

# SPRINGBORO HIGH SCHOOL

## STUDENT HANDBOOK 2018-2019

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

Mrs. Jennifer Bohinc ..... Counselor  
Mr. James Collins. .... Counselor  
Mrs. Emily Nelson ..... Counselor  
Ms. Kaitlyn Orsborn ..... Counselor  
Mr. Ryan Wilhite ..... Counselor  
Mrs. Tammy Zimmer ..... Counselor

Main Office 937-748-3950

Athletic Office 937-748-4110

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1675 SOUTH MAIN ST.  
SPRINGBORO, OH 45066

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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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."

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## SCHOOL PERSONNEL

All email addresses use the format of first initial and last name @ springboro.org  
Example: [kmartin@springboro.org](mailto:kmartin@springboro.org)

### Administration

Mr. K. Martin	Principal
Mr. R. Berger	Assistant Principal A-K, 10-12
Mr. M. Myers	Assistant Principal L-Z, 10-12
Mr. J. Aker	Freshman Principal

### Athletic Department

Mr. A. Rhoads	Athletic Director
Mrs. J. Runchey	Assistant Athletic Director
Mr. K. Longworth	Athletic Coordinator

### Guidance Counselors

Mr. J. Collins	A-E
Mrs. T. Zimmer	F-I
Mr. R. Wilhite	J-P
Mrs. E. Nelson	Q-Z
Ms. K. Orsborn	Freshmen
Mrs. J. Bohinc	

### Special Education Services

Mrs. S. Bibler	PT
Mrs. M. Myers	OT
Ms. B. Dritt	SLP

### Resource Officer

Sgt. D. Wilson  
Officer A. Nicely

### Crisis Counselor

Ms. W. Ford

### School Psychologist

Ms. L. Osborn	7-9
Ms. A. Rousch	10-12

### School Nurse

Mrs. N. Veletean

### Cafeteria

Mrs. K. Poor

### Secretarial Staff

Mrs. D. Diemunsch	Principal's Secretary
Mrs. M. Arkill	Asst. Principal's Secretary
Ms. P. Carmack	Attendance Secretary
Mrs. R. Fenlon	Guidance Office Secretary

### Faculty

Mrs. B. Andrews	Science	Mr. M. Blair	ESL
Ms. K. Andrews	Social Studies	Mrs. J. Bodden	English
Mr. D. Anthony	Business	Mrs. M. Botshon	Science
Mr. A. Barker	Business	Ms. C. Boyd	Special Education
Mr. M. Beckmeyer	Science	Mr. R. Broderick	Digital Media Arts
Ms. S. Benedict	Strings	Ms. K. Burns	Math
Mrs. L. Berg	French	Ms. A. Clemens	Special Education
Lt. Col. T. Berrier	AFROTC	Mrs. J. Conard	Programing
Mr. P. Berwald	Art	Mrs. J. Cook	Math

Mrs. J. Cooper	English	Mrs. A. Lamb	Math
Mrs. J. Crace	Art	Ms. C. Laswell	Special Education
Mrs. S. Dashiell	Special Education	Mrs. E. Leibold	Media Specialist
Mrs. G. Dauber	Social Studies	Ms. B. Lewellen	English
Mr. D. Davis	English	Mrs. M. Loose	Math
Mr. J. Davis	Social Studies	Mr. J. Martin	Math
Mr. J. Deeter	Digital Media Arts	Ms. M. Mitchell	Math
Ms. S. Denison	Special Education	Mr. T. Morris	Social Studies
Mrs. S. Dunkle	Science	Mrs. E. Morton	Math
Mr. D. Eby	English	Mr. R. Ogan	German/French
Mrs. M. Fonner	Spanish	Mr. N. Palmer	Band
Mr. B. Fox	Science	Mr. M. Pelfrey	Math
Mrs. S. Franks	Social Studies	Mr. K. Pohlman	Social Studies
Mrs. A. Gilbert	English	Mr. R. Porter	English
Ms. B. Goodwin	BioMed	Mrs. E. Pottenger	Special Education
Mr. K. Gutekunst	English	Ms. B. Raymundo	Spanish
Mrs. J. Hagan	Spanish	Mr. D. Riley	Social Studies
Mr. M. Hagan	Social Studies	Mr. C. Rowe	Math
Mr. J. Hanson	Social Studies	Mr. L. Sandro	Science
Mrs. K. Harris	Family Living	Ms. L. Sav	Art
Mrs. W. Hartman	Science	Mrs. L. Sebastian	Math
Mr. T. Hogue	Social Studies	Mrs. L. Sharkey	Choir
Mr. T. Holtrey	Computers	Ms. K. Slitt	English
Mr. M. Holweger	English	Mrs. A. Smith	Science
Mrs. L. Houston	Science	Mr. J. Stinebaugh	Special Education
Mr. M. Howard	PE/Health	Ms. K. Sullivan	Science
Mrs. B. Jamison	Choir	MSgt. M. Thiergart	AFROTC
Mr. S. Johnson	Math	Mr. M. Thompson	Social Studies
Ms. M. Kallas	Special Education	Mrs. D. Tuck	Spanish
Ms. E. Keister	Art	Ms. A. Vincent	Spanish
Ms. K. Kidd	English	Mrs. T. Vulgamore	Math
Mr. R. Korzan	Science	Mr. A. Weadick	Special Education
Mrs. J. Kruihoff	PE	Mr. B. Yost	Special Education
Mrs. J. Kruth	Science		

### Support Staff

Mrs. L. Adkins	Building Aide
Mrs. C. Bellar	Educational Aide
Mrs. P. Carmack	Attendance
Mrs. D. Chesarek	Study Hall Monitor
Mrs. P. Coffin	AEP Monitor
Ms. K. Dobbins	Educational Aide
Mr. R. Grothjan	Educational Aide
Mrs. A. Hampton	Educational Aide
Mr. T. Hewitt	Maintenance
Ms. A. Humphrey	Educational Aide
Mrs. P. Rountree	Educational Aids
Mr. A. Schmalstig	Custodian
Mrs. S. Schoenlein	Educational Aide
Mrs. T. Schrof	Receptionist
Mr. A. Wills	Building Aide

## Important information to remember

Passwords and locker combinations are strictly confidential. This is a place in which you may record the information if you are unable to remember it. Please be advised that anyone who has access to this agenda will have your information. Passwords and combinations will not be changed if you are unable to keep track of your agenda or if you choose to share this information with others. ***Write information at your own risk.***

	Username	Password
Computer Access		
Progress Book		
Naviance		
Locker	Number	Combination

## My Schedule

Period	Class 1st/2nd Sem	Room 1st/2nd Sem
1st 7:30 - 8:25		
2nd 8:30 - 9:20		
3rd 9:25 - 10:15		
4/5 10:20 - 11:10		
5/6 10:50 - 11:40		
6/7 11:15 - 12:05		
7/8 11:45 - 12:35		
9th 12:40 - 1:30		
10th 1:35 - 2:25		

## **PRINCIPAL'S MESSAGE**

As the principal of Springboro High School, I would like to welcome you to the 2018-2019 school year. It is an honor and privilege to lead Springboro High School, a school where students, staff, and parents collaborate to place a strong emphasis on education. We strive to provide the necessary experiences, knowledge, skills, and values that allow our students to be successful here as students as well as long after their high school graduation.

First and foremost, the academic environment at SHS is safe and conducive for learning. Students are encouraged to reach their fullest potential in a course of studies that is both rigorous and relevant. Our staff and teachers enthusiastically guide students through challenging, demanding, and rewarding coursework, which prepares them for the next level. Throughout our high school, students are accountable to the high expectations that all stakeholders have for academic performance and behavior.

Students, faculty, staff, and parents all play a major role in our students' achievements. I look forward to building upon these partnerships and working with the faculty, staff, families and our community to continue the traditions of academic excellence here at Springboro High School.

Go Panthers!

Mr. Kyle Martin  
Principal

## **SPRINGBORO HIGH SCHOOL ALMA MATER**

Here's a toast to Springboro High  
To our school so dear  
May we laud and cherish her  
Thro' the coming years.  
Springboro High, Springboro High  
We honor you today  
We'll remember you with pride  
As we go our way

## **SPRINGBORO STUDENTS HAVE CLASS!**

Class never runs scared. It is surefooted and confident. It can handle whatever comes along. Class has a sense of humor. It knows that a good laugh is the best lubricant for oiling the machinery of human relations.

Class never makes excuses. It takes its lumps and learns from past sacrifices.

Class bespeaks an aristocracy that has nothing to do with money. Some extremely wealthy people have no class at all while others who are struggling to make ends meet are loaded with it. Class is real. You can't fake it.

The person with class makes everyone feel comfortable because he is comfortable with himself. If you have class you've got it made. If you don't have class, no matter what else you have, it doesn't make any difference.

## **SPORTSMANSHIP**

The Sportsmanship Committee has been working hard to assure that we demonstrate good sportsmanship in all of our endeavors. Good sportsmanship means that we act appropriately whether we are a spectator or a competitor. As a spectator, we support our team by cheering for our team, not against the other team, vulgar cheers, gestures, and noisemakers are NOT appropriate.

## **BOARD OF EDUCATION**

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

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

## **DISTRICT TELEPHONE NUMBERS**

Mr. Daniel Schroer, Superintendent	748-3960
Ms. Terrah Floyd, Treasurer and CFO	748-3960
Mrs. Emily Hill, Director of Special Education	748-3960
Mr. John Pennell, Exec. Director of District Operations	748-3960
Ms. Andrea Cook, Director of Instruction	748-3960
Mrs. Carrie Hester, Director of Human Resources	748-3960
Mrs. Michelle Palmer, Transportation Supervisor	748-4462
Clearcreek Elementary	
Mrs. Carrie Corder, Principal	748-3958
Mrs. Jessica Jones, Asst. Principal	
Dennis Elementary	
Mrs. Terrah Hunter, Principal	748-6075
Mr. Brandon Grubenhoff, Asst. Principal	
Five Points Elementary	
Mrs. Traci Griffen, Principal	748-6090
Mrs. Jaime Lierly, Asst. Principal	
Springboro Intermediate	
Mrs. Diane Stacy, Principal	748-4113
Springboro Junior High	
Mr. Jon Franks, Principal	748-3953
Mrs. Brooke Coulter, Asst. Principal	



## Parent Review Page

The funding for this publication came from the school budget and student fees. To ensure that parents have reviewed the contents, **you must return this page to the homeroom 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 NAME**

\_\_\_\_\_  
**PARENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

Springboro Community City Schools  
Our Mission: We Engage. We Prepare. We Inspire. We Challenge.



#### 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 21<sup>st</sup> 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.

# 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.

R.C. 3313.661

Revised 8/23/88

Revised 10/11/90

Revised 7/28/92

Revised 5/11/93

Revised 3/28/01

Revised 06/13/11

Revised 06/04/15

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which it defines as seven (7) consecutive unexcused absences, ten (10) consecutive or a total of fifteen (15) days of unexcused absences. 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

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

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board;
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board;
- C. rape, gross sexual imposition or felonious sexual penetration;
- D. murder, manslaughter, felonious or aggravated assault;
- E. complicity to commit any of the above offenses, regardless of where the complicity occurred.

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he may submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

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

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

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

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

R.C. 2151.27, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05  
R.C. 2907.12, 2923.12, 2923.22, 2925.03, 2923.01, 2923.02, 2923.122  
R.C. 3313.66, 3313.661, 3313.662

Revised 5/11/93  
Revised 2/25/99  
Revised xx/xx/11

## 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. **Alternative Educational Placement (In School Suspension)** – 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.
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.

## 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:

The student must currently be enrolled in grades 9-12 and must have been enrolled in school the immediately preceding grading period; received passing grades during that grading period in subjects that earned a minimum of 5.0 credits, or the equivalent, per year toward graduation; and must have at least an overall 67 % average or the equivalent for the preceding grading period, however, only one class can be below a 60 percent.

During the athletic season, students must maintain weekly eligibility. Any combination of “U” or percentage grades equivalent to less 67 percent in two (2) different subjects will result in loss of eligibility for one (1) week.

Do not change your course schedule or drop a course without first consulting your school principal



or athletic director to determine whether it will affect your 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 eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

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.

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

### **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 with the Attendance Secretary each time they enter or exit the building.

Students are not permitted to be outside of their scheduled academic areas without a pass from a staff member.

### **CAFETERIA**

Students are assigned a 30-minute **closed** lunch period in the cafeteria. Students are required to eat at school and are not permitted to have carryout orders delivered to school. Outside guests are not permitted.

Cafeteria Expectations:

- A. Deposit all lunch litter in wastebaskets. When you get up to leave the table, make sure there is NO trash/other items left on or under the table.
- B. Return all trays and utensils to the dishwashing area.
- C. Seat no more than eight people to a table.
- D. Students may not cut the lunch line or purchase items for other students.
- E. Remain in the commons until dismissal bell to class.

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

### **CELLPHONES AND ELECTRONIC DEVICES**

Students may possess wireless communication devices (WCDs) on school property and at school-related functions. A "wireless 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 WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, 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 WCDs 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 2:25 pm, students are not permitted to use WCDs without permission from staff. Students in violation of this expectation will have their device confiscated and

sent to the Assistant Principals Office. Student devices will be returned to the student or parent/guardian at the end of the day. Student will receive a consequence for the offense.

Please refer to the WCD 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 WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs 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 is considered a very serious offense by the faculty and staff of Springboro High School. Plagiarism is a violation of academic integrity, and any student in the high school who is found guilty of plagiarism is subject to serious repercussions listed below.

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.

1<sup>st</sup> offense: 2 days In School Suspension as well as a zero on the assignment

2<sup>nd</sup> offense: 5 days In School Suspension as well as a zero on the assignment

3<sup>rd</sup> offense: 3 days Out of School Suspension as well as a zero on the assignment

### **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 high enough necklines to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. Shirts should not be see-through. For girls, sleeves are deemed appropriate if the strap follows the three inch rule, i.e., the strap is three or more inches wide (four fingers wide). No spaghetti straps are permitted. No undergarments should be visible. No muscle shirts, tube tops, halter tops or tank tops should be worn alone. For boys, shirts are to have a sleeve (no tanks or "manks").
2. Skirts and shorts are considered appropriate when no shorter than four inches above the knee. Pants and shorts will be worn where the rise is high enough so that no undergarments are visible, and a belt will be worn when necessary. Yoga pants or tights type garments will only be worn under skirts, dresses extending to 4 inches above the knee, or under tops long enough to maintain the same coverage.
3. No skin should be visible between bottom of tops and top of pants, skirts or shorts.
4. Dresses should have a neckline that covers all cleavage, and a hemline that is no shorter than four inches above the knee. Dresses may not be backless or strapless. Shirts will have a neckline that covers all cleavage and not be backless.
5. Coats, hats and backpacks may be worn to and from school, but must remain in the student's locker throughout the school day. Light jackets may be acceptable. Small purse or pencil pouch may be carried.
6. Clothing that has profanity, sexual innuendo/overtone, 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. Clothing that is ripped, cut, or altered (including "distressed") to achieve an unusual effect in inappropriate areas or exposes skin four inches above the knee shall not be permitted. Holes in jeans will not be permitted if four inches above the knee.
8. Dresses and skirts will not drag the floor.
9. Head coverings such as hats or hoods are not permitted.
10. Sunglasses, chains hanging from pants, pajamas, slippers, arm/neckwear or piercings with spikes of any kind are not permitted.

11. 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.
12. 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.
13. 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.

### **EIGHTEEN YEAR OLD STUDENTS**

Eighteen-year-old students must comply with school rules and regulations. Dependent eighteen year old students will still be expected to bring an excuse note and permission slips from their parents or guardians. Moreover, an eighteen year old student is no longer legally required to attend school; education becomes a privilege rather than a legal necessity. For this reason, adult students must deal with different decisions than students who are considered minors under the law.

### **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.**

Open beverage containers, travel mugs, water bottles, food, candy, gum, etc. are not permitted in the academic wing at anytime, 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. Students may not use the vending machines between 7:30 AM and 2:25 PM. Food purchased in the cafeteria is to remain in the commons.

### **HALL PASSES**

Students are expected to carry their Agenda books to each class. When students ask permission to leave the classroom, they are to use the hall passes in their agendas. Students are not allowed to use another student's Agenda for hall pass usage.

### **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 12th Grade Students must provide documentation of documentation of the Meningococcal (MCV4) vaccine(s). Record of TWO doses of the meningococcal vaccine must be administered prior to entry of Grade 12. The recommended MCV4 minimum interval is at least 8 weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. Or an exemption waiver must be on file. Any 12<sup>th</sup> grade student who does not have proof of the 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.

## 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 recommends that students lock their lockers. 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.

The outside of lockers may be decorated, but students may only use magnets or masking tape to attach items. Any items on a locker which are deemed inappropriate or use a non-masking tape will be removed.

## LUNCH PRICES

HS \$2.65

Reduced lunch all schools \$0.40

Milk \$0.55

## 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 office 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 office 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.

## NATIONAL HONOR SOCIETY

If a Junior or Senior student meets the grade point average criteria for National Honor Society listed under "Academic Honors", they then **must**:

- Attend a **mandatory** meeting where the process is explained.
- Fill out an activity sheet.

Once the activity sheet is turned in to the NHS advisor, the student will be considered for membership. The following then occurs:

- Teachers get a list of those being considered and have the opportunity to recommend or not recommend each for membership. When a teacher does not recommend a student, an explanation must be given
- The recommendation forms and activity sheets are brought before the Faculty Council, consisting of five teachers. The Faculty Council then votes on each student where three "yes" votes are required for membership.

All recommendation forms and discussions at the Faculty Council meeting are strictly confidential. All decisions of the committee are final.

## 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 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 PARKING/DRIVING EXPECTATIONS**

Students driving to school and parking their vehicle or motorcycle on school property must have it registered and must display the parking tag in the front window or on the rear view mirror. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable suspicion that items contained in the car may interfere with the safe or effective operation of the school. Parking privileges can be taken away at any time and/or disciplinary action taken for the following reasons:

- A. Tardiness to school (loss of parking as explained in tardy policy)/poor attendance
- B. Poor driving habits
  - 1. Reckless operation of your vehicle
  - 2. Not following the assigned traffic pattern
  - 3. Driving in an off-limits area
- C. Unsafe vehicle
- D. Parking tag not properly displayed on rear view mirror
- E. Not parking in your assigned parking space
- F. Students are not allowed to trade/switch parking spaces without prior permission from the administration
- G. Students are not allowed to drive through the bus pick-up/drop-off area

The school is not responsible for the vehicle or its contents. Students applying for the parking permit accept full responsibility for knowing and following the above regulations. After parking, students are expected to come directly to the building and not sit in his/her car. Students with repeated violations will lose their parking privileges at school.

## **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. For your benefit, the following rules are established and will be strictly enforced:

- A. when the tardy bell rings, be in your seat prepared to study
- B. bring materials to study
- C. remain in your assigned seat
- D. no talking will be permitted at any time
- E. no food, drinks, gum, candy, etc.
- F. any behavior which disrupts the study hall will not be permitted
- G. Only BYOT and school-owned devices are permitted

## **SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS**

### **A. 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 well being 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.

#### **B. 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.

#### **C. 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.



**D. 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.

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.

**E. Support/Guidance**

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 ones alcohol or other drug use.

**F. 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.

**G. 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.

**H. 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.

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.

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.

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:
  - 1) 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.
  - 2) 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.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012  
Public Law 101 - (Drug-Free Schools and Communities Act as amended in 1989)  
20 U.S.C. 3171 et seq.  
20 U.S.C. 3224A  
Revised 10/11/90  
Revised 5/11/93  
Revised 6/8/93  
Revised 2/25/99

### **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 tardiness to class/school during a semester:

- 1st Tardy – Warning
- 2nd Tardy – Afternoon detention
- 3rd Tardy – Afternoon detention
- 4th Tardy – Administrative Detention
- 5th and Subsequent Tardy – 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
- 4-6 Year Old Book – 25% of cost price
- Damaged binding and/or cover \$10.00

### **USE OF TOBACCO IN SCHOOL**

Health professionals have determined that the use of tobacco 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 by staff is an example contrary to promoting good health practices for students. Staff members who currently use tobacco products are encouraged to participate in medically sanctioned activities designed to help them and their use.

Smoking, use, or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco product 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 the following:

- A. First Offense – In-school suspension or out-of-school suspension for 3 days.
- B. Second Offense – In-school suspension or out-of-school suspension for 5 days, unless the student attends an approved clinic to end smoking or a similar activity approved by the school principal, in which case the penalty shall be reduced to three (3) days.
- C. Third Offense – Out-of-school suspension for ten (10) days and a recommendation for expulsion.

R.C. 3791.031  
Adopted 8/23/88  
Revised 1/10/89  
Revised 7/28/92  
Revised 7/23/09

## **VISITORS**

Parents and community members are welcome and encouraged to visit the school. Parents and community members must check in with the receptionist at the main entrance. **ALL VISITORS MUST HAVE THE APPROPRIATE VISITOR BADGE DISPLAYED WHILE IN THE BUILDING.**

Student visitors are limited to students of families who are planning to move into the district and the visit must be arranged through the Guidance 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 principal's office. Parents, relatives, agents, law enforcement officers, etc. must make appointments through the principal's 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 the Safe School Helpline. Failure to report such knowledge may subject the student or staff member to discipline.

## **WORK PERMITS**

Applications for work permits may be obtained and returned to the Springboro High School main office. Work permit/physican certificate forms can also be obtained from Ohio Department of Commerce website: [www.com.ohio.gov](http://www.com.ohio.gov). For each new job, a student must obtain a separate work permit until age 18.

1. Fill out the application for employment certificate and have it signed by your parents/guardians and the issuing person.

2. Provide proof of age (a birth certificate, driver's license, passport, or baptism or other religious record showing place and date of birth).
3. Employer fills out and signs the pledge of employer card.
4. Physicians certificate
5. Return all forms to the Springboro High School main office and the designee will issue a work permit.

## **ATTENDANCE**

### **ATTENDANCE PHILOSOPHY**

Springboro High School has 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 allow 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.

### **WARREN COUNTY SCHOOLS COMMON ATTENDANCE REGULATIONS 2018-19**

At the time of print, the state of Ohio was in the midst of revising and updating the attendance policy. Springboro Community City Schools attendance policy must be approved by the Board of Education. Please refer to Policy 5200 for details regarding attendance.

### **DOCUMENTATION FOR ABSENCES, TARDIES AND EARLY DISMISSALS**

Generally, ten (10) occurrences of absences from school, which include full days, partial days, tardies and early dismissals may be documented by a parent/guardian phone call.

Medical notes shall count against the ten (10) occurrences that a parent may excuse.

Absences (full and partial days), tardies and early dismissals in excess ten (10) occurrences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school ten (10) 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 in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

## **TARDINESS**

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 7:30 A.M. 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 administration.

Unexcused tardies, three (3) or more in a semester may result in after school detention, referral to counselor, in-school suspension, or loss of driving privileges.

## **EARLY DISMISSAL**

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student's ten (10) occurrences in the school year. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal.

When a student arrives on the campus property he/she 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 proper authority from the attendance office.

## **ABSENCES**

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:00 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

**UNEXCUSED OCCURENCES FROM SCHOOL:** The Ohio Revised Code define a student as being a habitual truant when a student has: 30 consecutive hours of unexcused occurrences from school, or 42 hours unexcused occurrences from school in a school month, or 72 hours unexcused occurrences from school in a school year.

If a student acquires 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to parent/guardian. The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal. If a student acquires 30 consecutive hours of unexcused occurrences, or 42 hours unexcused occurrences from school in a school month or, 72 hours unexcused occurrences from school in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan.

The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.

- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

## **MAKE-UP WORK**

Students who are absent for excused reasons, will be required to make up work missed in each class. It is the student's responsibility to find out what work was missed and to make the necessary arrangements with each individual teacher to complete it. This also applies to absences for school-related activities. If a student knows that they will miss a portion of a day, the work due on the day missed should be placed in the teacher's mailbox prior to early dismissal/field trip/late arrival. Teachers expect students to make up work on a day by day basis.

When absent a day, the student must return work one day after returning to school. If the student is absent more than one day, the student will make up work no later than one day for each day absent. Therefore, the number of excused absences equals number of days allotted for make-up work. When absent three or more days, parents should request work when calling the attendance office. Parents may pick up the work for the student. A student, who is suspended from school for the first time in the current academic year, will receive 50% credit for make-up work during the period of the suspension. Subsequent suspensions will receive no credit for make-up work.

## **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.

## **SIGNING OUT OF SCHOOL/EARLY DISMISSAL**

1. Students are not allowed to leave the school grounds or miss class at any time during the school day without permission from the school office. If you must leave the building for any reason, see the proper school personnel, have the proper office personnel call your parent, and sign out in the attendance office. Failure to follow the proper procedure will be considered as a truancy and could result in disciplinary action and loss of parking privilege for a minimum of ten (10) school days.
2. A student may leave school before the day ends provided the parent/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 attendance office before school begins. Most of these absences (including appointments to get driver's licenses) should only result in a partial or half 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.
3. When an early dismissal is approved by the office, the student will receive a pass to be used as
  - a. a hallway/parking lot pass
  - b. an exchange at the office for admit slip to class the next day
4. During the lunch period, students will be dismissed only for medical/legal appointments, or if their parent/guardian signs them out in person.
5. Excessive sign outs will be reviewed with parents.
6. A student may not leave school without the school personnel calling to verify that is all right to leave. Only names on the Emergency Medical Form will be used to verify.

## **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 rear view mirror. Consequently, he or she will not see everything that takes place on the bus.

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.

### **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.

### **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](http://www.springboro.org). It is recommended that parent/guardians sign up for the One Call Now



system in the Parent Resources section of the district website to receive automated updates. Other resources include local news outlets.

## **GUIDANCE**

Guidance services at the high school include academic, personal, career and college counseling. Some of these services include group or individual counseling, testing and consulting with teacher, principal and parents. The guidance department coordinates the testing program, which includes PSAT, ACT, SAT, AP, AIR, and others.

A student who wishes an appointment with a counselor should sign up through the guidance secretary. You must have a pass from the Guidance Office or a pass from your teacher to visit the Guidance Office.

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

The contents contained in this section of the handbook highlights the areas that affect our students every day. For more details and information refer to the Springboro Program of Studies and to Board Policy 5420-Reporting Student Progress.

## **GRADE REPORTING**

Progress will be reported using percentages for all students in grades 6 – 12. Any percentage below sixty (60) will be considered failing course content (course content is defined as mastery of objectives through assessments, homework, daily class work, and/or participation). No grade will exceed 100% with the exception of "weighted classes."

## **EARNING CREDIT**

To receive credit for a semester course, the student must receive a sixty percent (60%) or higher for the second quarter of the class (note this may be the fourth quarter of the year) and receive a semester average of sixty percent (60%) or higher.

To receive credit for a yearlong class, the student must receive a sixty percent (60%) or higher for the second semester and receive a grade for the year of sixty percent (60%) or higher.

## **GRADE POINT AVERAGES (Including Weighted Classes)**

### **Springboro High School**

Grade Point Averages based on the Quality Points Earned shall be maintained for the purpose of reporting to colleges and universities. The following table provides the conversion for calculating the GPA based on the quality points earned.

<b>Percentage</b>	<b>Quality Point Value</b>
103-110	5.0 (Weighted Classes Only)
101-102	4.7 (Weighted Classes Only)
93-100	4.0
90-92	3.7
87-89	3.3
83-86	3.0

80-82	2.7
77-79	2.3
73-76	2.0
70-72	1.7
67-69	1.3
63-66	1.0
60-62	0.7

The cumulative percentage will be used to determine eligibility for Principal's List, honor roll, class rank, National Honor Society, and other academic awards. A quality point grade point average will be maintained for the purposes of college admission.

All AP courses are weighted 10% and all Honors courses are weighted 5%. Please refer to the Program of Studies for a complete list of weighted courses.

### **CRITERIA FOR HONORS/AWARDS**

A nine-week percentage grade point average shall be used to determine qualifications for the Honor Roll and the Principal's List at Springboro High School as outlined below:

**Honor Roll:** Percentage grade point average between 83 and 89 with no one percentage grade below 75, with no grade of incomplete and two (2) or fewer disciplinary referrals.

**Principals' List:** Percentage grade point average of ninety (90) or above with no one percentage grade below eighty-five (85), with no grade of incomplete and two (2) or fewer disciplinary referrals.

**Perfect Attendance:** Those students having perfect attendance should be rewarded. They will be rewarded with special allowances during the school day or exam days. This reward system is in place for perfect attendance and being on the academic honor roll.

A cumulative percentage grade point average shall be used to determine qualifications for other awards as outline below:

**National Honor Society:** A percentage grade point average of ninety-three (93) or above makes a student eligible for consideration in NHS.

### **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.

### **COLLEGE VISITATION REQUEST PROCEDURES**

The purpose of a college visit is to get detailed information concerning a college a student may want to attend. Many colleges and universities host open houses for this purpose. College open houses offer detailed information and college staff members are on hand to answer questions you may have. It is

advisable that parents attend any college visit with their child. In order to have a college visit be counted as an excused absence, **the College Visitation Request Form**, available in the guidance office, must be completed and submitted to the guidance office *one week prior to the visit*. If the college visit form is turned in **within one week** of the visit, it will need approval by an administrator. Upon approval, another form will be given to the student. This second form must be completed and signed by an appropriate college representative. Failure to have the form completed will result in an **unexcused** absence. Juniors and seniors are permitted three (3) one day college visits to be taken before May 1<sup>st</sup>. Any college visits after May 1<sup>st</sup> must be approved by an administrator.

## **INSURANCE**

During the first few days of school, students will be given the opportunity to subscribe to a student insurance program. Literature will be given to you so that you may take it home and have your parents subscribe to the insurance if they so desire.

## **REPORT CARDS**

Report cards are issued at the end of each quarter, or nine-week sessions. They are given to students in homerooms for the first three quarters and mailed home after the fourth quarter. Percentage grades are used to designate pupil's progress.

## **SEMESTER EXAMS**

A cumulative exam or assessment is to be administered in each class at the end of each semester. These exams or assessments are to be designed as a cumulative evaluation of the concepts covered in each semester or year-long class. The semester exam will count as 20% of the semester grade.

## **EXAM EXEMPTION POLICY**

All school districts across the State of Ohio receive a report card from the state. One of the 21 criteria used to evaluate school districts is attendance. The primary purpose of the Springboro High School exam exemption program, which was implemented in 1992, is to provide an incentive to improve student attendance at school and reward academic performance. Students may be exempted from semester/final exams if they meet the criteria of the exam exemption procedures. Students may not exempt both the midyear and final examinations in the same course. At least one SHS examination (midyear or final) must be taken in each yearlong course. Any student leaving school without permission or who are truant (unexcused absence or unexcused tardy) from school will lose the privilege of exempting exams.

While the exam exemption program has been designed as an incentive for students to attend school, it must also be understood that students with an exam exemption may take all exams if they choose to do so. In such a case, the exam grade will count only if it is higher than either the second or fourth quarter grade, depending upon which semester exam is exempt.

The exam exemption program is completely separate from the school's annual recognition program for perfect attendance. The Perfect Attendance Award is given to students who have no absences, tardies, or early dismissals for the entire school year. Students or parents who wish further interpretation of the exam exemption criteria should contact the high school principal, assistant principal or attendance secretary.

It is important to understand that testing is an important part of academic life at Springboro High School. In addition to taking some semester exams, students also regularly take classroom tests, as well as such standardized tests as Ohio Graduation Test, the PSAT, SAT, ACT,

AIR and PARCC.

### **GRADE LEVEL EXEMPTIONS**

Students will be allowed exam exemptions based upon their grade level classifications as noted below:

**FRESHMEN:** Two (2) exemptions with six (6) or more classes; one (1) exemption with five (5) classes.

**SOPHOMORES:** Two (2) exemptions with six (6) or more classes; one (1) exemption with five (5) classes.

**JUNIORS:** Three (3) exemptions with six (6) or more classes; two (2) exemptions with five (5) classes.

**SENIORS:** Seniors may exempt either the midyear or end of year exam in each course they are taking assuming exam exemption criteria has been met.

### **PRIMARY EXEMPTION CRITERIA**

In order to qualify for an exemption under the “Perfect Attendance” criteria, students must meet the following standards of attendance:

- A. No absences during the semester, except in the case where a student attends a funeral of a parent, sibling, or grandparent; and in such cases where the principal makes a special exception due to the death of school personnel, students or community members, which affect large groups of students. Should such unfortunate incidents occur, the principal should be notified in advance of the absence so special arrangements can be made.
- B. No more than a total of two (2) tardies or early dismissals during the semester, except that students may be allowed up to a total of two (2) additional tardies or early dismissals for medical/dental professionals on the date of the tardy or early dismissal upon return to school.
- C. In order to qualify for a “Tardy”, the student must sign in prior to 9:12 A.M. In order to qualify for an “Early Dismissal”, the student must sign out after 12:38 PM or be out of the building during the school day for no more than 102 minutes each occurrence.

### **SECONDARY EXEMPTION CRITERIA**

In order to qualify for an exemption under the “90%” criteria, the student must meet the following standards:

- A. He/she has no more than five (5) absences or more than six (6) tardies/early dismissals in the class during the semester.
- B. His/her grade for both quarters in the class is a “90%” or higher
- C. In weighted classes the student’s grade must be 90% before weight is added.

**NO CHILD LEFT BEHIND LEGISLATION REGARDING NOTIFICATION OF RELEASE OF STUDENT INFORMATION TO MILITARY AND COLLEGE RECRUITERS**

2018-19 School Year

Dear Parent/Guardian:

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high schools to provide to military recruiters, upon request, access to names, addresses, and phone numbers of high school juniors and seniors. The law also requires high schools to release information to colleges or other higher learning institutions, upon request.

If you do not want Springboro High School to disclose this information without your prior written consent, you must fill out the detachable form below and return it to the high school by August 24, 2018. If we do not receive the form back by this date, we will release student information to military or college recruiters upon request. If your child is over 18, he or she must sign the form.

If you have any questions, please do not hesitate to call.

Sincerely,

Mr. Kyle Martin, Principal

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PARENT OPT-OUT FORM

Do not disclose my child's name, address, or telephone number to the following without my prior consent (check one or both):

- United States Military Recruiters
- Colleges and Other Higher Education Institution Recruiters

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
*(If student is over 18, student rather than parent must sign)*

**Intentionally Blank**

## **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 to 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.

- E. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
- F. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

**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.

R.C. 3313.06, 3313.661, 3313.663, 3313.666, 3313.667

Adopted 1/22/08



**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 individuals as compliance officers:

Mr. Dan Schroer                      (937) 748-3960

If an individual feels that they have a complaint or concern, they should contact the compliance officer.

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**SPRINGBORO COMMUNITY CITY SCHOOLS  
HARASSMENT, INTIMIDATION OR BULLYING**

**COMPLAINT FORM**

**Name of Person Filing Complaint:** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**Name of Victim:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Description of Incident (include names of all involved):**

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*Use the back of this form if more space is needed.*

**Witnesses to the Incident:** \_\_\_\_\_

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**All complaints should be promptly forwarded to the building principal.**

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