. Any student planning to attend summer school for credit to make up failed courses must obtain prior approval of their program from the principal. Only programs held at a school and taught by a certified teacher will be approved.

~~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.~~

## HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

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

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

## GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

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

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

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

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

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

For additional information, visit Olentangy's [Gifted Services](#) webpage.

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## HEALTH AND SAFETY

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### HEALTH REGULATIONS

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

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

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

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

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

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

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

### ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability, those that serve as service animals as required by Federal and State law,

or those that conduct random searches for illegal substances. All animals must meet veterinary requirements set forth in the State law and County regulation/ordinance.

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

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

## DISTRICT SAFETY PLAN

In case of an emergency, district personnel will follow the District 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.

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

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

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

## ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called.

## MEDICAL CONCERNS

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

## NON-SMOKING / VAPING POLICY

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

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

## STAY SAFE. SPEAK UP!

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

## SUICIDE PREVENTION RESOURCES

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

In an urgent situation, please use the resources below:

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

## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Email ~~C~~claims of copyright infringement ~~may be emailed~~ to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) or ~~mail claims sent by email~~ to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, ~~740-657-4050~~.

### FEES

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

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

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

### FEE COLLECTIONS AND FEE WAIVERS

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

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the 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. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

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

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

## FUNDRAISING ACTIVITIES

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

## INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

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

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

## LOCKER ASSIGNMENTS

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

## LOST AND FOUND

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

## PARTIES

No parties are to be held during the school day unless permission is granted by the principal.

## POSTERS / COMMUNITY ANNOUNCEMENTS

The principal must approve all posters/announcements.

## PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

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

### Step 1 – Direct Conversation

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

### Step 2 – Fact and Possible Resolution

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

### Step 3 – Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all

meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

#### Dispositions

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

#### Repeat Concerns

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

#### Relation to Other Procedures

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

### RELEASE OF STUDENT PHOTOS AND WORK ONLINE

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

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

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

### RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

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

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

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



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

### RELEASE OF RECORDS

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

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

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

### UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them.



## VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

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## CO- AND EXTRA-CURRICULAR ACTIVITIES

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### EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to middle school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

### ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

### PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

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

For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck 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.

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# HIGH SCHOOL STUDENT HANDBOOK

2020-2021



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted on May 23, 2019.

# OLENTANGY SCHOOLS

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

## BOARD OF EDUCATION

<del>Kevin O'Brien</del> <u>Mindy Patrick</u>	President
<del>Mindy Patrick</del> <u>Julie Wagner Feasel</u>	Vice President
<del>Roger Bartz</del> <u>Dave King</u>	Board Member
<del>Julie Wagner Feasel</del> <u>Kevin O'Brien</u>	Board Member
<del>Dave King</del> <u>LaKesha Wyse</u>	Board Member

## HIGH SCHOOLS

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

Olentangy Liberty High School  
3584 Home Road  
Powell, OH 43065  
740-657-4200

Olentangy High School  
675 Lewis Center Road  
Lewis Center, OH 43035  
740-657-4100

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

## PROGRAMS

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

Olentangy Academy  
774 Graphics Way  
Lewis Center, OH 43035  
740-657-5800

Academy for Community Transition (ACT)  
STEM Academy (science, technology, engineering, and math)

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## INTRODUCTION

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### FOREWORD

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

### MISSION STATEMENT

Our mission is to facilitate maximum learning for every student

### VISION STATEMENT

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

### DISTRICT INFORMATION SOURCES

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

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

### EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

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



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

A staff member, any student or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, 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 are:

Randy Wright  
Chief of Administrative Services  
Randy\_Wright@olsd.us  
740-657-4012

Jacqueline Merkle  
Supervisor of Equity and Inclusion  
Jacqueline\_Merkle@olsd.us  
740-657-5068

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

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

## ONLINE ACCESS TO STUDENT INFORMATION

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

- Students use their myOLSD account to access curriculum resources, report cards, and additional individual student information. Students can access myOLSD from the [Student Resources](#) page of the district website.
- Parents can access student lunch account and transportation information via their PowerSchool account. In addition, parents can access student courses, class materials, online assignments and course calendar information via their Schoology account. Parents can access Schoology and PowerSchool on the [Parents Resources](#) page of the district website.

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

## SCHOOL CLOSINGS AND DELAYS

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

## ATTENDANCE

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### HIGH SCHOOL HOURS

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

### PARENTAL CONTACT REGARDING STUDENT ABSENCES

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

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

### ABSENCES, TARDINESS, AND TRUANCY

#### **ABSENCES AND TARDIES**

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

- Tardy- Students who arrive within 90 minutes of the school starting time will be considered tardy.
- Half-Day Absence- Students who are in school for more than 90 minutes but less than 3 hours and 20 minutes will be considered a half-day (1/2 day) absent.
- Full-Day Absence- Students who are in school for less than 3 hours and 20 minutes will be considered a full-day absent.
- Early Departure- Students who leave within 90 minutes of the end of the day will be considered a p.m. tardy.

After school begins, students are required to report to the attendance office immediately upon arrival to obtain an Admit Slip.

- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardies in a quarter, a detention may be issued and a parent conference may be requested.
- On the fifth and subsequent unexcused tardies in a quarter, a Wednesday or Saturday School, or a similar consequence, may be issued and a parent conference may be requested.

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

### EXCESSIVE ABSENCES

Per Ohio law, the school will notify a student's parent/guardian whenever a student is absent from school with combined nonmedical excused absences and unexcused absences in excess of ~~with or without a legitimate excuse~~.

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

### HABITUAL TRUANCY

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

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

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

### EXCUSED ABSENCES

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

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

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

- a. the dates of absences,
- b. the reason for the absences,
- c. the parent or guardian signature; and,
- d. the parent or guardian phone number.

The student should report to the attendance office the day he/she returns to school. All students must obtain an Admit Slip the day of return. Absences documented with medical verification notes for each date absent will be excused.

### UNEXCUSED ABSENCES

Any student absences that cannot be confirmed with a medical note or parent contact upon or prior to the student's return to school may be subject to the following consequences:

1. On the first offense a student may be issued a detention.
2. On the second offense a student may be issued a Wednesday or Saturday School.
3. On the third offense a student may be issued In-School Detention.
4. On the fourth or subsequent offenses a student may be issued Out of School Suspension.

Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.

Students may be permitted to complete/submit work missed due to an unexcused absence for full credit. Students leaving school because of illness or other excused reason still require parent confirmation. After repeated absences, a doctor's note may be required to excuse future absences. Parent and or doctor's notes may be accepted by fax or e-mail in the attendance office. Admit slips for absences should be obtained before the start of the school day. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

### ILLNESS WHILE AT SCHOOL

If a student should become ill or injured during school, s/he must ask his/her teacher for a pass to the clinic. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the clinic for home, students and/or parents must sign out in the attendance office.

If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused. Parents are requested to report all communicable diseases to the clinic. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class. If a student is too ill to report to the clinic, notify the school office as soon as possible.

### EARLY DISMISSAL OF STUDENTS

Middle and high school students seeking an early dismissal should report to the attendance office before first period with a parent note stating the reason and time to be excused. The student will be given a pass that is to be shown to the classroom teacher before signing out. The reason for early dismissal must be explicit in order to be considered excused. In case of a medical appointment, the student should turn in a doctor's note upon their return to school in order for it to be excused. Students must never leave the school building without permission and/or without signing out in the attendance office with custodial parent(s) or guardian approval. Failure to follow this procedure may result in school discipline.

### EXTRA- AND CO-CURRICULAR DAY PARTICIPATION

In order to participate in a school day extra-curricular/co-curricular activity, students must be in attendance four periods of the school day, not including lunch. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

## REVIEW PANEL

Parents or students may request that a review panel examine their case if, in their opinion, there were extenuating circumstances that caused the student to exceed five absences in a class. A review panel will consist of a building administrator and four teachers chosen by the building administrator. The review will not take place until a Saturday School make-up has been arranged. The request for review must be received within five days after the end of the grading period.

## INCENTIVE PROGRAMS

**Blue Card-** Students who are not tardy or late to school during a grading period will be awarded a Blue Card which entitles them to one “free tardy” to school for any tardy in which the student arrives within the first twenty minutes after school begins. Blue Cards may not be used on scheduled two-hour late starts or weather-related delayed starts to the school day. The Blue Card is not transferrable to another student.

**Gold/Platinum/Orange/Bear Card-** Students who have perfect attendance during a grading period will be awarded a Gold/Platinum/Orange/Bear Card which entitles them to one free absence. The following restrictions apply to the use of this card:

1. Students must have their parent’s permission in writing;
2. All teachers must acknowledge the absence on the acknowledgement form;
3. Students must inform the attendance office in advance of the planned absence;
4. The card is not transferrable to another student;
5. The cards may not be used during the last two weeks of a semester, or during district testing dates;
6. Cards must be used within the same school year, except for those earned during the last nine weeks (they must be used in the first quarter of the new school year).

## COLLEGE VISITATION PROCEDURES

Submit a College Visitation Request form to the attendance office in advance. ~~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 11<sup>th</sup> and 12<sup>th</sup> graders students.

## SPECIAL ABSENCES

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

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

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

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

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

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

1. Submit an Alternate Learning Experience/Student Vacation Request Application ~~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;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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

## WITHDRAWAL FROM SCHOOL

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

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

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

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

## CODE OF CONDUCT

---

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

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

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

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

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

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

Violation of the Code of Conduct may result in:

- Verbal or written warning or reprimand
- Parental contact or conference
- After-school, morning, or lunch detention
- Referral to school counselor
- Saturday or Wednesday School
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Out-of-School Suspension
- Emergency removal
- Referral to law enforcement agencies
- Expulsion
- Permanent Exclusion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of other privileges

## IMPORTANT NOTICES

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

- Notification of Criminal Activity – School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.
- Video Surveillance – For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school/district.

## CODE OF CONDUCT VIOLATIONS

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



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

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

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

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

## ALCOHOL, TOBACCO, AND DRUG PREVENTION GUIDELINES

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

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

### 1. STATEMENT OF POLICY REGARDING STUDENTS

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

#### a. Definitions

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

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

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

b. Jurisdiction

This policy extends to use of the above:

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

2. STUDENT RESPONSIBILITY

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

3. PARENT RESPONSIBILITIES

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

4. STAFF RESPONSIBILITIES

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

5. SCHOOL OFFICIALS RESPONSIBILITIES

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

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

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

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

#### 6. MEDICATION

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

#### 7. DRUG PARAPHERNALIA

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

#### 8. SEARCHES – See School's Right to Search

#### 9. OFFENSES AND DISCIPLINARY ACTION

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. The penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. At the hearing, the school official may consider matters in mitigation of the routine disciplinary measures.

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

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

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

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

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

#### Suspension/Discipline Reduction Options

Three days Out-of-School Suspension may be reduced to one at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10. Following the assessment, the student must complete the required education program.

Ten day out of school suspension may be reduced to five days at the discretion of the administrator if student/parent agrees to enroll in and complete an assessment with a certified chemical dependency counselor as specified in Section 10. Following the assessment, the student must complete the required education program.

## 10. SELF-REFERRAL

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

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

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

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

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

## HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

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

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

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual



harassing creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident. Title IX protects against retaliation of reporting such acts. For more information about the District's Sexual Harassment and Sexual Violence procedures, please see Board Policy #5517.

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

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

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

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

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

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



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

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

## DRESS CODE

~~The Olentangy Local School District is committed to providing a safe, friendly learning environment for its students. 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.—Sunglasses will not be permitted in school unless approved by the principal.~~
- ~~3.—Hats, hoods, and bandanas, will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.~~
- ~~4.—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.~~
- ~~5.—Shorts and skirts will be no shorter than the middle of the thigh.~~
- ~~6.—Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to cover abdomen.~~
- ~~7.—See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered.~~
- ~~8.—Appropriate and safe shoes or sandals will be worn at all times.~~

~~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.~~

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

Following are guidelines for students:

1. Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
2. Tops must have shoulder straps.
3. Shorts and skirts must reach the mid-thigh.
4. Appropriate footwear must be worn at all times and should be safe for the school environment.
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
6. Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
7. Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.
8. Head coverings are only permitted for religious or medical purposes, unless approved by a principal.
9. Accessories featuring spikes or other sharp or dangerous objects are prohibited.

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

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the school Dress Code:

1. First Offense: The student will be sent to the main office. Student will change clothes or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence. Any class work missed during an unexcused absence may be made up for full credit. Student may be placed in ISD until appropriate clothing can be obtained.
2. Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Saturday/Wednesday School.
4. Further Offenses: The student may be suspended from school.

## CAFETERIA RULES

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

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

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

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

## DISCIPLINE OPTIONS

### DETENTION

Detention is generally served after school for duration of 30-45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

### LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period. Cafeteria privileges for that day are lost. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

### SATURDAY OR WEDNESDAY SCHOOL

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

1. Absence from an assigned Saturday or Wednesday School, without prior approval of an administrator, may result in a suspension.
2. Students are to sign in upon arrival.
3. Students are to bring schoolwork.
4. Talking is not permitted.

5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Saturday or Wednesday School and students are also to inform parents.
7. No sleeping will be permitted.

#### IN-SCHOOL DETENTION (ISD)

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

#### SUSPENSION ALTERNATIVE PROGRAM (SAP)

Suspension Alternative Programs may be assigned for students in lieu of Out-of-School Suspension.

1. Students must successfully complete each full day, including community service work in area parks or other designated areas, and any other program components.
2. Besides work (e.g., picking up litter in the parks) students will have a short break, lunch and a study session.
3. Upon completing the program, students will have earned the right to make up work missed while serving SAP.
4. The Delaware Area Career Center (DACC) ~~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 Olentangy 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.

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

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

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

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

## EMERGENCY REMOVAL

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

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

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

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

## PERMANENT EXCLUSION

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

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board; and/or
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration;
2. Murder, manslaughter, felonious or aggravated assault;
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

## EXPULSION

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

## DUE PROCESS AND RIGHT OF APPEAL

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

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

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

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

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

## DANCES

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

For middle school, only students from the sponsoring middle school will be admitted. No guests will be allowed. Also, the sponsoring organization is expected to assist with cleanup after the dance. Expectations for both middle and high school students include appropriate dancing (administration has a right to determine what is appropriate or not), beverages and food are not permitted in the gym, once students leave they are not permitted to return, and chaperones are required at all school dances.

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

- Dance admission fees are non-refundable.
- Use or possession of tobacco, drugs, alcohol, and any mind-altering substances are not permitted for the protection and safety of everyone.
- The parking lot is off-limits unless students are entering or leaving the dance. Loitering will not be permitted.
- There are no re-entries. Once the student leaves the dance, he/she may not return.

- Students will be required to demonstrate good character, maintain high community standards, follow all dance rules, and be courteous to all students and chaperones.
- Sexually explicit or dangerous dancing will not be permitted at any time. Sexually explicit dancing includes: freaking, grinding, inappropriate or vulgar backside dancing or any other type of dancing which could be construed as provocative or vulgar. Dangerous dancing includes violent or “mosh pit” style dancing.

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

## DRIVING REGULATIONS

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations. In order to obtain a parking permit, students may be placed in the random drug testing pool.

The Olentangy Local Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by all applicable state laws and the following rules:

1. Students with a probationary license must obey all applicable restrictions.
2. Students must observe a proper speed while on the school grounds.
3. Students must park only in the designated parking spots within the proper student parking lot.
4. Students may not park in faculty or visitor parking lots.
5. Students are not to drive on the grass.
6. School buses have the right-of-way at all times.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. To be issued a parking permit, students are to complete a Pupil Driving Permit Registration and Agreement form. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school.
9. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.

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

1. Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;
2. Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
3. Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,

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

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

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

### HALL PASSES

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

### QUESTIONING OF STUDENTS

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

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

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

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

### SCHOOL'S RIGHT TO SEARCH

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

Search of a student and the possessions of a student, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. In addition, the contents of a cell phone or other electronic devices may be searched if



there is a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Failure to comply with a reasonable search will be considered insubordination.

## BUS RULES

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

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

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

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

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait (Ohio Law 3301.83.08 C4).
2. Students must wait quietly in a location clear of traffic and away from the bus stop (Ohio Law 3301.83.08).
3. Student behavior at bus stops must not threaten life, limb or property of any individual (Ohio Law 3301.83.08).
4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area (Ohio Law 3301.83.08 B6).
5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus (Ohio Law 3301.83.08 C6).
6. Students must go directly to an available or assigned seat (Ohio Law 3301.83.08).
7. Students must remain seated, keeping aisles and exits clear (Ohio Law 3301.83.08).
8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully (Ohio Law 3301.83.08).
9. Students must be courteous and respectful to fellow students and to the bus driver.
10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
12. Students must not use profane or abusive language (Ohio Law 3301.83.08).
13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons (Ohio Law 3301.83.08).

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

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

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

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

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

Some other Level I infractions are:

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

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

Some examples are:

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

#### Recommended Consequences for Level I & II Bus Rules Infractions

High School	Level I	Level II
First Written Report	Principal action	Up to 5 days off bus
Second Written Report	5 days off bus	10 days off bus
Third Written Report	10 days off bus	Expelled
Fourth Written Report	Expelled	

#### FOLLOW-UP COMMUNICATION

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

#### DESIGNATED PLACES OF SAFETY

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

#### BUS PASSES

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

## CURRICULUM, INSTRUCTION, AND ASSESSMENT

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

The Board of Education furnishes all necessary instructional materials. However, there may be a fee associated with some co-curricular and extra-curricular courses as identified in the course guide and fee schedule. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

### ALTERNATE EDUCATION PROGRAMS

- **Olentangy Academy: Supporting Individualized Success (OASIS):** The Olentangy Local Schools is proud to offer OASIS, a unique, student-centric educational program for families who are looking for an alternative option to the traditional school setting. OASIS provides students with customized online learning experiences, academic support in a setting with low student-to-teacher ratio, intensified career and college preparation, readily available adult mentoring, and individualized service learning opportunities. OASIS uses best practices, including research-based methods of connecting with and supporting students in their academic and developmental growth.
- **Olentangy Academy: Science, Technology, Engineering, and Mathematics (STEM)**  
The STEM program at Olentangy Academy is focused on an integrated, transdisciplinary approach to teaching and learning. Students will start their day at Olentangy Academy and in the afternoon will be transported back to their home high school for lunch and three additional periods. Applications for Olentangy Academy are due at the end of January and are available on all middle school and high school websites.

### CLASS SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office provided they follow the regulations listed below. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

The following regulations will be followed for schedule changes:

- I. Due to commitments for staff employment/assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 1st except for the following reasons:
  - Mechanical error changes.
  - Changes necessitated by failures.
  - Class balancing (guidance and administrative).
  - Subject-level changes (teacher recommendation).

- Addition of a class in lieu of study hall the same period.
  - Administrative (teacher/guidance) recommendation.
- II. If a student wishes to appeal the schedule change, the following steps will be adhered to:
1. Appeal Form must be obtained from the student services office.
  2. Teachers, parents, and students must properly sign the Appeal Form.
  3. The form must be returned to the student services office for consideration by the Appeal Committee.
  4. The school counselor will then notify the student of the committee's decision.
  5. Schedule change appeals must be submitted by the end of the 25th day of the school year.
- III. If a student is permitted to withdraw from a course after the beginning of the school year, the **student may receive a Withdraw Pass "WP" or withdraw fail "WF" on his/her transcript.**

### SCHOOL COUNSELOR SERVICES

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

The ~~guidance~~-school counselor offices are located in Student Services in the high school. A student might want to see a school counselor concerning the following:

- Schedule changes
- Career information
- College information
- Test information
- Study help
- Job opportunities
- Personal problems
- High school program
- Summer school
- Transcript requests
- Financial aid
- Other

### COLLEGE CREDIT PLUS (CCP)

Students in grades 7-12 may enroll full- or part-time in a post-secondary institution to take courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. The Board will approve participation by students who apply to the participating college or

university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement.

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

#### Student Code of Conduct in CCP Settings

Students enrolled in CCP courses remain responsible for their behaviors like traditionally enrolled students according to Olentangy policy. In addition, CCP students are also accountable to the code of conduct of the post-secondary institution in which they are enrolled. Olentangy recognizes that an effective educational program is one that provides opportunities for all students to customize aspects of their learning around needs and interests.

### CREDIT FLEXIBILITY

The District Credit Flexibility Plan offers options to students to earn high school credit by:

- a) testing out or showing mastery of course content;
- b) pursuing an educational option and/or an individually approved option; and/or
- c) any combination of the above.

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

### EQUITY AND INCLUSION PROGRAM

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

### FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools (Policy 2340-Field and Other District –Sponsored Trips).

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

## GIFTED SERVICES

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

For additional information, visit Olentangy's [Gifted Services](#) webpage.

## LIBRARY/MEDIA CENTER

Each school has a library/media center to develop students' information literacy, media literacy, and technology literacy. Library/media centers provide technology such as computers, scanners, production software, printing, recording devices, and projectors. Library materials which are borrowed by students should be returned in good condition in a timely manner and lost materials should be paid for so that they can be replaced.

## PE WAIVER

In accordance 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, [show choir](#), or JROTC for at least two seasons (or two full years for JROTC). Students in grade 12 who have not completed the waiver requirements or taken a physical education course will be automatically enrolled in physical education their senior year. The Olentangy Local Board of Education shall not require the student to participate in a physical education course as a condition to graduate. However, the student shall be required to complete one half-unit, consisting of at least 60 hours of instruction, in another course of study.

## WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may secure 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.

## TECHNOLOGY USAGE POLICY

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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 section 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 are responsible for their behavior and communication on the Network. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Parents and students are advised that the Board makes every effort but may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Nevertheless, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Privacy in communication over the Internet and the Network is not guaranteed.

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

In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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

1. Students may only access 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, [extensions](#), [or apps](#) 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 it has an impact on the schooling environment, it does not matter where the offense originates, even if off grounds, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
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. Olentangy 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. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
28. Game playing is not permitted at any time.

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

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

As a condition to using Olentangy's wireless network, students should have no expectation of privacy in their use of the network, and by signing the handbook awareness statement specifically understand and agree that their personal computing device may be confiscated and searched anytime school officials have reasonable suspicion of violations of the technology usage policy 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. Passkeys are not to be shared with others. Exceptions to the above rules are permitted only under direct teacher supervision.

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

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

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

## GRADING

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

### CLASS RANK

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

### GRADE CLASSIFICATION

- Assignments to grade level classifications are made on the basis of credits accumulated as follows:
- Freshman must have completed 8<sup>th</sup> grade
- Sophomore must have five credits
- Junior must have ten credits
- Senior must have fifteen credits

### GRADING INFORMATION

- A student should receive a grade if enrolled for three or more weeks of the grading period.
- Students receiving an “incomplete” must make up the work with a reasonable time or credit may be denied for the course. It is suggested the student be granted the same amount of time to make up the work, as they were absent from school. The time of the grading period may influence this guideline.
- ~~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.

GRADING SCALES

High School Regular Grading Scale					
Letter Grade	Percentage	Point Value	Letter Grade	Percentage	Point Value
A	93-100%	4.000	C	73-76%	2.000
A-	90-92%	3.670	C-	70-72%	1.670
B+	87-89%	3.330	D+	67-69%	1.330
B	83-86%	3.000	D	63-66%	1.000
B-	80-82%	2.670	D-	60-62%	0.670
C+	77-79%	2.330	F	0-59%	0.000

High School Weighted Grade Scale AP & CCP Courses Only					
Letter Grade	Percentage	Point Value	Letter Grade	Percentage	Point Value
A	93-100%	5.00	C	73-76%	3.00
A-	90-92%	4.67	C-	70-72%	2.67
B+	87-89%	4.33	D+	67-69%	2.33
B	83-86%	4.00	D	63-66%	2.00
B-	80-82%	3.67	D-	60-62%	1.67
C+	77-79%	3.33	F	0-59%	0.00

HIGH SCHOOL CREDIT BELOW THE NINTH GRADE

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

Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course.

Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

## NATIONAL HONOR SOCIETY

### Qualifications:

1. Students must have attained 11th or 12th grade standing.
2. Students should secure an application from the National Honor Society (NHS) adviser.
3. Students applying to NHS must have attended an Olentangy high school at least two semesters prior to application.
4. Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

## REPORT CARDS

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

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## GRADUATION

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

### DIPLOMA DEFERRAL

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

### EARLY GRADUATION

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

Requirements for early graduation include:

1. Scheduling accordingly in the spring of the sophomore year
2. Plans to attend an institution of higher learning after graduation
3. A cumulative grade point average of 3.0 or higher
4. A required four credits of English

### GRADUATION REQUIREMENTS

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

Specific information regarding graduation requirements is available in the Course Planning Guide, which is posted on each high school's website.

### GRADUATE ACADEMIC RECOGNITION

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

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

- Summa Cum Laude: 4.000 GPA and above
- Magna Cum Laude: 3.800 to 3.999
- Cum Laude: 3.670 to 3.799

Beginning with the class of 2020, the high schools will recognize as valedictorian(s) at the end of seven or eight semesters anyone who achieves the highest cumulative GPA in the class.

In order to be eligible, a student must have attended an Olentangy high school for his/her entire fifth through eighth semesters.

This ranking is used for certain senior honors.

1. Class rank shall be computed by the final grade in specific subjects.
2. The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.
3. In recognition of the heavier burden of Advanced Placement classes, grade point averages shall be weighted by awarding up to 1.0 extra unit.
4. A student's grade point average and rank in class shall be entered only on his/her record and shall be subject to Board Policy 8330 on release of student records. A student's class rank is used for internal purposes and is not released to colleges and/or other institutions or agencies without prior written consent from the individual or his/her parents/legal guardians if the student is less than eighteen (18) years of age.

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

The degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Olentangy Board of Education believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers. The Olentangy Acceleration Policy 5408 provides students with opportunities for possible accelerated placement through early admission to kindergarten, individual subject acceleration, whole-grade acceleration, and early graduation from high school.

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

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

## TRANSCRIPTS

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

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## HEALTH AND SAFETY

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### HEALTH REGULATIONS

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

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

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

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

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

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

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

### ANIMALS IN SCHOOLS AND ON DISTRICT PROPERTY

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

requirements set forth in the State law and County regulation/ordinance.

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

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

## DISTRICT SAFETY PLAN

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. In case of an emergency, district personnel will follow the District 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.

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

## HEALTH SCREENINGS

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

## HOMEBOUND INSTRUCTION

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

## ILLNESS/INJURY

It is important that students are not sent to school if they experience (d) a fever (100.4°F or above), vomiting, diarrhea and/or a persistent cough within the last 24 hours. It is advisable to keep a child home until the child is symptom-free for 24 hours without benefit of any medication. If a child returns to school and remains ill, parents will be called.

## MEDICAL CONCERNS

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

## NON-SMOKING/VAPING POLICY

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

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

## STAY SAFE. SPEAK UP!

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

## SUICIDE PREVENTION RESOURCES

If you or someone you know is in crisis, please reach out to someone who can help. Do not wait, contact any staff member or administrator (see AG 5350). In an urgent situation, please use the resources below:

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

## GENERAL INFORMATION

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### COPYRIGHT INFRINGEMENT

Email ~~E~~claims of copyright infringement ~~may be emailed~~ to [olswebmaster@olsd.us](mailto:olswebmaster@olsd.us) or ~~mail claims sent by email~~ to the Communications Department: 7840 Graphics Way, Lewis Center, Ohio 43035, ~~740-657-4050~~.

### FEES

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

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

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

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

### FEE COLLECTIONS AND FEE WAIVERS

The Olentangy Local School District outsources the collection of Non-Sufficient Fund (NSF) checks to the 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. For additional information, please refer to Policy and Administrative Guidelines 8500-Food Service & 8531-Free and Reduced-Price Meals.

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

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

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

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

## FUNDRAISING ACTIVITIES

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

## INTRADISTRICT TRANSFERS

The Board of Education will permit any student (grades K - 12) to apply for attendance at their school of choice based upon criteria established by the school administration (Policy 5113.01-Intra-District Open Enrollment).

The specific criteria shall be consistent with state law and shall include:

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

Complete information about intradistrict transfers is available by contacting the district offices at 740/657-4050 or by visiting the Olentangy Local Schools website: <https://www.olentangy.k12.oh.us>. For specific information concerning athletic bylaws, grades 9 through 12 only, contact your athletic director.

## LOCKER ASSIGNMENTS

Subject to availability, a locker may be assigned to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Student must pay for lost or damaged locks, if applicable. The

only locks that may be used are school locks, except in a short-term emergency situation approved by the homeroom teacher or principal. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Students are advised not to share lockers or combination numbers! Students must provide their own combination lock for gym lockers that are not equipped with built-in locks. Students violating the locker policy are subject to the Code of Conduct.

## LOST AND FOUND

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

## POSTERS/COMMUNITY ANNOUNCEMENTS

The principal will approve all posters/announcements.

## PROCEDURES TO RESOLVE PARENT/TEACHER DISAGREEMENTS

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

### Step 1 – Direct Conversation

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

### Step 2 – Fact and Possible Resolution

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

### Step 3 – Formal Process

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

### Dispositions

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

## Repeat Concerns

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

## Relation to Other Procedures

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

## RELEASE OF STUDENT PHOTOS AND WORK ONLINE

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

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

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

## RELEASE OF STUDENT PHOTOS AND MEDIA INTERVIEWS

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

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

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

Parents have the right to submit a written request to the Communications Department directing the district not to release directory information, including the information as listed above. Direct the written request or any questions to the Communications Department, Olentangy Local School District, 7840 Graphics Way, Suite 100, Lewis Center, Ohio 43035, (740) 657-4050.



## RELEASE OF STUDENT RECORDS

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

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name; address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received.

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

## UNAUTHORIZED USE OF THE BUILDING

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, adviser or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them.

## VALUABLE PERSONAL PROPERTY

The school will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronic items are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.



## CO- AND EXTRA-CURRICULAR ACTIVITIES

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### EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available to high school or community students who meet eligibility requirements. Students should be attentive to announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05-Prohibition From Extra-Curricular Activities.

### ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association (OHSAA), for a student to be eligible, he/she must be passing subjects the preceding nine-week grading period that earn a minimum of five credits or its equivalent toward graduation. All grades must, when combined, result in a GPA of at least 1.5, based on a 4.0 scale. Furthermore, they must be enrolled in 5 classes, not including physical education/activity courses, during the 9 weeks in which they are a participant. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading period. All incoming freshmen need to have passed at least five classes and attained at least a 1.5 GPA during the previous grading period.

Important note: See the Athletic Handbook or OHSAA for details about athletic rules and regulations.

### PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. Please refer to the Athletic Handbook or on the district's website for the fee structure. There is also a \$25 fee for participation in co-curricular or extracurricular activities. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year.

Payments should be made in full by credit card online or by cash/check/money order to the school office. To view your fee account and make payments online, please go to your PowerSchool parent account and select Lunch and Fee Payments. If you are paying by check, please make it payable to Olentangy Local Schools. We appreciate your prompt attention to school fees. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first scrimmage or game. The athlete may not be allowed to participate until the fee or any previously owned pay-to-participate fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact Nexcheck 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.

DRAFT

# PRESCHOOL HANDBOOK

## 2020-21



**OLENTANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted May 23, 2019.

# OLENTANGY SCHOOLS

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

## BOARD OF EDUCATION

<del>Kevin O'Brien</del> <u>Mindy Patrick</u>	President
<u>Mindy Patrick</u> <del>Julie Wagner</del> <u>Feasel</u>	Vice President
<del>Roger Bartz</del> <u>Dave King</u>	Board Member
<del>Julie Wagner</del> <u>Feasel</u> <u>Kevin O'Brien</u>	Board Member
<del>Dave King</del> <u>LaKesha Wyse</u>	Board Member

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## INTRODUCTION

### LETTER FROM THE PRESCHOOL ~~SUPERVISORS~~ADMINISTRATORS

Dear Parent(s)/ Guardian(s),

On behalf on the entire preschool staff, we take great pride in welcoming you and your child to Olentangy Schools' 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~~Administrators

### FOREWORD

The Olentangy Preschool Handbook was written for the following purposes:

- The Preschool ~~handbook~~ Handbook was developed as a supplement to the Olentangy Elementary Handbook.
  - The Elementary Handbook provides parents with district information.
  - The Preschool Handbook contains information that is specific to Olentangy 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

### VISION STATEMENT

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

### PHILOSOPHY

Olentangy 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

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### 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 ~~or~~ exhibit significant developmental 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 overwhelmingly 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 and celebrate differences and similarities among the children in the classroom.
- Olentangy 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 interests 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 Olentangy 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 Olentangy 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).

### Half-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 a.m. 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. Olentangy 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

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### 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 a.m. class and pick up for the p.m. 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 Olentangy Schools 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 five 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 Olentangy 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 Olentangy 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 on the district website. Delay and closing information will also be reported using an automated phone system, text message, social media, the email notification system, the local television stations (Channels 4,6,10 and 28), radio stations (FM Channels 92.3, 94.3, 94.7, 97.9, 99.7, 103.9, 103.5/104.3, 104.9, 105.7, and 107.9 and AM Channels 610, 920, 1490, and 1550), and the district's mobile app.

When Olentangy is closed for the day, all preschool programs are also closed for the day.

In the event of a two-hour delay, all a.m. preschool classes are cancelled. Afternoon 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.

To ensure that the district has accurate contact information, please contact your child's preschool office to review and update your account as needed. 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

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### OLENTANGY LOCAL SCHOOLS COMMUNICABLE DISEASE POLICY

Olentangy 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 Ohio Department of Health Communicable Disease Chart 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.



## IMMUNIZATION POLICY

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.

### Immunizations for Child Care, Head Start and Pre-School Attendance:

<p>Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children<sup>1, 2</sup></p> <p><a href="http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf">http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf</a></p>		
<p><b>Ohio Revised Code 5104.014, Division B:</b> Each child's<sup>3</sup> caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process<sup>4</sup> of being immunized against all of the following diseases:</p>		
<p>1. Chicken pox; 2. Diphtheria; 3. Haemophilus influenzae type b; 4. Hepatitis A; 5. Hepatitis B;</p>	<p>6. Influenza; 7. Measles; 8. Mumps; 9. Pertussis; 10. Pneumococcal disease;</p>	<p>11. Poliomyelitis; 12. Rotavirus; 13. Rubella; 14. Tetanus.</p>
<p><b>Ohio Revised Code 5104.014, Division C:</b> A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:</p> <ol style="list-style-type: none"> <li>1. Immunization against the disease is medically contraindicated for the child;</li> <li>2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;</li> <li>3. Immunization against the disease is not medically appropriate for the child's age.</li> </ol> <p><i>In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.</i></p>		
<p><b>Ohio Revised Code 5104.014, Division D:</b> The medical statement shall include all of the following information:</p> <ol style="list-style-type: none"> <li>1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;</li> <li>2. Whether a child is subject to any of the exceptions specified in division (C) of this section.</li> <li>3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.</li> </ol> <p>Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:</p> <p><a href="http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305">http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305</a></p>		

<sup>1</sup> Vaccine doses are only considered **valid** if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

<sup>2</sup> Vaccine doses administered **≤ 4 days** before the minimum interval or age are **valid** (grace period). Doses administered **≥ 5 days** earlier than the minimum interval or age are **not valid** doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

<sup>3</sup> "Child" includes both of the following: 1) An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

<sup>4</sup> "In the process of being immunized" means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).



## 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 medications 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.~~ [Ohio Revised Code §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.

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## PARENT PARTICIPATION AND COMMUNICATION

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### REQUIRED FORMS

In order to obtain and maintain an operating license, the preschool classrooms in Olentangy 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 completed through PowerSchool by the parent/guardian of the child.~~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 Olentangy Preschool Programs adheres to the Ohio Administrative ~~code~~ Code 3301-37-07 ~~E~~ 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 proved 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 p.m. and the elementary hours are from 6:00-8:00 p.m..~~ 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~~ administrators 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 Kindergarten 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 s~~Screenings ~~is-are~~ held ~~9-times annually on a one~~ Monday ~~in the months from a month,~~ 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~~ within two weeks of the screening and indicate if the child was found age-appropriate or if any follow-up testing is recommended.

### **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 a.m. or p.m. 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.
- Quarterly preschool parent newsletter highlights news and activities happening program-wide.

**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 supports 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** may 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 Olentangy 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 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**-picture/icon programs, etc.). **Building**

~~administrators and supervisors~~ Preschool administrators have the expectation that high levels of parent support and communication are part of the Olentangy culture.

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## STANDARDS, CURRICULUM, SCREENING AND ASSESSMENT

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### 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](http://www.earlychildhoodohio.org/elds.php)

#### CURRICULUM

Each of the 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. Olentangy 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 Olentangy 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 Olentangy 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~~ 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.

### 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~~ to another, a staff member needs to be in front of the students and one needs to be behind the students. Most choose to use a line, but a line is not required. The staff member in the front is responsible for leading the group and the staff member in the back is responsible for making sure all students remain together as they travel from one environment to the next.
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 cannot be reached, another administrator must be contacted. Parents must be immediately notified of the event as well. Face-to-face contact or a telephone call is the preferred method of notice for the parent. Email or third party notification is not preferred.

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## RELEASE OF STUDENT RECORDS

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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 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 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

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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

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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.

## RESOURCES FOR PARENTS AND FAMILIES

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A list of resources for parents and families is available on the Olentangy District website -and on the Olentangy Preschool website.

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# ATHLETIC HANDBOOK

2020-2021



**OLETANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted May 23, 2019.

# OLENTANGY SCHOOLS

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

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## A MESSAGE FROM THE ATHLETIC DIRECTORS

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This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

Yours in scholarship, sportsmanship and success,

High School Athletic Directors and Middle School Athletic Managers

## STATEMENT OF ATHLETIC PHILOSOPHY

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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

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### GOAL

The student shall become a more effective citizen in a democratic society.

### SPECIFIC OBJECTIVES

1. To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
2. To have fun – the main reason people participate in sports and games
3. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
4. Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
5. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
6. Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
7. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

## RESPONSIBILITIES OF AN OLENTANGY SCHOOLS ATHLETE

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Being a member of an Olentangy Schools athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- Responsibilities to Yourself – The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- Responsibilities to Your School – Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- Responsibilities to Others – As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.

## SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

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### 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

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.
- Racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension and additional school consequences.
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

1. Denial of participation in an event
2. Removal from contest
3. Suspension for a portion of the season
4. Restitution
5. Conference/hearing with school official
6. Violations of the Code of Conduct may result in school discipline

## SPECTATORS

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.
3. Censure fellow spectators whose behavior is inappropriate.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches
- Profanity, and/or racial, sexist, or abusive comments or actions directed at officials, opponents, coaches, or team representatives will not be tolerated and will result in removal from contest.

- Berating players, coaches or other spectators through chants, signs and/or cheers
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior

Disciplinary actions include:

1. Removal from contest
2. Conference/hearing with school officials
3. Removal from future athletic contests
4. Violations of the Code of Conduct may result in school discipline
5. Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event

### STUDENT MANAGERS / STATISTICIANS / TRAINERS

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

### EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.



## COACHES

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Shall establish team rules beyond the Code of Conduct
2. Teach the value of conforming to the rules
3. Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
4. Instruct their players in the fundamentals of sportsmanship
5. Respect the officials' judgment and interpretation of the rules
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

## EJECTION OF COACHES FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

## PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

### Step 1 Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances 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).

### Step 2 Fact and Possible Resolution

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

### Step 3 Formal Process

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

### Dispositions

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

### Decision

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

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### CONDUCT OF ATHLETES/CITIZENSHIP

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. In the classroom – Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
2. On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
3. In the community - All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated. The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation.

### SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

### RIGHT TO APPEAL SUSPENSION

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

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

- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student may practice but may not participate during an appeal in any official contest pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## PROHIBITION AGAINST DISCRIMINATION

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

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

The District 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

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### PRINCIPALS AND PHILOSOPHIES

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.

The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

### DEFINITIONS

**Assessment & Follow-Up Program** – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency.

**Athletic Director** – The individual hired by the school or district to oversee all athletic programs of the school or district.

**Athletic Year** – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

**Banned Substance** – A substance defined by school policy as being banned from use by students.

**Code of Conduct** – Anything in this handbook.

**Controlled Substance** – A drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.

**Counterfeit or Look-Alike Drug**

- Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
- Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
- Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

High School Career – The day after completion of middle school, through graduation or the completion of the athlete's career representing their high school, whichever is later

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

Mood-Altering Chemicals – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as "Wite Out", glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student's name and the directions for proper use.

Possession – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance.

Paraphernalia – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

Student Athlete – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well.

Tobacco – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens.

Trafficking – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance.

Transmission – The action or process of giving a controlled substance to another individual.

## POSSESSION / USE OF ALCOHOL, CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS AND TOBACCO

### A. First Offense

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee

apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.

5. For infractions involving alcohol, controlled substances/mood-altering chemicals, and tobacco the denial period may be reduced to twenty-five percent (25%) of the scheduled contests (excluding scrimmages), rounded up to the next whole contest if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The principal's designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- B. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
  - C. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

### SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS

- A. First Offense
  1. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
  2. Dismissal from all athletics for one calendar year from the date of suspension.
  3. Information collected related to trafficking may be reported to appropriate law enforcement authorities.
- B. Any Additional Offense will result in denial of participation in athletics for the remainder of the student's high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

### VOLUNTARY REFERRAL OPPORTUNITY

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

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

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a release of information to the school designee so that the student's progress in the program can be followed and written verification of completion given to the designee. The student must complete the program or receive the original discipline.



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

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### OVERVIEW

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

### A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

### SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls*.

### DEFINITIONS

**Vendor** – The medical office or company selected by the Board of Education to carry out the policy and procedure.

**Athletic Director** – The individual hired by the school or district to oversee all athletic programs of the school or district.

**Medical Review Officer (MRO)** – A licensed physician trained and certified in the process and interpretation of drug testing results.

**Illicit Substance** – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

**Banned Substance** - A substance defined by school policy as being banned from use by students

**Student Athlete** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well.

**SAMHSA** – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**GC/MS** – Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy

**Quantitative Levels** – The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml).

**Chain-of-Custody Form** – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine.

**False Sample** – A sample of urine that is not from the athlete being tested or not from the athlete on the date of the test.

**Athletic Year** – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

## PROCEDURES

### 1. Procedures for Students

#### A. Informed Consent for Testing

At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools Athletic Code of Conduct and Expectations Informed Consent Agreement. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.

#### B. Urine Drug Testing Frequency

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

#### C. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be

completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

2. Confidentiality of Results

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

3. Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

A. Random Selection of Student Athletes

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

B. Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. Chain of Custody forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

C. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years of experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy). The building principal may specify specific classes or substances to be tested.

D. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

- E. Reporting of Random Urine Test Results by Vendor  
The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.
  - F. Statistical Reporting and Confidentiality of Urine Drug Test Results  
The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.
4. Procedures in the Event of a Positive Result
- A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:
    - 1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. The building principal may keep all test results for a period up to one year.
    - 2. The student will be notified and be required to submit weekly urine specimens, via the Vendor outside of the school day at the Vendor's location, for five weeks.
    - 3. If the parent, guardian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
    - 4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
  - B. First Positive Result
    - 1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
    - 2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
    - 3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete

or the date on which a violation of the substance abuse policy has been determined.

4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.
  5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.
- C. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
- D. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.
5. Non-Punitive Nature of Policy
- No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.
6. Illicit or Banned Substances
- For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

## DUE PROCESS

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

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## ACADEMIC REQUIREMENTS

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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.
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

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### 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](http://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](http://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

In order for an athlete to participate in a physical team event (contest, practice, or other training) on a given scheduled school day, they must be in attendance for four (4) full periods (not including lunch) that same day. Athletes participating in school field trips and/or scheduled College Visits will be considered "in attendance."

#### 1. Absence from Practice:

##### A. Excused

1. The athlete must provide, in writing, advance notice to the appropriate coach. ~~Advance notice from athlete in writing to the appropriate coach~~ At the middle school level, absences must be approved by the athletic director.
2. Reasons considered unavoidable and excusable by the coaches. At the middle school level, the absences must be approved by the athletic director.
3. A return to practice note is required for doctor/physical therapy appointments.
  - ~~2~~-a. A return to participate date is required from the doctor if practices and/or games are missed due to injury/illness per doctor's orders.

##### Consequence:

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest(s).

- ##### B. Unexcused - All absences not falling into the excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

##### Consequences:

First offense      Suspension for the next contest

Second offense      Suspended for the next two contests:

Third offense      Suspension for the remainder of the season

#### 2. Absence from Contest (including Saturday):

##### A. Excused

1. Advance notice to the coaches. At the middle school level, the absence must be approved by the middle school athletic director.
2. In eEmergency situations, notify the coach as soon as possible.

Consequences are the discretion of the ~~head~~ coach and athletic director and may result in exclusion from future contest(s).

- B. Unexcused – All other types of absences not falling into the Excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

Consequences:

First offense- Suspension from next two contests

Second offense-Suspension for the remainder of the season

### 3. Absence from Last Game of Season and/or End of Season Tournament Play

#### A. Excused

1. Advance notice in writing to coach and approved by athletic director.
2. Reasons considered unavoidable and excusable by the coach and approved by athletic director.

#### B. Unexcused

All other types of absences not falling into the Excused category above.

Consequences

The athlete will not receive an end-of-year certificate and will not be permitted to attend the end-of-year celebration/banquet.

### 4. Holidays/Vacations

- A. Excused – If an athlete is going on a family vacation with a parent or guardian or is attending a school-related activity during a school recess, advance notice must be given to the coach by the first day of official team practice. The ~~and the~~ coach will then inform the athletic director. At the middle school level, all requests must be approved by the athletic director.

Consequences - If a contest is missed, the consequences are:

1. Suspended one subsequent contest for each contest missed
2. If practice is missed: See 1A

- B. Unexcused – Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

## AWARDS

Earning an Athletic Letter – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.

Wearing of Awards – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.

Booster Scholar Athlete Awards – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.500 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.

Managers/Statisticians/Student Trainers – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

## BANQUET

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

Middle school banquets/end of season celebrations will be held on middle school grounds.

## CANCELLATIONS DUE TO WEATHER

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

## CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. If, however, there is a conflict with a graded class activity, the class takes priority.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying those involved immediately when a conflict does arise.

## EQUIPMENT

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.
- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other

organization or for personal use. Any exception must be approved by the coach or athletic director.

- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

### FAILING TO COMPLETE A SEASON

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

1. Talk with your immediate school coach and then the head coach.
2. Return all equipment issued.

Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date. Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

### GAME DAY PARTICIPATION

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

### HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and/or sexual harassment toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, 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.

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 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 RULE

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

## INSURANCE

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

## LOCKERS

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.



## PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.

## PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool parent account and select Lunch and Fee Payments. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact 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 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

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### 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](http://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.

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# ATHLETIC HANDBOOK

2020-2021



**OLETANGY SCHOOLS<sup>SM</sup>**  
*Flourish Here.*

Last adopted May 23, 2019.

# OLENTANGY SCHOOLS

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

## BOARD OF EDUCATION

<del>Kevin O'Brien</del> <u>Mindy Patrick</u>	President
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## A MESSAGE FROM THE ATHLETIC DIRECTORS

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This handbook is being presented to you because your son or daughter desires to participate in interscholastic athletics at Olentangy Local Schools. You have also expressed your willingness to permit him or her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Olentangy Local School District is interested in the development of young men and women through athletics. We feel that a properly controlled, well-organized sports program meets students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parents or guardians of an athlete. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules governing interscholastic competition. These rules need broad based community support to be fully effective. This is achieved only through communication between the Athletic Department and the parents or guardians of our athletes. It is our hope to accomplish this objective through this athletic handbook for students, parents and coaches.

Yours in scholarship, sportsmanship and success,

High School Athletic Directors and Middle School Athletic Managers

## STATEMENT OF ATHLETIC PHILOSOPHY

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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

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### GOAL

The student shall become a more effective citizen in a democratic society.

### SPECIFIC OBJECTIVES

1. To learn teamwork – To work with others in a democratic society, an individual must develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.
2. To have fun – the main reason people participate in sports and games
3. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
4. Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
5. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
6. Enjoy athletics – It is necessary to acknowledge all of the personal rewards we derive from athletics and to give sufficiently of ourselves in order to preserve and improve the program.
7. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.



## RESPONSIBILITIES OF AN OLENTANGY SCHOOLS ATHLETE

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Being a member of an Olentangy Schools athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved numerous league and tournament championships. Many individuals have set records and won all-conference and all-state honors.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- Responsibilities to Yourself – The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- Responsibilities to Your School – Another responsibility you assume as a team member is to your school. Olentangy Local Schools cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Olentangy proud of you and your community proud of your school by your faithful exemplification of these ideals.

- Responsibilities to Others – As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day.

The younger students in the Olentangy district are watching you. They will copy you in many ways. Set good examples for these students.

## SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

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### 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

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.
- Racial, sexist, or abusive comments or actions directed at others will not be tolerated and will result in suspension and additional school consequences.
- Damage/destruction of school property
- Theft of school or personal property

Disciplinary actions include:

1. Denial of participation in an event
2. Removal from contest
3. Suspension for a portion of the season
4. Restitution
5. Conference/hearing with school official
6. Violations of the Code of Conduct may result in school discipline

## SPECTATORS

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to the cheerleaders, coaches and athletes of all teams.
3. Censure fellow spectators whose behavior is inappropriate.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors:

- Verbal/physical abuse of officials and coaches
- Profanity, and/or racial, sexist, or abusive comments or actions directed at officials, opponents, coaches, or team representatives will not be tolerated and will result in removal from contest.

- Berating players, coaches or other spectators through chants, signs and/or cheers
- Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area and/or disruptive behavior

Disciplinary actions include:

1. Removal from contest
2. Conference/hearing with school officials
3. Removal from future athletic contests
4. Violations of the Code of Conduct may result in school discipline
5. Entering the playing area may result in a suspension from all athletic contests for one calendar year from the event

### STUDENT MANAGERS / STATISTICIANS / TRAINERS

These individuals are considered participants of the sporting event and should follow the same guidelines as players and cheerleaders for their sport.

### EJECTION OF PLAYERS / CHEERLEADERS / STUDENT MANAGERS / STUDENT TRAINERS FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any student ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student/athlete participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who has been ejected for unsportsmanlike conduct for the second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible player is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Olentangy Local Schools believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. Olentangy Local Schools also recognizes the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise.

## COACHES

The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Shall establish team rules beyond the Code of Conduct
2. Teach the value of conforming to the rules
3. Instill team discipline and sportsmanship with appropriate consequences for team members who display inappropriate behavior
4. Instruct their players in the fundamentals of sportsmanship
5. Respect the officials' judgment and interpretation of the rules
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials before contests and with opposing coaches before and after contests

Coaches are to refrain from the following inappropriate behaviors:

- Use of profanity
- Ejection from contest
- Berating officials or players
- Inciting spectators/players to inappropriate behavior

## EJECTION OF COACHES FROM ATHLETIC CONTESTS

By adoption of the OHSAA, any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in contests for the remainder of that day as well as for all contests in that sport until two (2) regular season/tournament contests are played (one contest in football). If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest, including half-time or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with OHSAA Bylaw 12.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

## PROCEDURE TO RESOLVE PARENT/COACH DISAGREEMENTS

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

### Step 1 Direct Conversation

If a parent (complainant) has a disagreement or misunderstanding with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances 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).

### Step 2 Fact and Possible Resolution

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

### Step 3 Formal Process

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

### Dispositions

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

### Decision

The decision of the principal is final.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## ATHLETIC CODE OF CONDUCT AND EXPECTATIONS

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### CONDUCT OF ATHLETES/CITIZENSHIP

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

1. In the classroom – Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies. In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.
2. On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.
3. In the community - All athletes shall abide by a Code of Conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law that tarnish the reputation of everyone associated with the school will not be tolerated. The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation.

### SCHOOL DISCIPLINE REFERRAL

Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal, athletic director or head coach.

When school personnel learn that a student has violated or is suspected to have violated any rule, the athletic director, principal or principal's designee shall be notified immediately. The investigation shall be initiated within 72 hours of notification.

The student may be temporarily removed from an athletic contest and/or practice by the principal or principal's designee, athletic director, coach or faculty manager responsible for supervision of that activity.

Violations shall be determined based on the totality of all reasonable available evidence. The building principal or principal's designee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision.

The building principal or principal's designee will inform the student and attempt to inform parents of the disciplinary action.

### RIGHT TO APPEAL SUSPENSION

When a student is being considered for a suspension or denial from participation from a team by the principal, athletic director, coach, or other administrator:

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

- Suspensions may be appealed to the appropriate chain of command: coach, athletic director, and then building principal.
- The student may practice but may not participate during an appeal in any official contest pending the outcome of the hearing conducted by the principal. The decision of the principal is final.
- Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

## PROHIBITION AGAINST DISCRIMINATION

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

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

The District 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

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### PRINCIPALS AND PHILOSOPHIES

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed.

Participation in athletics is a privilege, not a right. Students are in a highly visible setting of leadership and/or competition/performance. Therefore, students will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Olentangy Schools.

The responsibility of an athlete to his/her fellow athletes is a year-round commitment and does not end with the season. Therefore, this policy is in effect for all four years of a student's high school career or all years of a student's middle school career and is enforced all twelve months of the year.

The expectations and consequences are in effect and will be enforced for twelve (12) months of the year and may carry over to the next season of participation. Consequences will be cumulative during middle school years and then high school years. (High school begins the day after completion of the middle school year.)

### DEFINITIONS

Assessment & Follow-Up Program – A program operated by a certified chemical dependency counselor or at agency by the Ohio Department of Alcohol and Drug Addiction Services or a licensed physician trained in chemical dependency.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Athletic Year – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

Banned Substance – A substance defined by school policy as being banned from use by students.

Code of Conduct – Anything in this handbook.

Controlled Substance – A drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.

Counterfeit or Look-Alike Drug

- Any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
- Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.
- Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

High School Career – The day after completion of middle school, through graduation or the completion of the athlete's career representing their high school, whichever is later

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

Mood-Altering Chemicals – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as "Wite Out", glue, gasoline, etc. used for its mood-altering affect- prescription drugs are included in this unless authorized by a medical prescription from a licensed physician and kept in the original container. This container shall state the student's name and the directions for proper use.

Possession – Having control over an event (such as a party) or substance. This may not be inferred solely from mere access to the thing or substance.

Paraphernalia – Spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.

Student Athlete – A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association-this will include cheerleaders as well.

Tobacco – All types of tobacco products, including smokeless products which contain nicotine. This includes, but is not limited to, vapor oils or similar products used in vapor pens.

Trafficking – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance.

Transmission – The action or process of giving a controlled substance to another individual.

## POSSESSION / USE OF ALCOHOL, CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS AND TOBACCO

### A. First Offense

1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the total contests (excluding Scrimmages), rounded up to the next whole contest in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend (out of uniform) all contests for which he or she is suspended.
4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee

apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.

5. For infractions involving alcohol, controlled substances/mood-altering chemicals, and tobacco the denial period may be reduced to twenty-five percent (25%) of the scheduled contests (excluding scrimmages), rounded up to the next whole contest if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The principal's designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse policy has been determined.
- B. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
- C. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

#### SELLING / ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES / MOOD-ALTERING CHEMICALS

- A. First Offense
1. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
  2. Dismissal from all athletics for one calendar year from the date of suspension.
  3. Information collected related to trafficking may be reported to appropriate law enforcement authorities.
- B. Any Additional Offense will result in denial of participation in athletics for the remainder of the student's high school career.

NOTE: Students who in any way aid another student in violations involving possession/use of alcohol, controlled substances/mood-altering chemicals and tobacco will be disciplined as if he or she were the principal offender.

#### VOLUNTARY REFERRAL OPPORTUNITY

Voluntary referral must occur prior to any report of violations or selection for random urine drug testing. The student may use the option of voluntary referral once in his/her athletic or academic career at Olentangy Local Schools.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. Voluntary referrals may be made by the student or his/her immediate family. Voluntary referrals will not carry violation consequences on the first offense only.

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

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five (5) days, an appointment for an assessment with a chemical dependency counselor and notify the principal or designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or designee. The student will also attend an out-of-school education program approved by the school principal or designee. Confirmation of the attendance must be made to the school designee. It is the responsibility of the student and his or her parents to keep the school designee apprised of the student's progress throughout this entire process.

For a tobacco referral, the student must within five (5) days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or designee. Parents must sign a release of information to the school designee so that the student's progress in the program can be followed and written verification of completion given to the designee. The student must complete the program or receive the original discipline.

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

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### OVERVIEW

The procedure for initial and random drug testing of athletes is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. The vendor is provided by the athletic director a list of eligible student athletes and in turn randomly selects these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designee by the MRO. If the sample is positive, the consequences as defined in this handbook are imposed and the student is offered options of participation in a drug assistance program. Additionally, the student is offered the opportunity to participate in weekly drug testing for up to five weeks before being reinstated to a team or allowed to participate in their next sport season.

### A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Olentangy Local School District students can occur, a program of deterrence will be instituted as a pro-active approach to support a drug free school. Likewise, through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is (1) to provide for the health and safety of all student; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and, (3) to encourage students who use drugs to participate in drug treatment programs; and, (4) to prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential. It is designed to create a safe, drug free environment for student athletes and assist them in getting help when needed.

### SUPPORTING DATA

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Vernonia School District 47J (Oregon) v. Wayne and Judy Acton and Pottawatomie v. Earls*.

### DEFINITIONS

Vendor – The medical office or company selected by the Board of Education to carry out the policy and procedure.

Athletic Director – The individual hired by the school or district to oversee all athletic programs of the school or district.

Medical Review Officer (MRO) – A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit Substance – A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use

Banned Substance - A substance defined by school policy as being banned from use by students

Student Athlete - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association. This may include cheerleaders as well.

**SAMHSA** – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

**GC/MS** – Gas Chromatography/Mass Spectroscopy. A scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy

**Quantitative Levels** – The measurement levels of a specific chemical in the urine, reported usually in nanograms per milliliter (ng/ml).

**Chain-of-Custody Form** – A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor, and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

**Adulterant/Adulteration** – Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample or otherwise interfere with the detection of illicit or banned substances in the urine.

**False Sample** – A sample of urine that is not from the athlete being tested or not from the athlete on the date of the test.

**Athletic Year** – Beginning July 1 of upcoming year and continuing for 365 days thereafter.

## PROCEDURES

### 1. Procedures for Students

#### A. Informed Consent for Testing

At the beginning of each school year or prior to an athlete's first sports season of participation in a school year, students and parent or guardian will complete and sign the Olentangy Local Schools Athletic Code of Conduct and Expectations Informed Consent Agreement. No student may participate in practice or competition until this form is properly executed and on file with the athletic director.

#### B. Urine Drug Testing Frequency

At the beginning of each sport season, as determined by the OHSAA or sanctioning organization or when a student moves into the district and joins a sport, all athletes wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances as specified in this handbook. Student athletes will be randomly tested up to a bi-weekly basis anytime during the athletic year. Following completion of that season, all students will remain in the testing program. Any student who refuses to submit to urine drug testing will be considered to be in violation of this policy. Refusal to submit a sample will be considered a positive test result and the appropriate consequences will be enforced. Students will not be allowed to practice or participate in athletics until they submit a urine sample.

#### C. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6, below. Any eligible student athlete selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Any student unable to produce an adequate specimen of urine during the collection period, after consuming up to 16 ounces of water and waiting up to 60 minutes, will be suspected of not cooperating with the testing program and will not be allowed to practice or compete in any scheduled competitions until the required testing is completed. Attempts to collect a sample must be

completed by 5:00 p.m. on the day the student was randomly selected. Students not able to provide an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policy's actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the building principal or athletic director.

2. Confidentiality of Results

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement (Exhibit B).

3. Vendor Requirements

At a minimum, the Vendor must be able to provide the following services:

A. Random Selection of Student Athletes

Once provided a list of eligible student athletes, the vendor must select the required number of students in a random and confidential manner. The vendor will arrange with the building principal or designee a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. Names of the selected students will be given to the athletic director, who will arrange for these students to report to the collection area.

B. Collection of Urine Specimens

The vendor will oversee the collection of urine specimens as outlined in the Procedures for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports. Chain of Custody forms that meet the criteria of this policy and that of the testing laboratory will be provided by the vendor. Students will be given as much privacy as possible in the obtaining of the specimen.

C. Testing of Urine Specimens

The vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than ten years of experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD). The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy). The building principal may specify specific classes or substances to be tested.

D. Medical Review Officer (MRO) Services

The vendor will provide MRO services by a licensed physician who is certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by the Procedure for Random Urine Drug Testing of Olentangy Local School District Students Participating in Interscholastic Sports as to the evaluation of positive drug tests and reporting findings to the building principal in a timely and confidential manner. All results will be kept on file for a period of seven years.

- E. Reporting of Random Urine Test Results by Vendor  
The MRO will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the building principal or designee. The building principal will notify the athletic director that a drug test has returned positive, giving only the dates of the collection and reporting.
  - F. Statistical Reporting and Confidentiality of Urine Drug Test Results  
The vendor, testing laboratory or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Olentangy Local School District Board of Education. However, the vendor will provide the building principal with an annual report showing the number of tests performed, rate of positive and negative tests and what substances were found in the positive urine specimens.
4. Procedures in the Event of a Positive Result
- A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the athlete submits or attempts to submit a false sample, or the MRO rules the specimen adulterated, the following will occur:
    - 1. Within 24 hours of school notification, the building principal or designee will notify the parent or guardian first, then the student, athletic director and/or designee, of any positive results. The building principal may keep all test results for a period up to one year.
    - 2. The student will be notified and be required to submit weekly urine specimens, via the Vendor outside of the school day at the Vendor's location, for five weeks.
    - 3. If the parent, guardian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education and/or designee for testing. This is done at parent or guardian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
    - 4. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
  - B. First Positive Result
    - 1. Loss of any leadership position in athletic activities for one calendar year from the date of the offense. Future leadership positions are at the discretion of the head coach.
    - 2. A letter shall be put in the athlete's file that advises the athlete of the violation and informs the athlete of the consequences of further violations. A copy of this letter will be mailed to the parent or guardian.
    - 3. The athlete will be denied the privilege of participating on the team for fifty percent (50%) of the regular season in which the team engages for the entire season. Participation denotes competing in events against outside competition at all levels (varsity, junior varsity, freshman and middle school levels), including dressing for contests. The athlete may practice with the team and shall attend all contests for which he or she is suspended. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete



or the date on which a violation of the substance abuse policy has been determined.

4. The student must also submit to weekly urine drug testing for the next five scheduled collection dates prior to being reinstated to a team or allowed to participate in the next sport season. The parent or guardian is responsible for all expenses and it is the responsibility of the student and his or her parents to keep the principal or designee apprised of the student's progress throughout this entire process. These tests will be conducted at the office of the approved vendor.
  5. For infractions involving alcohol and controlled substances/mood-altering chemicals, the denial period may be reduced to twenty-five percent (25%) of the scheduled contests if the athlete participates in an assessment and follow-up program. The student must set an appointment for assessment within five days of notification of the violation. The student/athlete must participate in the evaluation process to its completion and follow the counselor's recommendations. The student/athlete must waive his/her rights of confidentiality so that a written report can be prepared. The counselor must provide verification of this evaluation to the building principal or principal's designee. Any cost for the assessment and follow-up program will be the responsibility of the athlete. The principal may reinstate the athlete upon evidence of beginning an assessment and follow-up program. The substance abuse designee will monitor the progress of the assessment program and report to the principal any failure to comply.
  6. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which a violation of the substance abuse guidelines has been determined.
- C. Second Offense will result in denial of the privilege to participate in athletics for one calendar year from the date of suspension.
  - D. Third Offense will result in denial of participation in athletics for the remainder of the student's middle school or high school career.
5. Non-Punitive Nature of Policy  
No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to these guidelines will not be documented in any of the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Olentangy Local School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian or custodian will be notified at least 72 hours before response is made by the Olentangy Local School Board of Education, to the extent permitted by such subpoena or legal process.
  6. Illicit or Banned Substances  
For the purpose of this policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Olentangy Local School District student athletes: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Nicotine, Opiates, Phencyclidine, Propoxyphene and MDMA (Ecstasy).

## DUE PROCESS

Each student who is in violation of the Alcohol, Tobacco and Drug Prevention Guidelines or a student who tests positive on a random drug test will be afforded due process. The student will have the right of appeal of consequences to the building principal. This must be done in writing within 24 hours of the determination of consequences.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policies 2431-Interscholastic Athletics and 5610.05 - Prohibition From Extra-Curricular Activities).

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## ACADEMIC REQUIREMENTS

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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.
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

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### 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 interscholastic 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](http://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](http://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

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### ATHLETIC PARTICIPATION/CONCUSSIONS

If a concussion is suspected by a physical education teacher or coach, the student will be removed from the class, practice, or game. The student will not be permitted to return to full participation on the same day as the removal and not until s/he is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from that professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional. Parents or guardians shall be notified about the possible concussion and given information on concussions and the need for medical attention. Please refer to board policies 2431, 2431.01, and 5340 for more information.

### ATTENDANCE POLICY

In order for an athlete to participate in a physical team event (contest, practice, or other training) on a given scheduled school day, they must be in attendance for four (4) full periods (not including lunch) that same day. Athletes participating in school field trips and/or scheduled College Visits will be considered "in attendance."

1. Absence from Practice:

A. Excused

1. The athlete must provide, in writing, advance notice to the appropriate coach. ~~Advance notice from athlete in writing to the appropriate coach~~ At the middle school level, absences must be approved by the athletic director.
2. Reasons considered unavoidable and excusable by the coaches. At the middle school level, the absences must be approved by the athletic director.
3. A return to practice note is required for doctor/physical therapy appointments.  
~~2-a.~~ A return to participate date is required from the doctor if practices and/or games are missed due to injury/illness per doctor's orders.

Consequence:

Athlete may miss necessary mental and physical preparation for contest resulting in non-participation in a future contest(s).

- B. Unexcused - All absences not falling into the excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

Consequences:

First offense      Suspension for the next contest

Second offense    Suspended for the next two contests:

Third offense      Suspension for the remainder of the season

2. Absence from Contest (including Saturday):

A. Excused

1. Advance notice to the coaches. At the middle school level, the absence must be approved by the middle school athletic director.
2. In eEmergency situations, notify the coach as soon as possible.

Consequences are the discretion of the ~~head~~ coach and athletic director and may result in exclusion from future contest(s).

- B. Unexcused – All other types of absences not falling into the Excused category above. For example, athletes will not miss practice/games to participate with their club or travel team of any sport.

Consequences:

First offense- Suspension from next two contests

Second offense-Suspension for the remainder of the season

### 3. Absence from Last Game of Season and/or End of Season Tournament Play

#### A. Excused

1. Advance notice in writing to coach and approved by athletic director.
2. Reasons considered unavoidable and excusable by the coach and approved by athletic director.

#### B. Unexcused

All other types of absences not falling into the Excused category above.

Consequences

The athlete will not receive an end-of-year certificate and will not be permitted to attend the end-of-year celebration/banquet.

### 3.4. Holidays/Vacations

- A. Excused – If an athlete is going on a family vacation with a parent or guardian or is attending a school-related activity during a school recess, advance notice must be given to the coach by the first day of official team practice. The ~~and the~~ coach will then inform the athletic director. At the middle school level, all requests must be approved by the athletic director.

Consequences - If a contest is missed, the consequences are:

1. Suspended one subsequent contest for each contest missed
2. If practice is missed: See 1A

- B. Unexcused – Not going with parent or guardian or with a school-related group is an unexcused absence. See 1B/2B respectively.

## AWARDS

Earning an Athletic Letter – It is desired that the athletic letter be something the athlete must earn by athletic ability, but not be so unattainable that only the outstanding athlete can achieve it. It is also desired that the coach of each sport have a large amount of leeway in determining who receives the letter. Middle school athletes are not eligible to earn school letters.

Wearing of Awards – It is the firm belief of the district Athletic Department that awards should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them; the athlete represents the team and the school when wearing the award – actions that detract from a positive image will not be accepted.

Booster Scholar Athlete Awards – All sophomore, junior and senior students are eligible for this award. Students qualify for the award if their cumulative GPA is at least 3.500 on a 4.0 scale. Because high school students do not earn credits until the end of their freshman year, they are not eligible for this award.

Managers/Statisticians/Student Trainers – Any student who manages or trains satisfactorily for the entire sports season is entitled to the appropriate awards for that sport.

## BANQUET

At the conclusion of the season, if any student athlete is not a team member in good standing, the athlete will forfeit the privilege to attend the banquet and to receive all letters and/or awards.

Middle school banquets/end of season celebrations will be held on middle school grounds.

## CANCELLATIONS DUE TO WEATHER

In the event of a school closing or early dismissal, all middle school and freshman athletic events and practices will be canceled unless it is associated with a varsity event (example: a triple header basketball event).

However, in accordance with the practice of the majority of Ohio Capital Conference schools, varsity and junior varsity level athletic activities may still take place later that evening, weather permitting. The decision to cancel varsity and junior varsity contests and practices will be made by the athletic directors, building principals, the superintendent or designee in cooperation with representatives from the competing district(s).

A decision will be made no later than 2:00 p.m. If the superintendent or designee determines that it is unsafe to transport students by district buses or van(s), the athletic director, building principals, and the superintendent or designee, may elect to have parents transport our athletes to the contest. Notification of any such closings will be available on the district's Web site, at the link, Cancellation and Delay Notices.

## CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts. If, however, there is a conflict with a graded class activity, the class takes priority.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying those involved immediately when a conflict does arise.

## EQUIPMENT

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

- All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
- The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.
- Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Olentangy Local School District is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.
- All athletic equipment is the property of the Board of Education and the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other



organization or for personal use. Any exception must be approved by the coach or athletic director.

- All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.
- Under certain circumstances, equipment (i.e. uniforms) may be sold to team members at the end of the season. This sale will be controlled by the head coach and athletic director. The price will be set by the athletic director and will be the current replacement cost of the item. The money will be collected by the head coach prior to equipment being given to the athlete.

### FAILING TO COMPLETE A SEASON

An athlete may find it necessary to withdraw from a sport prior to the completion of the season. If this is the case, the following procedures must be followed:

1. Talk with your immediate school coach and then the head coach.
2. Return all equipment issued.

Depending on the reason for failing to complete the season, the athlete may be denied participation for the next spring season until the first official practice date. Athletes will not be eligible for post-season awards or participation in end of the year banquets as a result of separating from the team. Athletic fees will not be prorated or refunded.

Athletes who fail to successfully complete a season will not be eligible to utilize the PE Waiver for that respective sport season.

### GAME DAY PARTICIPATION

In order to participate in a school-day practice or contest, a high school or middle school student athlete must be in attendance four periods of the school day. A block scheduled class is equal to two regular class periods. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations may be excused by an administrator.

### HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and/or sexual harassment toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, 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.

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 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 RULE

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

## INSURANCE

Students participating in an athletic program must be protected by an accident insurance policy in one of the following ways: school insurance or a school waiver (found on the physical form) signed by the parent or guardian stating that they have adequate insurance coverage.

## LOCKERS

Section 3313.20 of the Ohio Revised Code authorizes a board of education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of Olentangy Local School District while on loan to students and are, therefore, subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only and to use a lock to secure all belongings. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

## PARENTAL ACKNOWLEDGMENT OF ATHLETIC POLICIES

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic Eligibility Rules and Policies of the Olentangy Local School District. This signed document will be filed in the athletic director's office.

## PAY TO PARTICIPATE

Olentangy Local Schools has adopted a policy that requires an \$80 fee per sport for participation in interscholastic athletics. The student fees are to defray only a part of the expenses of our activity programs. Fees for activity participation are to be assessed for one full year. Each building is responsible for collecting these fees.

Payments should be made in full by credit card online or by cash/check/money order. Make checks payable to "Olentangy Local Schools" and include students name and the activity for which the fee is being paid in the "memo" area of the check. Return all forms and checks to the individual buildings. To pay online, please go to your PowerSchool parent account and select Lunch and Fee Payments. For athletics, all fees are non-refundable after the first game and paying the fee does not guarantee an athlete's playing time. The payment deadline is before the first game/scheduled scrimmage. The athlete will not be allowed to participate until the fee or all previously owned school fees are paid.

If you receive a notice from your bank about a non-sufficient funds check, contact 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 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

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### 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](http://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.

DRAFT



April 8, 2020

Daniel Barend  
Project Supervisor  
Olentangy Local School District  
6840 Graphics Way  
Lewis Center, OH 43035

**Re: Liberty Middle School Walk-in Cooler/Freezer Replacement Bidding**

The following contractor has been deemed the lowest bidder for the above reference project:

**OPC Contracting.** Their base bid is \$129,300.00.  
Their bid for Alternate 1 is \$7,500.00.

Their total bid is \$136,800.00

Attached to this letter are bid tabulations for all bids, Bidder Qualification submittals, Post Bid Qualification Interview Minutes and Reference Check Results. Please utilize this information along with your own knowledge of the above referenced contractor in making your final decision on award. Please contact us with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Kevin Kindy". The signature is written in a cursive style with a horizontal line underlining the last name.

Kevin Kindy  
TRIAD Architects

Cc: File

**Project Name:** Liberty Middle School Walk-in Cooler/Freezer Replacement  
**Client:** Olentangy Local School District  
**Project Number:** 2008  
**Bid Date:** 4/2/2020  
**COST ESTIMATE:** \$148,500.00



CONTRACTOR	ADDENDUM #1	ADDENDUM #2	BID GUARANTY	ITEM 1	ITEM 1A	ITEM 1B
				Base Bid	Alternate 1 All work associated with replacing existing concrete floor slab	Alternate 2 All work associated with installation of through-wall flashing system in existing masonry veneer wall above walk-in cooler/freezer roof/existing wall transition as indicated on the drawings.
Ultimax Inc.	x	x	x	\$ 130,350.00	\$ 32,850.00	\$ 11,150.00
OPC Contracting	x	x	x	\$ 129,300.00	\$ 7,500.00	No bid
GHM Inc.	x	x	x	\$ 132,220.00	\$ 32,591.00	\$ 10,365.00
2K General Company	x	x	x	\$ 156,700.00	\$ 21,950.00	\$ 9,340.00



COUNTERPART NO. \_\_\_\_\_ OF \_\_\_\_\_. TO THE EXTENT THAT THIS SCHEDULE CONSTITUTES CHATTEL PAPER (AS DEFINED ON THE UCC), NO SECURITY INTEREST IN THIS SCHEDULE MAY BE CREATED THROUGH THE TRANSFER OR POSSESSION OF ANY COUNTERPART OTHER THAN COUNTERPART NO. 1.

## STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT

Master Agreement Number 5346810456  
APA Number 2Q2020 5346810456  
Schedule Number 534681045600012

### CONSOLIDATING SCHEDULE

HEWLETT-PACKARD FINANCIAL SERVICES COMPANY ("Lessor") and Olentangy Local School District ("Lessee") are parties to the State and Local Government Master Lease Purchase Agreement (the "Master Agreement") and the Advance Pricing Agreement (the "Advance Pricing Agreement") identified by the Master Agreement Number and the APA Number, respectively, specified above. Pursuant thereto, Lessor and Lessee have entered into one or more Leases (the "Existing Leases"), which are more particularly described in Section 1 below, during the Consolidation Period ending on **July 31, 2020** (the "Consolidation Date"). Pursuant to Section 6 of the Advance Pricing Agreement, Lessor and Lessee are entering into this Consolidating Schedule, which shall be identified by the Schedule Number specified above (this "Schedule"), effective as of the day immediately following the Consolidation Date (the "Start Date"), for the purpose of consolidating all of the Existing Leases into a single, separate and distinct Lease of the Equipment described in Section 2 below. The terms and conditions of the Master Agreement are hereby incorporated by reference into this Schedule. All capitalized terms used in this Schedule without definition have the meanings ascribed to them in the Master Agreement.

**1. EXISTING LEASES.** Each of the **1** Existing Leases being consolidated pursuant to this Schedule have been evidenced by the Master Agreement, the Advance Pricing Agreement and an Acceptance Certificate. The Acceptance Dates specified in the Acceptance Certificates relating to such Existing Leases are as follows: **ICOA 1**

**Leases Acceptance  
Certificate Number**  
**ICOA 1**

**Date**  
**TBD**

## 2. LEASE.

**A. Description of Items of Leased Equipment**  
Refer to the attached quotes

**Total Cost**  
**\$1,300,025.00**

**B. Initial Term:** 49 Months (measured from the Start Date)

**3. RENT:** 4 annual payments of \$305,455.03 and final payment of \$163,587.43 in the 49<sup>th</sup> month

**RENT is payable:** Annually in Advance

Lessee shall pay Lessor (a) on the first day of each calendar month or calendar quarter (depending on whether Rent is payable monthly or quarterly as specified above) if Rent is payable in advance, or (b) on the last day of each calendar month or calendar quarter (depending on whether Rent is payable monthly or quarterly as specified above) if Rent is payable in arrears, the Rent payment specified above for the length of the Initial Term in the case of a Lease. The First Payment Date shall be the Start Date if Rent is payable in advance or the last day of the month or quarter (as applicable) in which the Start Date occurs if Rent is payable in arrears. In addition, on the first Rent payment date Lessee shall also pay Lessor an amount equal to **N/A** (which is the aggregate amount payable by Lessee to Lessor with respect to the Existing Leases pursuant to the terms of the Advance Pricing Agreement with respect to the periods from and including the Acceptance Date in the case of each such Existing Lease up to but excluding the Start Date).

**ANNUAL RATE OF INTEREST** 3.61%

**4. ADVANCE RENT:** \$0.00

5. **EQUIPMENT LOCATION:** 7840 Graphics Way, Lewis Center, OH 43035
6. **SELLER:** Apple, Inc., CDW Government, Inc., Dayton Cincinnati Technology Services LLC
7. **APPROPRIATIONS:** Monies for all Rent and other payments due under the Lease for the Fiscal Period ending \_\_\_\_\_ are available from Lessee's appropriated funds for such Fiscal Period and that appropriations and/or other funds have been encumbered or designated for the payment of all Rent and other payments that shall become due under the Lease in such Fiscal Period.
8. **NON-ASSIGNABILITY BY LESSOR:** Notwithstanding any other terms or conditions set forth in the Master Agreement to the contrary, Lessor hereby agrees that it shall not and will not sell, discount, factor, hypothecate or otherwise dispose of its interest in the Equipment or this Schedule or any Lease.
9. **ADDITIONAL PROVISIONS:** Subject to Tech Refresh Amendment to this lease schedule hereto and incorporated herein
10. **FISCAL PERIOD:** \_\_\_\_\_

LESSOR AGREES TO LEASE TO LESSEE AND LESSEE AGREES TO LEASE FROM LESSOR THE EQUIPMENT DESCRIBED IN SECTION 2.A ABOVE. SUCH LEASE WILL BE GOVERNED BY THE MASTER AGREEMENT AND THIS SCHEDULE, INCLUDING THE IMPORTANT ADDITIONAL TERMS AND CONDITIONS SET FORTH ABOVE. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS SCHEDULE AND THE MASTER AGREEMENT, THE TERMS OF THIS SCHEDULE SHALL GOVERN.

**LESSEE:**  
**OLENTANGY LOCAL SCHOOL DISTRICT**

**LESSOR:**  
**HEWLETT-PACKARD FINANCIAL SERVICES COMPANY**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Master Agreement Number 5346810456  
APA Number 2Q2020 5346810456  
Schedule Number 534681045600012

**ATTACHMENT A**

**TO**

**SCHEDULE TO STATE AND LOCAL GOVERNMENT MASTER LEASE PURCHASE AGREEMENT**

**CONSOLIDATING SCHEDULE**

The first payment of Rent will be due on the Acceptance Date and all payments will be due annually thereafter.

Rent No.	Payment	Interest	Principal	Balance	
0				\$1,300,025.00	\$1,326,025.50
1	\$305,445.03	\$0.00	\$305,445.03	\$994,579.97	\$1,014,471.57
2	\$305,445.03	\$36,509.79	\$268,935.24	\$725,644.73	\$740,157.62
3	\$305,445.03	\$26,637.51	\$278,807.52	\$446,837.21	\$455,773.95
4	\$305,445.03	\$16,402.84	\$289,042.19	\$157,795.02	\$160,950.92
5	\$163,587.47	\$5,792.45	\$157,795.02	\$0.00	\$0.00
Totals	\$1,385,367.59	\$85,342.59	\$1,300,025.00	\$0.00	\$0.00

**Please note that the Concluding Payment includes a 2% prepayment premium which is payable only in the event you prepay this lease early.**

Lessee **Please Initial and date:** \_\_\_\_\_





## Payment Options

Prepared for: Olentangy Local School District

Updated: April 7, 2020

The growth of mobile devices in schools and on campuses, the increase in digital content and the need for more personalized learning are changing how students learn and how classes are taught. Higher education institutions and local school districts are looking to make smart investments in technology that will allow educators to more effectively deliver curriculum, deliver an exciting user experience, and meet IT requirements for reliability, manageability, security, and value.

Higher education institutions and school districts are balancing carefully dynamic economic conditions, with the need to leverage technology to position the organization for future growth. Success hinges on how well you manage resources and maintain the flexibility to innovate. Despite funding challenges, keeping technology current and well maintained is now a strategic priority.

IT Investment solutions from HP Financial Services provide you the capacity and flexibility to acquire advanced technology now, while offering convenient access to a regular refresh and upgrade program. You can align your expenses with your use of IT and avoid large, up-front cash expenditures. No need to delay your plans. You can offer students, faculty and administrators a foundation for success, while accomplishing more of your IT and financial goals.

### Easier to acquire

- Update your technology without sacrificing your other IT goals
- Conserve budget and save 10% – 15% over 3 or 4 years compared to a purchase
- Simplify with low predictable payment options that include hardware, software and services
- An optional tax-exempt installment sale—offers a cost-effective path to long-term ownership

### Easier to transition from old to new

- Defer payments up to 90 days or
- Sell us your existing IT, extract value and let us recycle it responsibly
- Avoid tying up cash needlessly so that you can be better prepared for changes.

### Easier to manage and refresh

- We will help you manage the lifecycle of your IT investments. You and your staff can focus on higher priorities.
- We will start planning your next upgrade or extension 120 days before the end of term
- We can take care of packing, shipping and secure disk wiping with our fee based services
- You choose your term and when to extend it

A proactive technology refresh program will enable you to expand and upgrade sooner and more effectively with greater efficiency. HP Financial Services makes it easy and economical for you to deploy advanced, world-class technology your education, business and IT needs.

We have presented annual payments which will provide the lowest overall total cost however other payment options are available. We have presented a Tax Exempt Installment Purchase with Tech Refresh option and a straight Tax Exempt Installment Purchase option.

### **Tax Exempt Installment Purchase Financing**

Our Tax exempt lease purchase is an installment sale in which the lessee will own the equipment outright at the end of the lease term helping to spread the investment over multiple budget years, matching cash payment with usage of the equipment. This offers the school district a predictable budget.

#### **Tax Exempt Installment Sale Financing - Palo Alto Firewall 5250- Solutions (Option 3YR)**

	Purchase Price	Projected Qty	Total Financed	3 Years Lease Rate	3 yr Annual Payments
Palo Alto Firewall 5250- Solutions	\$319,614.00		\$319,614.00	0.34559	\$110,455.40
Total			\$319,614.00		\$110,455.40
Effective Interest Rate				3.72%	
Annual Budget Impact	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2022 Budget	
Annual Budget Impact 3yr lease	\$110,455.40	\$110,455.40	\$110,455.40	\$331,366.21	

uses and advanced pricing agreement to committ rates for the 90 day rollout period. Equipment not accepted by July 31st the rates are subject to change based upon market changes.

\* Payment Frequency: 3 annual payments

\* Rates assume that Olentangy Local School District is eligible for Tax Exempt Financing under Internal Revenue Code 103

Pricing is valid only if product is delivered and accepted by July 31, 2020 and assumes an August 1, 2020 rent commencement. For equipment accepted after that date rates may be adjusted to reflect current market conditions and will be fixed for the full term of the lease.

We appreciate the opportunity to provide you with this proposal. I would welcome the opportunity to further discuss the various financial options and better understand the district's financial requirement. Please do not hesitate to call me at 224 512 4299 or email at [tom.ackermann@hpe.com](mailto:tom.ackermann@hpe.com) if you have any questions.

Sincerely,

Thomas Ackermann

**HP Integrated Financial Solutions**

Financial Area Manager

Public Sector – Central Region

Work: 224 512 4299 Email: [tom.ackermann@hpe.com](mailto:tom.ackermann@hpe.com)