



SPRINGBORO JUNIOR HIGH SCHOOL

STUDENT HANDBOOK 2020-21

Mr. Jon Franks, Principal
Mrs. Alisha Jung, Assistant Principal
Mrs. Dana Mitchell, School Counselor
Ms. Mary McConnell, School Counselor
Mrs. Tammy Sinclair, Administrative Assistant
Mrs. Denise Swope, Administrative Assistant
Mrs. Jen Runchey, Athletic Director

1605 SOUTH MAIN ST., SPRINGBORO, OH 45066

Main Office Phone: (937) 748-3953 Fax: (937) 748-3964
Athletic Office: 937-748-4110 Fax: 937-748-4112

This agenda belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Student Number: _____



EQUAL EDUCATION OPPORTUNITIES

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. For more information, please see Policy 2260 title "Nondiscrimination and Access to Equal Education Opportunity" and Policy 5517 titled "Anti-Harassment."

ASSURANCE OF COMPLIANCE

The Springboro Community City School District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or natural origin.
2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap.

The Springboro Board of Education has appointed the following individual as compliance officers:

- Ms. Andrea Cook for Section 504 of the Rehabilitation Act of 197
- Mrs. Carrie Hester for Title VI of the Civil Rights Act of 1964

If an individual feels that they have a complaint or concern, they should contact the compliance officer at (937) 748-3960

BOARD OF EDUCATION

Mr. Jamie Belanger: Board President
Mr. Dan Gudz: Board Vice President
Mr. Charles Anderson: Board Member
Mrs. Lisa Babb: Board Member
Mr. David Stuckey Board Member

Board of Education meetings dates and times are available on www.springboro.org.
Public participation is encouraged.

DISTRICT TELEPHONE NUMBERS

Central Office 748-3960

Ms. Andrea Cook, Assistant Superintendent of Instruction
Mrs. Terrah Floyd, Treasurer
Mrs. Sarah Gerstner, Elementary Special Education Coordinator
Mrs. Carrie Hester, Assistant Superintendent of Administrative Operations
Mrs. Emily Hill, Director of Special Education
Mr. Scott Marshall, District Communications Coordinator
Mrs. Michelle Palmer, Transportation Supervisor
Mrs. Bronwyn Patterson, District Nurse
Mrs. Kathleen Poor, Food Service Manager
Mr. Rob Robison, Executive Director of Business and Facilities Operations
Mrs. Maureen Ruether: Secondary Curriculum and K-12 Testing Coordinator
Mrs. Kasey Stafford, Secondary Special Education Coordinator
Mr. Chuck Wiggins, K-12 Gifted Services Coordinator & Elementary Curriculum

Clearcreek Elementary 748-3958

Mrs. Carrie Corder, Principal
Mrs. Jessica Jones, Assistant Principal

Dennis Elementary 748-6070

Mrs. Terrah Hunter, Principal
Mr. Justin Smith, Assistant Principal

Five Points Elementary 748-6090

Mrs. Traci Griffen, Principal
Mrs. Jaime Lierly, Assistant Principal

Springboro Intermediate 748-4113

Mrs. Brooke Coulter, Principal

Springboro Junior High 748-3953

Mr. Jon Franks, Principal
Mrs. Alisha Jung, Assistant Principal

Springboro High School 748-3950

Mr. Kyle Martin, Principal
Mr. Rob Berger, Assistant Principal
Mr. Michael Myers, Assistant Principal
Mr. Jimmy Aker, Freshman Principal

Sign up to receive building newsletters on the Springboro District website.
Click on "E-News Sign Up" or <http://www.springboro.org/EmailSignupForm.aspx>

Junior High School Staff

Contact any school employee via email by using the 'first name initial' followed by the 'complete last name' followed by '@springboro.org' or visit <http://www.springboro.org/directory.aspx>

Mr. Jonathan Franks	Principal	jfranks@springboro.org
Mrs. Alisha Jung	Assistant Principal	ajung@springboro.org
Mrs. Dana Mitchell	School Counselor, L-Z	dmitchell@springboro.org
Ms. Mary McConnell	School Counselor, A-K	mmcconnell@springboro.org
Mrs. Jen Runchey	Athletic Director	jrunchey@springboro.org
Mrs. Tammy Sinclair	Administrative Assistant	tsinclair@springboro.org
Mrs. Denise Swope	Administrative Assistant	dswope@springboro.org
Mrs. Patty Hurley	Clinic Nurse	phurley@springboro.org
Mrs. Quinn Little	Speech/Language Pathologist	qlittle@springboro.org
Ms. Rebecca Mazurik	School Psychologist	rmazurik@springboro.org

Junior High Teachers

Mr. Chad Adams Mathematics	Mrs. Ruth Alexander Mathematics	Mrs. Amanda Nothstine Science	Mr. Nick Palmer Band
Ms. Angela Ashley Intervention Specialist	Mrs. Stephanie Bates Social Studies	Mrs. Julia Puckett English Language Arts	Mrs. Laura Reichenberger Intervention Specialist
Mrs. Sarah Benedict Strings	Mrs. Leslie Berg French	Mr. Shawn Schmitt Science	Mrs. Jennifer Smith Social Studies
Mr. Ryan Boyer Social Studies	Mrs. Cynthia Braccini Intervention Specialist	Mrs. Wendy Stapleton Intervention Specialist	Mrs. Jen Steel English Language Arts
Mr. Alex Bruns Mathematics	Mr. John Burkhardt Health	Mr. Jeremy Swanson Mathematics	Mrs. Sarah Teufel Science
Mrs. Shannon Callahan Physical Education	Mrs. Margaret Cane Science	Ms. Sarah Thornbery Teacher-Librarian	Mr. Kyle Youker Science
Mrs. Stacey Cavanaugh Social Studies	Mrs. Carina Clark Choir	Mr. Randy Youst Physical Education	
Mrs. Kif Corcoran English Language Arts	Mrs. Ann Crouse Art		
Ms. Maggie Demarse Project Lead the Way	Mrs. Emily Hemmert-Dull English Language Arts	Aides/Monitors	
Mrs. Aurea Feliciano Spanish	Mr. Michael Fisher Social Studies	Mrs. Terri Blommel	Mrs. Crystal Bowman
Mrs. Sarah Flora English Language Arts	Mrs. Alyssa Fox English Language Arts	Mr. Mike Burson	Mrs. Becky Coffee
Mrs. Ashley Gilbert Intervention Specialist	Ms. Linda Gillum Title I Mathematics	Mrs. Renee Craycraft	Mrs. Linda Diemunsch
Mr. Jon Guinther Science	Mrs. Jennifer Hale Science	Mrs. Shelley Eckman	Mrs. Yvonne France
Mrs. Melody Hogue Spanish	Mrs. Stephanie Jordan Social Studies	Mrs. Pam Harris	Ms. Ashley Lyons
Mrs. Kendra Klausung Mathematics	Mr. Greg Kline Intervention Specialist	Mrs. Cathy Mantia	Mrs. Karen Natale
Mrs. Jennifer Heagen English Language Arts	Mr. Steve Hernandez Computer Coding/Digital Media	Mr. Shane Scherpf	Mrs. Mackenzie Smith
Mrs. Carrie Krimm Mathematics	Ms. Lesley Langford Social Studies	Mrs. Launi Swezey	Mrs. Tammie Wilson
Mr. Tyler Lotspaih Mathematics	Mr. Marcus Makras Project Lead the Way		
Mrs. Amy Marcum Mathematics	Ms. Danielle McCune Science	Custodians	
Mrs. Charlotte McGinley Careers & Consumer Concepts	Mrs. Jessica Miller English Language Arts	Mr. Michael Reyes	Mrs. Lisa Granda
Mr. Anthony Montgomery Social Studies	Mrs. Jill Mooney Intervention Specialist	Mr. Jeffrey Jones	
		Kitchen	
		Mrs. Rebecca Busi	Mrs. Michelle Collins
		Mrs. Carrie Kowalski	Mrs. Peggy O'Ryan

Mental Health and Wellness Department

The Mental Health and Wellness Department is comprised of the Mental Health Coordinator and three Resource Coordinators throughout the district. The Resource Coordinator program works under the Mental Health Coordinator. The Mental Health Coordinator and the Resource Coordinator Program work in conjunction with each of the schools to eliminate barriers to our student's education, helping families that need additional resources, and to provide assistance with mental health and wellness.

Panther Awareness Newsletter: The Mental Health and Wellness Department produces a monthly Panther Awareness Newsletter providing education on mental health concerns. Sign up on Springboro District website. Click on "E-NEWS SIGN UP" or <http://www.springboro.org/EmailSignupForm.aspx>. Review previous newsletters and additional resources on the Mental Health website <http://www.springboro.org/StudentMentalHealthServices.aspx>

Wendy Ford, Mental Health Coordinator: The Mental Health Coordinator assists all buildings with their individual needs regarding mental health issues, truancy, Children Services situations, police/juvenile court issues, and family issues that impact school performance. The Mental Health Coordinator directs the Resource Coordinators, coordinates with Solutions School-Based Counseling Program, the Wellness Zone at the High School, and also runs the Springboro Community Assistance Center (SCAC). The SCAC helps families who are in need of additional support with meeting food and basic needs. **Contact:** wford@springboro.org or 937-748-3950 x4405 or 937-572-3167

Resource Coordinator Program: The job of the resource coordinator is to help eliminate non-academic barriers to your child's learning. A resource coordinator can help families with food, clothing, housing, kinship services, attendance issues, etc. A child's personal and family difficulties affect how they are doing socially and academically at school. The Resource Coordinators also work with the Springboro Community Assistance Center which helps families who are struggling with meeting their basic needs such as food, clothing, utilities etc.

Can assist with...: Helping families and school work together through difficult times; Helping families with community resources that will promote family stability; Improve attendance; Encouraging families to increase participation in their child's academic life. *Services can include:* Visiting with a family at home; Meeting with a student at school; Accompanying a family in obtaining a needed resource; Researching what services may be available to assist a family; Accompanying families during school meetings.

Resource Coordinators

Autumn LeBu
alebu@springboro.org
937-748-3950 ext 4016
586-321-8778

Courtney Collins
ccollins@springboro.org
937-748-6070 ext 4734
513-465-2664

Sarah Newlin
snewlin@springboro.org
937-748-4113 ext 2606
937-557-1630

Springboro Community Assistance Center

1629 South Main Street, Suite 320
Springboro, Ohio 45066
(937) 572-6488

<http://springborocommunityassistance.org/>

Additional Resources

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
National Alliance on Mental Illness (NAMI): <https://www.nami.org/>

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Our Vision

In Springboro Schools, we will provide a learning environment with the opportunities and resources for students to be engaged, prepared, inspired, and challenged.

District Values:

- We recognize students as individuals, and their curiosity, interests and questions are essential tools in their own education.
- Connections between our schools and teachers, parents and families, residents, businesses and the community are important to us. We seek ways to build partnerships and give back to our community.
- We value communication. The district benefits through inviting all voices and listening to our community.
- We will succeed by evolving to meet 21st Century needs and expectations, and thereby fulfill our potential as individuals and as a school district.
- We support a balance in the instruction of the required standards with students' skills and character development (leadership, creativity, collaboration, critical thinking).
- We encourage well-rounded students who achieve and lead in a range of disciplines, including academics, arts, music, sports and extracurriculars.
- Students are encouraged to develop and apply their unique interests and strengths.
- Students are encouraged to discover their individual interests and passion for learning.
- We value the district's rich traditions and record of excellence.
- We value volunteerism. Opportunities for the community to volunteer in our schools and for our students to volunteer and give back--both globally and locally--are important.

Bell Schedules

STARTING THE DAY

Students may enter the building at 7:00 a.m. and report to the commons. Students will be released to their lockers from the commons at 7:20 a.m.

A five-minute warning bell will sound each day at 7:25 a.m. The school day begins at 7:30 a.m. Students not in their assigned classroom at this time will be marked tardy. The school day ends at 2:20 p.m.

REGULAR BELL SCHEDULE - *The period that you have lunch determines which schedule you follow*

4th Lunch	6th Lunch	8th Lunch
1st 7:30 – 8:34	1st 7:30 – 8:34	1st 7:30 – 8:34
2nd 8:37 – 9:37	2nd 8:37 – 9:37	2nd 8:37 – 9:37
3rd 9:40 – 10:40	3rd 9:40 – 10:40	3rd 9:40 – 10:40
4th Lunch 10:40 – 11:10	4th/5th 10:43 – 11:43	4th/5th 10:43 – 11:43
5th/6th 11:13 – 12:14	6th Lunch 11:43 – 12:13	6th/7th 11:46 – 12:26 & 12:57 – 1:17
7th/8th 12:17 – 1:17	7th/8th 12:16 – 1:17	8th Lunch 12:26 – 12:56
9th 1:20 – 2:20	9th 1:20 – 2:20	9th 1:20 – 2:20

HOMEROOM SCHEDULE - *The period that you have lunch determines which schedule you follow*

4th Lunch	6th Lunch	8th Lunch
HR 7:30 – 7:40	HR 7:30 – 7:40	HR 7:30 – 7:40
1st 7:43 – 8:41	1st 7:43 – 8:41	1st 7:43 – 8:41
2nd 8:44 – 9:42	2nd 8:44 – 9:42	2nd 8:44 – 9:42
3rd 9:45 – 10:43	3rd 9:45 – 10:43	3rd 9:45 – 10:43
4th Lunch 10:43 – 11:13	4th/5th 10:46 – 11:44	4th/5th 10:46 – 11:44
5th/6th 11:16 – 12:15	6th Lunch 11:44 – 12:14	6th/7th 11:47 – 12:27 & 12:58 – 1:16
7th/8th 12:18 – 1:16	7th/8th 12:17 – 1:16	8th Lunch 12:27 – 12:57
9th 1:19 – 2:20	9th 1:19 – 2:20	9th 1:19 – 2:20

Thriving Thursday Advisory Schedule - *The period that you have lunch determines which schedule you follow*

4th Lunch	6th Lunch	8th Lunch
1st 7:30 – 8:26	1st 7:30 – 8:26	1st 7:30 – 8:26
2nd 8:29 – 9:24	2nd 8:29 – 9:24	2nd 8:29 – 9:24
3rd 9:27 – 10:22	3rd 9:27 – 10:22	3rd 9:27 – 10:22
Advisory 10:25 – 10:55	Advisory 10:25 – 10:55	Advisory 10:25 – 10:55
4th Lunch 10:55 – 11:25	4th/5th 10:58 – 11:53	4th/5th 10:58 – 11:53
5th/6th 11:28 – 12:24	6th Lunch 11:53 – 12:23	6th/7th 11:56-12:36 & 1:07-1:22
7th/8th 12:27 – 1:22	7th/8th 12:26 – 1:22	8th Lunch 12:36 – 1:06
9th 1:25 – 2:20	9th 1:25 – 2:20	9th 1:25 – 2:20

ONE HOUR EARLY DISMISSAL - *The period that you have lunch determines which schedule you follow*

4th Lunch	6th Lunch	8th Lunch
1st 7:30 – 8:24	1st 7:30 – 8:24	1st 7:30 – 8:24
2nd 8:27 – 9:17	2nd 8:27 – 9:17	2nd 8:27 – 9:17
3rd 9:20 – 10:10	3rd 9:20 – 10:10	3rd 9:20 – 10:10
4th Lunch 10:10 – 10:40	4th/5th 10:13 – 11:03	4th/5th 10:13 – 11:03
5th/6th 10:43 – 11:34	6th Lunch 11:03 – 11:33	6th/7th 11:06 – 11:56
7th/8th 11:37 – 12:27	7th/8th 11:36 – 12:27	8th Lunch 11:56 – 12:26
9th 12:30 – 1:20	9th 12:30 – 1:20	9th 12:30 – 1:20

TWO HOUR DELAY SCHEDULE - *The period that you have lunch determines which schedule you follow*

4th Lunch	6th Lunch	8th Lunch
1st 9:30 – 10:14	1st 9:30 – 10:14	1st 9:30 – 10:14
2nd 10:17 – 10:57	2nd 10:17 – 10:57	2nd 10:17 – 10:57
4th Lunch 10:57 – 11:27	4th/5th 11:00 – 11:41	4th/5th 11:00 – 11:41
5th/6th 11:30 – 12:11	6th Lunch 11:41 – 12:11	6th/7th 11:44 – 12:24
7th/8th 12:14 – 12:54	7th/8th 12:14 – 12:54	8th Lunch 12:24 – 12:54
3rd 12:57 – 1:37	3rd 12:57 – 1:37	3rd 12:57 – 1:37
9th 1:40 – 2:20	9th 1:40 – 2:20	9th 1:40 – 2:20

ATTENDANCE

ATTENDANCE PHILOSOPHY

The Springboro Community City School District is committed to provide a high-quality education to the students. To achieve this goal, students must consistently be in attendance at school in all classes (including study hall). Attendance and promptness to class are the responsibility of the individual student and his/her parent or guardian. Attending class regularly and being on time allows the student the opportunity to positively benefit from the instructional program, as well as learning the necessary habits of punctuality, self-discipline, and responsibility.

Excessive absences cause disruption in the learning process. Students who display good attendance records generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving high school. Good attendance habits contribute to success in academics and extracurricular activities and carry over into later life occupational experiences.

Legal Requirement

R.C. 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

R.C. 3321.03: It is the parent's responsibility to cause the child to attend school.

ATTENDANCE POLICY

The Springboro Community City School District follows county and state attendance policies. Beginning school year 2019-20, the following policy will be enacted:

Definitions - Absences, Tardy, Early Dismissal

- *Full Absence* - student does not attend school for an entire school day.
- *Partial Absence* - student (a) arrives to school 90 minutes or more after the start of the school day; OR (b) leaves school with 90 minutes or more remaining in the school day.
- *Tardy* - student arrives to school less than 90 minutes late.
- *Early Dismissal* - student departs from school with less than 90 minutes remaining.
- *Off Campus Leave* - student leaves school and returns on the same day. For example, leaving school to go to a doctor's appointment and returning back the same day. If the off campus leave is 90 minutes or more, then it will count as a partial absence. For example, leaving school to go to a doctor's appointment and returning back the same day.
- *Truancy* - Truancy is defined by R.C. 3313.609, as "any absence that is not excused".

Absences, tardies, early dismissals, and off campus leave can be designated as excused or unexcused by the school administration. Any time a student is not in attendance at school, the minutes will be added to the cumulation of overall hours of excused and/or unexcused absences/tardies/early dismissals/off campus leave during the school year.

Documentation of Absences, Tardies, Early Dismissals, and Off Campus Leave

Generally, twelve (12) absences from school (time out of school), which include full and partial days may be documented and excused by a parent/guardian phone call or note. Absences (time /out of school), full and partial days in excess of (12) absences may not be excused by a parent/guardian and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

- Medical notes shall not count against the (12) absences (time out of school full or partial days) that a parent/guardian may excuse.
- Tardies and early releases do not count toward the (12) absences threshold;
- One partial absence counts as one (1) towards the (12) absences threshold; Two partial absences count as (2) towards the (12) absences threshold and so on.

Students who miss school are required to have their parent/guardian contact the attendance office within 90 minutes of the school start time, this being 9:00 a.m. at the Junior High. If the school does not receive notification from a parent/guardian, a phone call will automatically be made to the parent/guardian.

If the parent/guardian fails to contact the school, the time away from school will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

This rule does not create an entitlement for a student to be absent from school (12) times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include but are not limited to: the student's attendance/grades in the current or prior school years; instances where students/parents/guardians have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. If it is in the best interest of the student, school administration may grant excused absences from school (time out of school, full or partial days) only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the building Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school official to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence, partial day absence, tardy, early dismissal, or off campus leave is excused.

Parental Excused Absences and Tardies

Absences for the reasons below count toward the twelve (12) absences threshold:

- A. Personal illness or injury.
- B. Medical or dental appointments (partial days, in most cases).
- C. Illness or death in the family.
- D. Quarantine of the home (limited to the length of quarantine as determined by proper health officials).
- E. Appointments for court.
- F. Head lice. Children excluded from school due to head lice are allowed two (2) excused absences. Days beyond the two (2) day limit are unexcused.

Principal Excused Absences and Tardies

Absences for the reasons below do not count toward the twelve (12) absences threshold:

- A. Funeral of immediate family member or relative.
- B. Religious holiday.
- C. College visitation, juniors and seniors, maximum of three (3) days total for school year (Parent/student required to provide verification of the date and time of the visitation from the college, university or technical college).

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused once the proper documentation has been received regarding the absence/tardy. In general, unexcused absences/tardies include (but are not limited to):

- A. Missing the school bus.
- B. Experiencing transportation problems at home or on the way to school.
- C. Remaining at home to complete school assignments.
- D. Missing school without legitimate illness.
- E. Oversleeping. Alarm clock (student's or parent's) failed to work.
- F. "My mom didn't get me up."
- G. Not having suitable clothing to wear to school.
- H. Working at a job during the school day without a proper work permit.
- I. Babysitting.
- J. Any form of recreation.
- K. Personal business that can be done after school or on weekends.
- L. "Helping at home" or "was needed at home".
- M. "I had a game last night."
- N. Senior pictures/portraits.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal twelve (12) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Unexcused Tardy to School

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the school start time must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the school administration.

In grades 6-12, the school district will make student and/or parent/guardian contact when there have been 3 incidences of an unexcused tardy. At the 4rd tardy, the school district can, but is not limited to, a detention, and a parent/guardian meeting, home visit, or other intervention that the school district feels is appropriate to ensure the student's success. This policy **will not** reset at the semester.

Generally, the consequences for **unexcused tardiness** to school during a school year are the following for students in grades 6-12:

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Parent/Guardian notification and conference with student
- 4th Tardy - 8th Tardy – Detention for each tardy
- Subsequent Tardies – Consequences/interventions will be determined by administration

Early Dismissals

Students must bring in their early dismissal note to the attendance office the morning before school starts. In all cases, a parent/guardian must provide a valid reason for the early dismissal. Only names listed on a student's emergency contact list will be allowed to sign that student out of school.

When a student arrives on the campus property, the student is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without permission from the main office.

Consequences: Excused and/or Unexcused Absence Hours and Excessive Absences

If a student accumulates 38 hours of excused and/or unexcused hours in one month; or 65 hours of excused and/or unexcused hours in a school year, a warning letter will be sent to the parent/guardian. The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excessive absences/tardies.

Consequences: Unexcused Absence Hours and Habitual Truancy

If a student accumulates 30 consecutive unexcused hours, 42 unexcused hours in a month, or 72 unexcused hours in a school year, an Absence Intervention Meeting will occur. If a parent/guardian fails to appear/respond in the Absence Intervention Meeting the school will make a referral to Children Services or instruct the team to develop a plan without the parent/guardian's input. If the plan is not followed, a complaint of truancy will be filed in Juvenile Court. In addition, "contributing" charges may be filed against the parent(s).

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

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

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school

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

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A violation of court order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED, or attain twenty-one (21) years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one (1) Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.)

Warren County Satellite Classes

Springboro Community City Schools accepts the attendance policies and procedures of the partner school in regards to their students who attend the partner school satellite classes within their district. These policies and attendance documentation will be maintained at the partner school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Perfect Attendance

Perfect attendance is defined as being present in school every day that classes are in session. To have perfect attendance, students must not have any excused or unexcused absences, tardies, early dismissals, or off campus leave. Although absences due to medical or dental appointments, legal appointments, special activities, and religious holidays may be "excused," they will prevent a student from achieving perfect attendance.

Other Attendance Situations

Students that are involved in College Credit Plus programming, school sanctioned activities and modified academic school schedules must sign in and out in the Attendance office and comply with school rules regarding their programming.

Make-Up Work

Excused absences and tardies allow students to make-up all missed assignments and assessments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students are expected to make-up assignments and assessments missed due to unexcused absences or tardies.

Students in grades 6-8 will be given sixty percent (60%) credit for assignments and assessments completed for unexcused absences.

Suspension – Out of School Make-Up Work

Students suspended will receive sixty percent (60%) of the earned grade on any assignment or assessment.

Tardy to Class

Each building implements procedures defining class tardies and appropriate disciplinary steps for being tardy to class.

Athletics, Student Activities, Cheerleading, and Student Attendance

A student must be in school to participate in or attend a school function that evening. Only the principal may excuse a student for being absent from school and allow a student to participate in an event. The absence must be verified in advance and be for medical, dental, family death, legal, or school-related reasons. Continuous absences will result in removal from the activity and school discipline.

Passes for Leaving School

Students are not permitted to leave the school grounds at any time during the school day without approval from the school office. If a student must leave the building because of illness or any other emergency, that student must get permission from designated school personnel. Parental permission to leave school must also be secured by school officials before a student may sign-out in the attendance office. Failure to follow the school building's proper procedure will be considered an unexcused absence.

A student may leave school before the day ends provided the parent/legal guardian writes a note indicating the student has a medical, dental, or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins. Most of these absences (including appointments to get driver's licenses) should only result in a partial or one half (1/2) day absence from school. Students will not be excused for the entire day unless it is verified by the specific appointment stating the need to be out all day. Elementary students must have a note indicating a change in the student's routine (a bus student being picked up or walking, rather than riding the bus).

There is no legal, acceptable reason for any student to miss school in the name of a "skip day," therefore, any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the rules of truancy.

If you have any questions regarding the state attendance policy, please call the building main office or the County Attendance Office (513) 695-2900.

CODE OF CONDUCT

This Student Code of Conduct is adopted by the Board of Education of the Springboro Community City School (SCCS) District pursuant to R.C. 3313.661 and R.C. 3313.662.

Any student engaging in the following types of conduct, either specifically or generally like the conduct listed below, is subject to the following: reprimand/warning, parent contact, loss of privileges, detention, alternative educational placement, suspension, emergency removal, alternative school placement, court referral, criminal charges, expulsion and/or permanent exclusion, or other appropriate disciplinary actions pursuant to R.C. 3313.661. Depending on the violation, the frequency of the violation, and the severity of the violation, any or a combination of the previously listed consequences may apply. Additionally, student behavior(s) may result in a recommendation to the Superintendent of Schools for expulsion and/or the involvement of law enforcement officials.

This code of conduct applies while a student is in the custody or control of the school, on school property or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Springboro Community Schools. This policy grants school officials the right to use all legal means including, but not limited to, the use of drug trained canines in the performance of their responsibilities.

The types of conduct prohibited by this Code of Conduct are as follows:

- Rule #1: **Disruptive Behavior:** Behavior which disrupts or interferes with any school setting or activity.
- Rule #2: **Insubordination:** Failure to accept/follow administered discipline, refusal to accept/ follow reasonable directions, noncompliant with established procedures, and/or disrespect toward school employees.
- Rule #3: **Vandalism:** Destruction, damage of, or attempts to destroy/damage/deface school, private, personal, or public property.
- Rule #4: **Tardiness:** Failure to report on time, without an acceptable excuse, to school, classroom or other instructional area. See attendance policy.
- Rule #5: **Truancy:** Unexcused absence from school. See attendance policy.
- Rule #6: **Dress Code:** Refer to SCCS dress code policy.
- Rule #7: **Electronic Devices:** Devices that disrupt or distract from the educational process are not to be seen, used or heard during school hours without prior authorization. Refer to Electronic Devices Policy No. 5136. SCCS will not be held responsible/liable for any lost, stolen or damaged devices.
- Rule #8: **Internet/Network:** All students are required to comply with the Acceptable Use Policy and the Bring Your Own Technology Policy for SCCS.
- Rule #9: **Profanity:** Cursing and/or use of indecent or obscene language in oral, written or any other form.

- Rule #10: **Academic Dishonesty:** Cheating or plagiarizing.
- Rule #11: **Intimidation/Abuse of Another:** Words, phrases or actions used or directed to or about a student or school employee, which are considered to be intimidating, threatening, obscene, slanderous or degrading in nature. Name calling and/or derogatory, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- Rule #12: **Hazing/Harassment:** Humiliation or persecution of another and/or repeatedly annoying or attacking another using physical, verbal, written, or electronic action that creates a fearful or hostile environment.
- Rule #13: **Bullying:** Repeated harassment that involves a real or perceived power imbalance between two or more students.
- Rule #14: **Sexual Misconduct:** Engagement of any sexual acts including, but not limited to, fondling, kissing, vulgar/obscene words or gestures, sexting/posting in any electronic format, indecent exposure, and/or possession/distribution of profane/vulgar/obscene/derogatory material are prohibited.
- Rule #15: **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment.
- Rule #16: **Leaving School/Skipping Class:** Leaving class, school building, or school grounds during the designated school day without obtaining permission from proper school authority and/or not reporting or returning to class or school activities.
- Rule #17: **Loitering/Trespassing:** Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule #18: **Fighting:** A physical altercation between two or more individuals, in which a student's actions do not represent reasonable self-defense. This includes the mutual participation in an incident involving physical violence.
- Rule #19: **Assault/Battery:** A physical attack that results in serious bodily injury and the actions do not represent self-defense.
- Rule #20: **Bus Behavior:** Any behavior or action that distracts a bus driver, creates a potential safety issue, or disturbs the orderly operation of a bus. Students must follow the posted bus rules and comply with the Ohio Department of Transportation (ODOT) regulations.
- Rule #21: **Parking and Traffic Violations:** Failure to abide by parking and traffic rules and regulations set forth by the administration.
- Rule #22: **School Disturbance:** Acts which cause disruption of the school environment and/or threatens the safety or well-being of students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, inducing panic, threats to the school, pranks, out of control behavior, or actual violence during a period of disruption

- Rule #23: **Extortion/Bribery:** Solicitation of money, favors or anything of value from another person in return for protection or in connection with a threat or action that violates any rule, regulation, or policy.
- Rule #24: **Gambling:** Betting money, favors or anything of value on any game or activity is prohibited.
- Rule #25: **Theft/Attempt/Possession:** Theft or attempted theft of school or personal property, and/or possession/distribution of stolen property.
- Rule #26: **Forgery/Falsification/Deceit:** Acts, including but not limited to, falsifying school records, forging signatures, impersonation, making or providing false statement(s), or counterfeiting are considered to be forgery/falsification.
- Rule #27: **Alcohol:** Buying, selling, offering, distributing, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #28: **Controlled Substances:** Buying, selling, offering, distributing, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- Rule #29: **Non-Controlled Substances:** Buying, selling, offering, distributing, using, possessing or being under the influence of any drug, medication, inhalant or other non-controlled substance which can be taken internally.
- Rule #30: **Paraphernalia/Look-a-Likes:** Buying, selling, offering, distributing, using, or possessing any drug or alcoholic paraphernalia or look-a-likes to include instruments, objects, papers, pipes, containers etc.
- Rule #31: **Tobacco/Nicotine:** Buying, selling, offering, distributing, using or possessing any substance containing tobacco/nicotine, including, but not limited to, cigarettes, cigars, pipes, clove cigarettes, e-cigarettes of any kind, or using tobacco/nicotine in any other form
- Rule #32: **Weapons:** Possession or use of weapons or ordnance or use of objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition and knives; possession or use of objects which may render physical harm to another if improperly used.
- Rule #33: **False Alarms/Threats:** Turning in false fire, tornado, bomb, disaster or other alarms.
- Rule #34: **Explosive/Incendiary Devices/Arson:** Possession or use of matches, lighters, explosives or other similar devices and/or setting fire or attempting to set fire.
- Rule #35: **Unauthorized Sale/Solicitation/Advertising:** Unauthorized sale and distribution of items for personal gain. Distribution of pamphlets, leaflets, buttons, insignia, etc., and/or placing of signs and slogans without the permission of proper school authority is prohibited.
- Rule #36: **Negligence:** Failing to report information with regards to the actions or plans of another person to a school employee where these actions or plans of another person, if carried out, could result in harm to another person(s) or damage property.
- Rule #37: **Aiding/Abetting:** Willfully aiding another person to violate any rule, regulation, or policy.

Rule #38: **Unruly Behavior:** Repeated violations of the Student Code of Conduct and/or any other rule, regulation, or policy.

Rule #39: **Criminal/Felonious Acts:** Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- A. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent/guardian.
- B. Community service shall be performed at the place and time designated by the Superintendent or his/her designee.
- C. The student and parent/guardian will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's, or his/her designee's, satisfaction, all or part of the suspension or expulsion may be reinstated.
- D. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy. In addition to disciplinary actions specified in the school district Code of Conduct, the Superintendent shall develop other strategies as appropriate that will help to reduce the incidence of any of these unacceptable behaviors at school.

DISCIPLINARY PROCEDURES

A wide range of disciplinary action is available to school personnel in dealing with student misbehavior. A student's past and current record of behavior will be considered, along with other extenuating circumstances as appropriate. Nevertheless, severe or repeated violations of school rules will generally result in out-of-school suspension and possible expulsion from school. Discipline will be administered in a fair, firm, and consistent manner.

The classroom teacher shall encourage classroom expectations and enforce consequences. The range of disciplinary action is as follows:

- Verbal reprimand.
- Teacher/student conference.
- Parental notification.
- Written reprimand.
- One hour teacher detention after school
- Other logical consequences (such as restitution or clean-up following destructive acts).
- Referral/conference with the principal.
- Conference with parents.
- Two hour administrative detention after school.
- Removal and in-school isolation from a class or activity.
- Suspension from bus transportation or extra-curricular activities.
- Out-of-school suspension for up to ten days.
- Expulsion from school.
- Referral to the Springboro Police Department and/or Warren County Juvenile Court.

DEFINITION OF TERMS AND DISCIPLINARY ACTION

Because of the necessity of maintaining a reasonable behavioral norm at curricular and extracurricular school activities, procedures for dealing with behavior, which deviates from the norm, have been developed. These methods are as follows:

1. **Detention** – Retaining a student in a specified area, outside of the school day, for a period not to exceed two hours. Either a teacher or Administrator or both may assign a detention. Types of detentions that can be assigned are After School Detentions, Teacher Detentions, and Administrative Detentions.
2. **Emergency Removal** – Taking a student away from a classroom or other school event, function or activity for a class period up to one day. A teacher or principal or both can exercise an emergency removal.
3. **In School Discipline** – An alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments. Students are responsible for all work that is assigned and completed in their classes.
4. **Loss of Privilege** – Denying a student the privilege of participating in non-academic activities
5. **Suspension** – Denying a student the privilege of attending school (academic suspension) or any other school function, event or activity including school transportation for a period of not more than 10 consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the Code of Conduct. During a suspension a student may not be on any school property without permission from either the Principal or Superintendent. A suspension may be ordered by the Principal, Assistant Principal, or the Superintendent. Days missed for suspensions are unexcused absences. The

suspension may be appealed, within 10 days after receipt of the suspension notice. The request for an appeal must be in writing. Students can receive up to 60% credit for their work during a suspension.

6. **Expulsion** – Denying a student the privilege of attending school or any school activities, school transportation, or event for a period of more than 10 days up to one calendar year. The Superintendent may expel a student. During an expulsion a student may not be on any school property without the permission of the Superintendent.
7. **Permanent Exclusion** – Permanently denying a student the privilege of ever attending school or any school activities or being on any school property at any time without the permission of the Board of Education.

DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Accordingly, the Board establishes the following procedures:

- A. **Student subject to suspension:** 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 provided 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.
 4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. student's school record (not for inclusion in the permanent record).
 6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee: The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court: Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

- B. **Students subject to expulsion:** When a student is being considered for expulsion by the Superintendent:
1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
 2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
 3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board: A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court: Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

- C. **Students subject to emergency removal:** Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.
- D. **Students subject to permanent exclusion:** Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

- E. **Students subject to suspension from bus riding/transportation privileges:** Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school discipline. An in-school discipline is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

GENERAL SCHOOL INFORMATION

ACADEMIC ELIGIBILITY (ATHLETIC, BAND, FLAG AND GUARD MEMBERS)

Participation in interscholastic athletic activities shall be limited to students who meet all of the following criteria:

1. In order to maintain eligibility for grades 7 and 8, the student must be currently enrolled in a member school or be participating in accordance with state law, and must have received passing grades, 60% or higher, in a minimum of five (5) of the classes in which the student was enrolled in the immediately preceding grading period, and have an overall average of 67% within that grading period.
2. During the athletic season, students must maintain weekly eligibility. Any combination of "U" (unsatisfactory behavior) or percentage grades less than 67% in two (2) different subjects will result in loss of eligibility for one (1) week.

Students should not change their course schedule or drop a course without first consulting with the school principal, school counselor, or athletic director to determine whether it will affect their eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

For band, flag, drum line and winter guard members, ineligibility pertains to competition as well as game performance.

The participant must be enrolled in at least 5 credit earning courses (study hall is not credit earning).

The participant must be covered by sufficient insurance with a family accident policy or with a school accident policy. A physical examination is required.

The Board of Education recognizes the importance of family unity and the educational value of family travel. Therefore, a student's participation in extracurricular or co-curricular activities may not be limited because of missed practices or competitions during a family vacation or trip. Nevertheless, a coach, director, or advisor may limit participation after the student's return if the absence has resulted in a material lack of preparedness or physical conditioning. If any limitation is imposed, the coach, director, or advisor shall immediately advise the student of the limits, and shall assist in normalizing the student's level of participation as quickly as possible. Prior to missing practice or upon return to the practice, the student shall present a written statement signed by a parent or guardian providing a reason for the absence.

ACCESS TO SCHOOL RECORDS

The Springboro Board of Education wishes to inform all parents/guardians of students enrolled in any Springboro School that parents/guardians may call and request an appointment with the principal of the school to review their child's official school record. Students who are 18 years of age may make the same request. The records will be reviewed in the presence of the building principal or his designated representative. Upon request, education records shall be reproduced, unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction in regards to any psychological report on the student, request for an appointment with the psychologist should be made.

AREAS "OFF LIMITS" TO STUDENTS DURING THE SCHOOL DAY

Students are not permitted to exit the school building during the academic day without permission from Administration. Students must sign in and sign out at the main office each time they enter or exit the building. Students riding buses must report to the school building upon arrival.

Students are not permitted to be outside of their scheduled academic areas without a pass from a staff member. No student shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with authority to excuse. Students who leave the school grounds without permission will be considered truant. Moreover, if you remain in a restroom during a class period and then report that you were sick, it will be considered truancy.

ATHLETICS, STUDENT ACTIVITIES, CHEERLEADING, AND STUDENT ATTENDANCE

A student must be in school to participate in or attend a school function that evening. Only the principal may excuse a student for being absent from school and allow a student to participate in an event. The absence must be verified in advance and be for medical, dental, family death, legal or school-related reasons. Continuous absences will result in removal from the activity and school discipline.

Game/Contest Only

A student may miss part of a school day and participate in a game/contest if the absence is excused by a doctor's note. Students must be in school at least a half of day (3 hours and 25 minutes- arrive by 10:55 a.m., leave after 10:54 a.m.). Other extenuating circumstances must be approved by the principal for the student to participate in the game/contest.

If the student has an unexcused tardy, but is present for at least half of the first period and the remainder of the day, the student may participate in the game/contest.

Practice Only

If a student has an unexcused tardy or absence, the student may not participate in that day's practice.

CAFETERIA

Junior High Student Lunch in 2020-21

Lunch Price: \$2.65

Reduced Lunch Price: \$0.40

- Lunch payments may be made on-line through PaySchools Central for schools. Cash or check (payable to Springboro Schools) is also accepted.
- Any change in your child's food allergies should be communicated to the school via a doctor's note. Please see your school nurse for assistance.
- Lunch Charge Policy: Students in grades 7-12 are not permitted to charge their lunch. Students without lunch money may receive a cheese sandwich and milk at no cost.
- A complete list of all snack items is posted on the foodservice web page. All snacks are USDA Smart Snack compliant.

The lunch period is an integral part of the school day. The school cafeteria is maintained as a vital part of the school. We have a **closed lunch period**; students are required to eat at school and may not go out for lunch.

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Also, students are not allowed to have carry-out orders brought in to them from restaurants, etc. without prior permission of the administration.

During this time, students are expected to:

1. Take a place in the lunch line without cutting. Students who leave the lunch line must return to the rear of the line.
2. Eat all food in the cafeteria. Food is not permitted in the halls, classrooms, or outside areas.
3. Leave tables, seats, and floors clean for others.
4. Deposit all litter in trash cans.
5. Remain seated during the lunch period, leaving original seat only with permission of a supervising lunch monitor.
6. Follow all school rules and behave appropriately. Students who do not follow the rules may be asked to remain during free time and assist in cleaning the cafeteria or other disciplinary consequences.

Students who choose not to cooperate with the rules and/or lunch supervisor shall receive disciplinary actions.

CELLPHONES AND ELECTRONIC DEVICES

Students may possess personal communication devices (PCDs) on school property and at school-related functions. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, Smart Watches, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During the academic day, from 7:30 am to 2:20 pm, students are not permitted to use PCDs without permission from staff. All PCD's should be turned off and kept in the locker throughout the school day. Students in violation of this expectation will have their device confiscated and sent to the main office for disciplinary consequences. Student devices will be returned to the student or parent/guardian at the end of the day. Students will receive an administrative detention if they violate this expectation.

Please refer to the Personal Communication Devices policy 5136 for more information.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the building administration.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

CHANGE OF ADDRESS OR INFORMATION

Whenever a change occurs in your child's address, phone number, etc. it is important that you inform the school immediately. Address changes require that the parent provide the guidance office with a Change of Address form and an acceptable proof of residency copy; such as a cable, water, phone, or electric bill, a lease agreement or closing documents. It is also important to inform the school whenever a change in the custody of a child occurs. All court papers pertaining to a child's custody should be provided to the school with the residential parent designated. These documents will be placed in the student's cumulative file.

CHEATING/PLAGIARISM

Cheating/plagiarism is considered a very serious offense by the faculty and staff of Springboro Junior High School. Cheating/Plagiarism is a violation of academic integrity, and any student in the junior high school who is found guilty of cheating/plagiarism is subject to serious repercussions listed below.

Cheating/Plagiarism is an act of fraud. It involves both stealing someone else's work, and lying about it afterward. When you plagiarize you use another's original words or ideas as though they were your own.

Specific examples:

- A. Turning in another's work, word-for-word as your own. This includes copying someone else's homework.
- B. Copying words or ideas from someone else without giving credit (meaning citing the source).
- C. Giving incorrect information regarding the sources.
- D. Changing words but copying the sentence structure of a source without giving credit. Changing the words (paraphrasing) of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its original context of presentation, you still have plagiarized.
- E. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- F. Providing your work to another student, in any capacity, with the intention to provide the student(s) the ability to cheat/plagiarize.

1st offense: 1 day In School Discipline and up to a zero on the assignment

2nd offense: 2 days In School Discipline and up to a zero on the assignment

3rd offense: 1 day Out of School Suspension and up to a zero on the assignment

4th offense: Consequences/interventions will be determined by administration

COMPUTER USE

Students must follow all regulations for acceptable use of computers, software, local area networks and on-line services in the Board Policy Manual, student handbook, as well as individual teacher instructions for use. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to interfere with other users' mail. Failure to follow these guidelines may result in any or all of the following sanctions:

- loss of access
- additional disciplinary action determined at the same time

Products made on school owned equipment or made during school time become the property of the school.

DANGEROUS WEAPONS

The Board of Education will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

This prohibition shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent and to the local law enforcement agency and proper disciplinary action.

In an effort to ensure the safety and welfare of students and staff and to promote a safe school environment, students and staff members are required to immediately report knowledge of dangerous weapons and threats of violence by contacting the building principal. Failure to report knowledge may subject the student or staff member to discipline.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a District employee or a visitor.

DRESS AND GROOMING

Appropriate student dress and grooming practices are as important as appropriate conduct in Springboro Schools. Part of the total education of students is learning to dress appropriately and behave responsibly in a variety of situations, and students are expected to dress in a manner that is appropriate to the school environment. The best guide for proper dress and grooming is common sense, and it is best supervised by students and parents/guardians for themselves. In order to establish and preserve an atmosphere in our schools that is conducive to learning, Springboro Schools have adopted the following dress guidelines for students. The following regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress and personal appearance while at school or school related functions:

- Parents/guardians and students maintain responsibility for following the student dress code.
- The administrators, with the assistance of the staff, have the final responsibility of enforcing the student dress code.
- When any dress or grooming interferes with the cleanliness, health, welfare, safety of students or disrupts the educational process, it is prohibited.
- Sponsors and teachers of elective programs or elective activities may require stricter standards regarding dress and personal appearance for participants in their program or activity. The administration, athletic director or band director must approve clothing for student participants in school-sponsored extracurricular activities.
- The dress code may be modified by the building principal for the purpose of school spirit days or other special school-wide events.
- Exceptions due to religious, ethnic, or cultural beliefs will be considered by the building principals.
- The student dress code guidelines may be reviewed annually.

Students shall adhere to these regulations for dress and personal appearance:

1. Shirts and tops should be long enough to tuck into pants, and have a neckline to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. For girls, sleeveless shirts should cover the majority of the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, tank tops, or spaghetti straps should be worn alone. For boys, shirts are to have a sleeve.
2. Skirts and shorts are considered appropriate when worn to mid-thigh. Pants and shorts will be worn where the rise is high enough so that no undergarments are visible.
3. No skin should be visible between bottom of tops and top of pants, skirts or shorts. Clothing should not be see-through, ripped, cut, or altered to expose skin in inappropriate places. Holes in jeans that expose skin above mid-thigh or undergarments are not permitted.
4. Dresses should have a neckline that covers all cleavage, and a hemline that reaches mid-thigh. Dresses that reveal portions of the waistline, torso or chest are not appropriate. Dresses and skirts will not drag on the floor.
5. Coats, hats and backpacks may be worn to and from school, but must remain in the student's locker throughout the school day. Small purse or pencil pouch may be carried.

6. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, or promotes violence is not appropriate for school. These examples are not all inclusive and other types of messages may be deemed inappropriate for the school environment.
7. Head coverings such as hats or hoods are not permitted.
8. Sunglasses, chains hanging from pants, pajamas, slippers, arm/neckwear or piercings with spikes, or any other accessory that could be considered dangerous are not permitted.
9. Grooming, hairstyle and/or wearing of clothing, jewelry, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes or implies membership in a group, gang or cult impedes the learning process and will not be permitted.
10. PreK-5: For safety reasons students are not permitted to wear flip flops, crocs without a heel strap, or sandals without a heel strap, or "heelys" (shoes with wheels). Gym shoes are preferred.
11. With changes in fashion and style, administration reserves the right to determine if a violation of the dress code has occurred.

A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Parents/guardians will be notified and responsible for bringing an appropriate change of clothing when possible. If a student does not have alternative clothing, they will be required to change into school provided appropriate dress. Failure to abide by this dress code will result in progressive disciplinary action in accordance with the Springboro City Schools Code of Conduct.

EMERGENCY DRILLS

Emergency drills will be held periodically in accordance with state laws. Instructions for clearing the building in case of an emergency will be posted in each room. Students are expected to remain quiet and follow the instructions provided by their teachers.

FOOD/POP/CANDY/GUM, ETC. & WATER BOTTLES

Open beverage containers, food, candy, gum, etc. are not permitted in the academic areas at any time, or other instructional areas (i.e. band room, choir room, gymnasium, etc.). These items will be confiscated and disposed of and disciplinary action could result. Food purchased in the cafeteria is to remain in the commons.

Water in a closed beverage container is permitted in academic areas and classrooms. Teachers may have specific classroom expectations for water bottles (i.e. water bottles must be kept on the floor, water bottles must be left against the wall on the side of the room, water bottles must have a screw on lid, etc.).

GRADE REPORTING

As educators, we recognize the importance of cooperation between home and school and our responsibility in keeping parents informed of student progress. Pupil grading and progress reporting are intended to reflect competency in the mastery of learning objectives, student growth over the course of a school year, and student achievement.

In the Springboro Community City Schools, student grades are mainly dependent on mastery of curriculum objectives. Mastery is determined through a variety of assessments such as tests, quizzes, projects, and classroom activities. Other criteria are also used for a portion of the grade including homework, daily class work, and participation in class. It is important to understand, however, that greater emphasis is placed on mastery of objectives that on other criteria in the assignment of student grades.

Grades at the Junior High School are reported as percentages. Although percentages do not correlate directly to letter grade equivalents, any percentage grade below 60% is considered non-mastery or failure of course content.

INTERIM PROGRESS REPORTS

Interim Progress Reports will be made available to parents via Progress Book

REPORT CARDS

Report cards are issued at the end of each grading period. They are made available to parents for the first three quarters and mailed home after the fourth quarter. Percentage grades are used to designate pupil's progress. The school will withhold grades and credits for students who have outstanding unpaid fines or fees.

PRINCIPAL'S LIST / HONOR ROLL

Only core courses (English, Mathematics, Reading, Science, and Social Studies) will be calculated for the Principal's List and Honor Roll qualification.

To qualify for the Principal's List, students must earn an average percentage grade of 90% or better, with no percentage grade below 85%. (core courses)

To qualify for the Honor Roll, students must earn an average percentage grade between 83% and 89% with no percentage grade below 75%. (core courses)

PROMOTION AND RETENTION

The Board of Education and Springboro Junior High School recognize that the personal, social, physical, and educational growth of children varies and that they should be placed in the educational setting most appropriate to their needs at various stages of growth. Therefore, each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his or her development. A student will be promoted to the succeeding grade level when she/he has:

- A. Completed the state-mandated requirements at the presently assigned grade.
- B. In the opinion of the principal and teachers, achieved the instructional objectives set for the present grade; and
- C. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade. Parents will be informed of the possibility of retention and a conference including the parents, principal, guidance counselor and/or teacher(s) will be conducted for each student considered for retention. Factors to be discussed include academic achievement; standardized test results; physical, social, and emotional maturation; and attendance. The Superintendent has the final responsibility to determine the promotion or retention of each student.

A student may be retained if she/he is absent unexcused for 10% (18 days) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

HALL PASSES

Students are expected to carry their Agenda books to each class. When students ask permission to leave the classroom, they are to (1) use the hall passes in their agendas and (2) put their name on the Teacher Sign Out sheet. Students are not allowed to use another student's Agenda for hall pass usage.

HOMEWORK HELP

Homework help is offered every week, Monday – Thursday from 2:30 – 3:30. This is to provide students the opportunity to come to a quiet space to complete work and get assistance from teachers when needed.

ILLNESS AT SCHOOL

Students who become ill during the school day should notify a supervising teacher and report to the clinic. If a student is unable to remain in school, a parent or designated emergency contact person will be notified by school nurse. Students may not leave school without permission from office personnel, and the parent/guardian must sign a student out at the main office.

IMMUNIZATION REQUIREMENTS

Immunization records for students in grades 6-12 must be current when school starts. According to state law, if a child's records are not current that child will be excluded from school. If a student's immunization record is not complete at the time school begins, updated records must be provided by the parent/guardian.

All 7th Grade Students must provide documentation of (1) A tetanus, diphtheria, and pertussis (Tdap) booster. This immunization needs to have been given no sooner than the child's 10th birthday; (2) 1st Dose of the Meningococcal (MCV4) vaccine, or an exemption waiver. Any seventh grade student who does not have proof of the TDAP, MCV4, or a waiver on file, will be excluded from attending school. Students new to the Springboro school district will have fourteen (14) days to provide proof of immunization.

LIBRARY / MEDIA CENTER

The library/media center is an integral part of the educational program for all students. A licensed teacher-librarian administers the center.

Students visit the library periodically with their English Language Arts teachers and also complete research projects in other subject areas.

Library services include:

- Assisting with individual and class research.
- Assisting with selection of individual leisure reading and listening materials.
- Presenting book talks and book reviews.
- Providing instruction and assessment in research methods.
- Providing technology assistance.

The library is open during the school day. Use of the library before or after school must be arranged with the teacher-librarian.

LOCKERS

Lockers are the property of the Board of Education and, in accordance with law, may be subject to random searches. To provide safety for materials, the administration requires that students lock their lockers. Students may not rig their lockers so as to bypass the locking mechanism. Students are to use only the locker assigned to them. Damage to lockers, such as the placing of bumper stickers, etc., is subject to fines. Students may only use magnets to attach items to the inside and outside of the locker. Decorations and the posting of signs on the outside of lockers can only occur with permission of a building administrator. Any items on a locker that are deemed inappropriate or do not use magnets will be removed.

MEDICATION (Policy 5330 - Use of Medications)

Prescription Medication

In order for a student to use/consume any prescription medication at school, he/she must have the doctor and parent fill out the Request to Administer Medicines Form and follow Policy 5330-Use of Medications. The form and medication must be brought to school by a parent in the original container and kept in the school clinic and administered by school personnel. Students are not to have medication in their possession at school or disperse/transfer medication to anyone for any reason. Those students who do not follow these procedures may be disciplined.

Non Prescription (over-the-counter) Medication

In order for a student to use/consume any over-the-counter medication at school, he/she must have the parent fill out the Request to Administer Medicines Form and follow Policy 5330-Use of Medications. The form and medication must be brought to school by a parent in the original container and kept in the school clinic and administered by school personnel. Students are not to have medication in their possession at school or disperse/transfer medication to anyone for any reason. Those students who do not follow these procedures may be disciplined.

MISCELLANEOUS ITEMS

The following items are not appropriate in school and are not to be brought to school. These items will be confiscated from students and disciplinary action may be taken. If a student would bring the item again, it would be confiscated until the end of the year and disciplinary action will be taken. Items not claimed through one of these methods by the end of the year will be discarded.

1. Pagers/Cellular Phones*
2. Electronic Games
3. Matches/Lighters
4. Safety pins or other sharp objects
5. Laser Pens

***Cellular phones and any other personal communication devices may not be brought to class. They shall be turned off and left in student lockers at the beginning of the day. Cell phones can be used before and after school. *EXCEPTION: Teacher-directed activities within the district's "Bring Your Own Technology" Policy.* Students who wish to call home during the day must request permission from the office. Parents who wish to contact their student during the day are asked to call the office. Use of personal communication devices during the school day will result in confiscation of the item and disciplinary action.**

NATIONAL JUNIOR HONOR SOCIETY

The Springboro Junior High School (SJHS) Chapter of the National Junior Honor Society (NJHS) believes that membership in the National Junior Honor Society is the highest honor that a school can confer on a student. The SJHS Chapter believes that recognition should be given for those students who demonstrate the fundamental qualities for which our school stands: scholarship, service, leadership, character, and citizenship. Therefore, the NJHS gives recognition to those students who have attained most nearly those fundamental objectives. The objective of the SJHS Chapter of the NJHS is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of positive traits of character and to foster the awareness of civic involvement through positive citizenship.

Students who have achieved an accumulated percentage grade average of 93% (A) or higher at the end of the first semester of seventh grade are eligible for nomination for consideration by the faculty for membership.

Students who have attained the required accumulated percentage grade average are entered into eligibility for faculty recommendation. Once recommended, these students are invited to a meeting where they are informed of the selection process. Selection for membership is made after consideration is given to the requirements of service, leadership, character, and citizenship.

After teachers return nomination forms, a faculty council consisting of five faculty members appointed by the Principal meets to evaluate the results of the nomination forms. Also considered at this meeting is the "Springboro Junior High School National Junior Honor Society Application". With a vote of 3-2 or better in favor of membership, a student is inducted into the National Junior Honor Society. The decision of the council is final. The names of the faculty council members and the reasons for their decisions are confidential.

PARENT/TEACHER PARTNERS

The Springboro Junior High School Parent/Teacher Partners (PTP) is composed of parents and educators. This very active and supportive volunteer group helps to maintain a close partnership between home and school. PTP conducts various projects that benefit the students, parents, and staff of the junior high school. Funds are raised through PTP and staff to support the students in their school programs. Anyone can join and volunteers are gladly accepted.

PERSONAL SELLING OR DISTRIBUTION OF ITEMS

The school is not a place of business for individual student's personal profit or distribution of any item.

SCHOOL CLOSING/DELAY

The best and most accurate way to stay informed of school closings and delays is through our district website: www.springboro.org. The district uses the following avenues to notify families and the public about school closings and delays:

- An all-call message (Instant Connect)
- An email to those on our distribution list
- Our district website, Facebook, and Twitter
- All local TV and radio stations

SCHOOL COUNSELORS

Counseling services are provided to assist students in understanding personal growth, planning for education, and exploring career choices. Students should meet with the school counselor if they are having difficulties with classes or if they are experiencing other problems that affect school success.

A student who wishes an appointment with a counselor should sign up in the School Counselor's office. It is best to make an appointment before school, during the lunch period/study hall, or after school. Class time should be used only in emergencies. You must have a pass from the School Counselor's Office or a pass from your teacher to visit.

Students must sign in and out of the School Counselors Office to verify their presence at the time indicated.

Teachers, parents or a student may refer an individual to the counselor. The counselors are an important resource in helping students develop to their full potential.

SCHOOL TELEPHONE USE

Office telephones will be used for school business and emergency calls only. During the day students must have principal approval to use the telephones. Students will not be permitted to use classroom phones or leave class or study hall to make calls. Students will not be called to the phone during school hours to talk with parents/guardians except in cases of emergency. Callers may leave a message, which will be delivered, to the student at the lunch period or end of the day.

SEXUAL HARASSMENT AND/OR MISCONDUCT

Sexual harassment will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when such conduct has the purpose or effect of interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive school environment. Any student knowingly or intentionally submitting a false allegation concerning sexual harassment by another student will be subject to corrective disciplinary actions.

SIGNS/LITERATURE

Posting of signs and distribution of literature on school grounds and in school buildings must be with permission of a building administrator.

STUDENT BACKPACK USAGE

Students are permitted to bring backpacks to school; however, they must be stored in the students' lockers. Backpacks will not be permitted in the building between classes, during class or at lunchtime.

STUDENT COUNCIL

Student leaders are elected by their peers to serve on the junior high Student Council. Student Council members are expected to maintain a high standard of service and conduct. Therefore, those with more than two Discipline Referrals or a suspension from school during a nine-week grading period will not be allowed to participate in Student Council activities during the following grading period.

STUDENT JOURNALISM

Official student publications (newspapers, yearbook) are a part of the school curriculum and editorial control remains with school authorities. These publications are a school forum and not a public forum.

STUDENT NETWORK USAGE

Students must follow all regulations of the Acceptable Use Policy (AUP). This document is provided to students and parent/guardian at the beginning of the school year. It must be signed by both the student and parent/guardian to permit access/usage of school computers and network.

Failure to follow the AUP may result in any or all of the following sanctions:

- A. Loss of access/usage,
- B. Disciplinary action,
- C. Restitution for physical and or network damages.

STUDENT SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, including vehicles, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Whenever possible, a student search will be conducted by the principal in the presence of a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Administrators are permitted to conduct a random search of any student lockers and its contents at any time, providing proper notice has been posted in the locker areas of each building.

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

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal dangerous substance or object taken from a student. Drugs, alcohol, paraphernalia or lighters that are confiscated will not be returned. Any confiscated item that may be connected to a criminal act will be turned over to the school resource officer.

R.C. 3313.20
Revised 5/12/92
Revised 5/11/93
Revised 06/13/11

STUDY HALL EXPECTATIONS

The goal of study hall is to maintain an atmosphere conducive to productive study time. Students who come to study hall without work and/or study materials will receive an Office/Discipline Referral. Students are prohibited from sleeping or playing non-educational computer games.

SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS

Philosophy Statement

The Springboro Community School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students who have alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

The Board has established a drug free zone within 1000 feet of any facility used by the District for educational purposes.

The District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the school increase the likelihood that the safety and wellbeing of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

Springboro Community Schools Board recognizes that student alcohol and other drug use is wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since Springboro Community Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the Board has tried to maintain a balance between compassion and aid to students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize the School District is not a treatment program.

Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead our goals are education/prevention, intervention/referral and support/guidance.

The Board is responsible for establishing a policy and directing its implementation. The policy is enforced by District administrators and Drug Free Schools program coordinator. The Board calls upon administrators, faculty, staff, parents and students to collectively ensure the policy's success.

Policy Statement

The Board shall not permit any student to possess, transmit, conceal, show evidence of having consumed, be under the influence of, use or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles, which includes school owned vehicles and private vehicles parked on school property or at school sponsored events. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, and any drug-related paraphernalia as the term is defined by law.

Students found in violation of this policy will be subject to disciplinary action as prescribed within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to assessment with follow through based on the assessment findings, an alcohol/drug education program; counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

Education/Prevention

The District will take a comprehensive, progressive, age appropriate approach in the development of curricula and programs which promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

Intervention/Referral

It shall be the policy of the schools to provide an intervention process designed to confront problem behaviors within students which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance and drug free schools program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the student code of conduct.

Support/Guidance

A working relationship will exist among the District and local professional helping agencies in order to enhance familiarity, communication, referral and follow-up. The District will maintain a file of information about any drug and alcohol counseling, rehabilitation and re-entry programs that are available to students. Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by the schools to maintain contact with the treatment agency and provide academic instructional materials.

Additionally, every effort will be made by the District to assure the students successful transition back into the school atmosphere.

Springboro Community Schools recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol or other drug use.

Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our drug free schools program and guidance plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.

Student and Parent Notification

At the beginning of each school year, the student code of conduct is to be reviewed with every student as part of the orientation process. Students and parents will be notified that compliance with this policy, and standards of conduct set forth in the student code of conduct, are mandatory. Notices will be sent home to parents and/or guardians, requiring a parental signature each year, in order to ensure parental support and compliance.

Additionally, the Superintendent shall establish administrative guidelines necessary to ensure that proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

Offenses and Disciplinary Action

The following procedures shall be followed in dealing with possession, use, transmission, or being under the influence of drugs and/or alcohol. All students are responsible for understanding the schools Alcohol and Other Drug policy. The students are to use this information to make appropriate decisions about substance use.

1. First Offense

- a. The principal will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due-process procedures. A student involved in a co-curricular or extra-curricular activity will be ineligible to participate during the term of the suspension. Any reduction of suspension due to participation in a professional evaluation will apply to extra-curricular activities also. Students involved in extra-curricular or co-curricular activities will be subject to appropriate penalties in the rules of the activity.
- c. Within twenty-four (24) hours, the principal shall notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.

- i. The Board strongly recommends that students who have been suspended for a first violation of the policy seek a professional evaluation and, if appropriate, treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The suspension of a student who agrees to be evaluated and follows through with the recommendations of the evaluator will be commuted to five (5) days. School officials will provide a list of agencies/professionals who can do the assessment and provide treatment if appropriate.
- ii. The choice of agency/professional is left to the student and the family. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will be requested to notify the principal that the student has been evaluated.
- iii. Coaches and advisors of school-sponsored activities will formulate written rules, approved in advance by the principal, for student participants who disregard the substance abuse education and intervention policy. These rules in no way replace the substance abuse education and intervention policy. These written rules shall be presented to the students at the beginning of their participation in the activity.

2. Second and Subsequent Offenses

- a. The principal will contact the parent(s)/guardian(s) to arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due process procedures.
- c. The principal shall notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.
- d. The principal will recommend to the Local Superintendent that the student be expelled unless the stated procedure is followed:
 - i. The student must agree to be evaluated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency and to follow the recommendation of the evaluator.
 - ii. Upon appropriate authorization, the agency or professional notifies the principal that the student has decided to follow through with the recommendation of the evaluator. If the student is following through with the recommendation of the evaluator, s/he will not be recommended for expulsion.

The following procedures shall be followed in dealing with supplying/selling of psychoactive or mood-altering chemicals, or substances represented to be controlled substances.

3. First and Subsequent Offenses

- a. The principal will try to notify the Parent(s)/Guardian(s) by phone to explain the incident and arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due process and will recommend to the Superintendent that the student be expelled.
- c. The principal will notify the parent(s)/guardian(s) in writing of the suspension using the Suspension Form.
- d. The principal may refer the case to the local law enforcement authorities.
- e. A hearing on the case conducted by the Superintendent will be held. Based on the results of this hearing, the Superintendent will determine whether or not to expel the student.

TAKE YOUR CHILD TO WORK

Springboro Community City Schools strongly believe in career education and awareness. There are many activities in place to give your son or daughter a connection to the world of work. With a maximum of only 180 actual days of instruction we feel it is important that students go to class for all of those days. You are encouraged to take your child to work with you during breaks from school. Take Your Daughter/Child to Work will not be a day of excused absence from school.

TARDY TO CLASS/SCHOOL

A student is considered tardy to class/school if he/she is not in the classroom when the bell rings. Teachers may further define their expectations for an individual classroom. The consequences for **unexcused** tardiness to class/school during a semester:

- 1st Tardy – Warning
- 2nd Tardy – Parent Notification
- 3rd & 4th Tardy – Afterschool Detention
- 5th Tardy- Referral to office and Administrative Detention
- 6th and Subsequent Tardies – Consequences will be determined by administration.

TEXTBOOKS

Textbooks are a major investment by the school district. In order to help deter textbook damage, students are required to have “textbook covers” on all books that are loaned to them. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

- New Book – 100% of cost price
- 1 Year Old Book – 75% of cost price
- 2-3 Year Old Book – 50% of cost price
- 4 Year Old Book – 25% of cost price
- Damaged binding and/or cover \$16.00

USE OF TOBACCO/NICOTINE IN SCHOOL

Health professionals have determined that the use of tobacco/nicotine products can be detrimental to one’s health. The Board of Education wishes to promote good health practices among the adults and students using district facilities. Staff members are considered role models for students and the use of tobacco/nicotine by staff is an example contrary to promoting good health practices for students.

Smoking, use, or possession of tobacco/nicotine in any form, including, but not limited to cigarettes, cigars, pipes, clove cigarettes, and e-cigarettes of any kind, or using tobacco/nicotine in any other form is prohibited for students and restricted for adults in any area under the control of the School District or at any activity supervised by any school within the District. This also includes any school sponsored or sanctioned activity or event away from the District.

Violations by students will result in disciplinary consequences, including an out-of-school suspension.

VISITORS

Parents and community members are welcome and encouraged to visit the school for events. Before entering the main office, all visitors must sign into the building using LobbyGuard inside the entryway of the front doors of the building. Visitors are required to use their driver’s license in order to sign into the building using LobbyGuard. After being let into the building, parents and community members must check in with the main office. All visitors must have the appropriate visitor badge displayed while in the building - this visitor badge will be printed out by LobbyGuard.

Student visitors are limited to students of families who are planning to move into the district and the visit must be arranged through the School Counselors’ Office. School policy does not permit visits from non-Springboro students during the school day.

Parents wishing to visit their child's classroom must make arrangements through the main office. Parents, relatives, agents, law enforcement officers, etc. must make appointments through the main office and must be in the presence of the principal, an assigned designee, or local superintendent before they may confer with a pupil during school.

No visitor shall possess a weapon of any kind with the exception of police officers of the City of Springboro or Clearcreek Township or those who are on duty during regularly scheduled searches (i.e. drug dog handlers).

WEAPONS

The Board of Education prohibits possessing, storing, making or using a weapon, including a concealed weapon on school property or at school events, as specified in Weapons Policies No. 3217, 4217, 5772, 7217, 5610 and 5500. In an effort to ensure the safety and welfare of students and staff and to promote a safe school environment, students and staff members are required to immediately report knowledge of dangerous weapons and threats of violence by contacting the building principal or by calling or texting the Safe School Helpline at 844-SAFEROH (844-723-3764) or submitting electronically at <http://www.springboro.org/studentsafetyreporting.aspx>

TRANSPORTATION RULES AND EXPECTATIONS

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extra-curricular events; therefore, the same conduct expected in the school is required on the bus, and at loading points on and off school property.

Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed by Ohio law and local Board of Education rules. Students are not permitted to switch bus stops. Bus stops are assigned by the bus supervisor and any infractions may cause the denial of a student to ride the bus. The school bus is an extension of the school and the same school rules apply. However, the bus is a moving vehicle and the driver's primary responsibility is to drive the bus and get the students to school safely.

The bus driver must concentrate on the road. He or she monitors students' behavior by looking in the rearview mirror. Consequently, he or she will not see everything that takes place on the bus.

Transfer Bus: Students riding the bus to or from school must take their assigned transfer bus to and from the junior high. Students are not permitted to skip their transfer bus ride and walk to the junior high or high school.

Listed below are the rules governing students on school buses. Please read the rules. Violations may result in loss of riding privileges.

Riding the bus

1. Take the seat assigned by the driver, or if not assigned a seat, go to the rear of the bus if you are the first to get on. Take your seat quickly. Do not stand.
2. Share your seat with other pupils. The bus is designed to sit three to a seat.
3. Keep arms, head, hands, and feet or other objects inside the bus. Do not put them outside an open window.
4. Do not throw anything out of the bus.
5. Do not smoke, eat, drink, or litter on the bus.
6. The use of alcohol, tobacco and non-prescribed drugs on the bus is prohibited.
7. Talk quietly at all times. At railroad tracks or intersections there is to be no talking.
8. Do not damage the bus in any way. Damage will be assessed to the pupil.

9. Learn how to get off the bus in an emergency. Your driver will have practice drills.
10. Dangerous items such as animals, firearms, weapons, ammunition, or explosives are prohibited.
11. Equipment such as musical instruments, athletic uniforms, etc. is not to be in the aisles.
12. No aerosol cans of any type are permitted on the bus – hairspray, deodorant, etc.
13. Do not use any abusive or profane language.
14. Do not, strike, push, or otherwise abuse another pupil while riding the bus.
15. Do not leave your seat while the bus is in motion.

Getting on and off the bus

1. Help the driver maintain the schedule. Be at the bus stop before the bus arrives. The bus will not wait.
2. Wait for the bus on the side of the road of your residence. Do not cross the road until the bus stops and the driver signals you to cross.
3. Cross ten feet in front of the bus. Never cross behind the bus.
4. Look both ways before crossing. Other vehicles might not stop for the bus.
5. Do not crowd or push when getting on or off the bus.
6. At school loading zones, students are not permitted to be on the bus if the driver is not present.
7. Students are permitted to leave or board the bus only at locations to which they have been assigned, unless they have parental and administrative approval.
8. Students are not permitted to walk to the High School from the Junior High to load their bus.

Carry-on Items

Students may only bring items onto the bus which they are able to carry and hold on their laps. If the item is too large and will not fit securely in their lap, it will not be permitted on the school bus. Parents will need to make alternate arrangements for larger items such as musical instruments, class projects, athletic equipment, athletic bags, skis, etc.

HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

REPORTING PROCEDURE

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation, or bullying to a teacher, guidance counselor, coach, principal, or other administrator. Likewise, all school personnel who become aware of harassment, intimidation, or bullying shall immediately report such behavior to their building principal.

Any staff member who receives a report of harassment, intimidation, or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available through the office of the principal of each school building and the Board of Education's central administrative office. The complaint form shall specifically describe the actions giving rise

to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative responses.

The building principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

ADMINISTRATIVE RESPONSE

The building principal or designee shall promptly investigate all reports of harassment, intimidation, or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

- A. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
- B. The principal or designee may meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
- C. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
- D. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.

PREVENTATIVE MEASURE

To the extent that State and Federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

- A. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release time different from those of the student-victim.
- B. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
- C. In consultation with the student-victim and his/her parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under supervised activities.
- D. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

SUMMARY OF REPORTED INCIDENTS

Twice annually, the Superintendent shall provide the Board President with a written summary of all reported incidents of harassment, intimidation or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the website of the Board of Education concurrent with each report to the Board President.

NO LIABILITY FOR GOOD FAITH COMPLIANCE

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith, and in compliance with the procedures as specified in this policy.

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Parent Review Page

The funding for this publication came from student fees. To ensure that parents have reviewed the contents, **this page must be returned to your student's first period teacher with the student's and parent's signature.** We are excited about the potential for these planners to positively impact student achievement. Your reactions and suggestions are important to us, so please utilize the "comments" section to share your thoughts.

I have read and reviewed the contents of this handbook.

STUDENT COMMENTS: _____

STUDENT NAME

STUDENT'S SIGNATURE **DATE**

PARENT COMMENTS: _____

PARENT/GUARDIAN NAME (PRINT)

PARENT/GUARDIAN SIGNATURE **DATE**

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