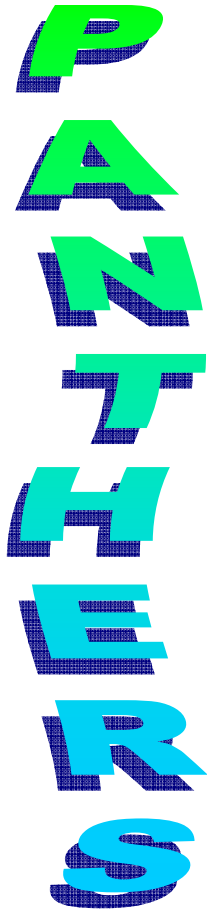


**STUDENT HANDBOOK AND AGENDA
2008 - 2009**



Jonathan Wright Elementary
Grades K-1
40 Florence Drive
Springboro, OH 45066
748-3959

Clearcreek Elementary
Grades K-1
750 S. Main Street
Springboro, OH 45066
748-3958

Five Points Elementary
Grades 2-5
650 Lytle Five Points Road
Centerville, OH 45458
748-6090

Dennis Elementary
Grades 2-5
1695 S. Main Street
Springboro, OH 45066
748-6070 East/748-6075 West

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

HOMEROOM TEACHER _____

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BOARD OF EDUCATION

Mr. Don Miller	President
Mr. Ira Thomsen	Vice-President
Mr. Craig Colston	Member
Mr. Michael Kruse	Member
Mrs. Diane Trifiro	Member

Board of Education meetings are held at 7:00 p.m. on the second and fourth Tuesday of each month. Public participation is encouraged.

DISTRICT TELEPHONE NUMBERS

Dr. David Baker
Superintendent's Office
748-3960

Mrs. Shannon Cox, Principal
Jonathan Wright Elementary
748-3959

Mr. Larry Hook
Assistant Superintendent
748-3960

Mrs. Sarah Lord, Principal
Clearcreek Elementary
748-3958

Mr. Tim Dettwiller
Chief Fiscal Officer
748-3960

Mr. Todd Petrey, Principal
Dennis Elementary-East
748-6070

Mr. George Long
Business Manager
748-3960

Mrs. Sandra Wray, Principal
Dennis Elementary-West
748-6075

Mrs. Jennie Harover
Transportation Supervisor
748-4462

Miss Tammy Stritenberger, Principal
Five Points Elementary-East
748-6090

Mrs. Teresa Rand
Director of Special Education
748-3960

Mr. Victor Johantges, Principal
Five Points Elementary-West
748-6095

Mrs. Sandra Warner
Director of Educational Services
748-3960

Mr. Bruce Lewis, Principal
Springboro Intermediate
748-4113

Mrs. Joyce Ringler
Literacy Coordinator
748-3960

Ms. Andrea Cook, Principal
Mr. Jeff Madden, Assistant Principal
Springboro Junior High
748-3953

Ms. Kathy Gilbert
Special Education Coordinator
748-3960

Sergeant Don Wilson
School Resource Officer
748-3950

Dr. Ron Malone, Principal
Mr. Jeff Renshaw Asst. Principal
TBA, Asst. Principal
Springboro High School
748-3950

TIMES FOR ALL BUILDINGS

Jonathan Wright Elementary

Kindergarten

AM – 8:25 -10:55

9:34 a.m. – tardy, early dismissal, half day

PM – 12:40 – 3:10

1:41 p.m. – tardy, early dismissal, half day

Delayed Start: 9:25 a.m.

Two Hour Delay: AM – 10:25 – 11:55

PM – 12:40 – 3:10

1st Grade

8:25 a.m. – 3:10 p.m.

Tardy: 8:26 a.m. – 10:07 a.m.

Early Dismissal: 1:28 – 3:10

Half Day Absent: 11:45 a.m.

Delayed Start: 9:25 a.m.

Clearcreek Elementary

Kindergarten

AM – 8:25 -10:55

9:34 a.m. – tardy, early dismissal, half day

PM – 12:40 – 3:10

1:41 p.m. – tardy, early dismissal, half day

Delayed Start: 9:25 a.m.

Two Hour Delay: AM – 10:25 – 11:55

PM – 12:40 – 3:10

1st Grade

8:25 a.m. – 3:10 p.m.

Tardy: 8:26 a.m. – 10:07 a.m.

Early Dismissal: 1:28 – 3:10

Half Day Absent: 11:45 a.m.

Delayed Start: 9:25 a.m.

Five Points Elementary

Grades 2 – 5

9:10 a.m. – 3:55 p.m.

Tardy: 9:11 a.m. – 10:52 a.m.

Early Dismissal: 2:13 p.m. – 3:55 p.m.

Half Day Absent: 12:30 p.m.

Delayed Start: 10:10 a.m.

Dennis Elementary

Grades 2 – 5

8:45 a.m. – 3:30 p.m.

Tardy: 8:46 a.m. – 10:27 a.m.

Early Dismissal: 1:48 p.m. – 3:30 p.m.

Half Day Absent: 12:05 p.m.

Delayed Start: 9:45 a.m.

All students arriving late or leaving early must be signed in/out of the school office by an adult.

DENNIS EAST ELEMENTARY

2008 – 2009

Todd Petrey – Principal

SECOND GRADE

Mrs. Stephanie Kalbacher
Mrs. Kimberly Kerns
Mrs. Heather Kogler
Mrs. Mary Anne Reese
Mrs. Jessica Ruskaup

THIRD GRADE

Mrs. Teresa Beimly
Mrs. Marci Collins
Mrs. Mary Sillies
Miss Joanne Yost

FOURTH GRADE

Mr. Steve Hoffman
Mrs. Beth McAlpine
Mrs. Lisa Morrison
Mrs. Pam Wearly

FIFTH GRADE

Mrs. Sharon Sexton
Mrs. Mary Beth Tsamasiros
Mrs. Emily Richley
Mrs. Genni Nation

SPECIAL EDUCATION

Mrs. Carol Beech	Special Education	Mrs. Debbie Johanson	Intervention
Mrs. Holly Bhungalia	Intervention	Mrs. Stephanie Roeder	Art
Miss Leslie Bellar	Physical Education	Mrs. Chantel Smith	Computers
Mrs. Angie Boerger	Music	Mr. Doug Termuhlen	Phys Education
Mrs. Julie Crace	Art	Mrs. Heather Ward	Intervention
Mr. David Hall	Special Education	Mrs. Melissa Wilson	Music
Mrs. Jennifer Kohls	Gifted		
Mrs. Jennifer Kneeland Janco	Special Education		

SPECIAL SERVICES

Mrs. Cheryl Lykins	Psychologist	Mrs. Roxena Sharp	Secretary
Mrs. Brenda Neeley	Library Aide	Mrs. Mindy Tischler	Clerical Aide
Mrs. Sylvia Rodberg	Counselor	To Be Announced	Library Aide
Ms. Jane Romick	Speech	To Be Announced	Health Aide

DENNIS WEST ELEMENTARY

2008 – 2009

Sandy Wray – Principal

SECOND GRADE

Mr. Jason Bromberg	Mrs. Julie Krueckeberg
Mrs. Laura Earles	Mrs. Donna Miller
Mrs. Angela Gudz	

THIRD GRADE

Mrs. Michelle Gillum	Mrs. Kari Rohrig
Mrs. Melissa Madden	Mrs. Shawn Smith
Mrs. Rebecca Rabe	

FOURTH GRADE

Miss Carol Clune	Mrs. Amy Pritchard
Mrs. Marianne Duerre	Mrs. Kelley Profit
Mrs. Maria Eisert	Mrs. Jennifer Smith

FIFTH GRADE

Miss Sue Delon	Mrs. Judy Metzger
Mrs. Tonya Kerns	Mrs. Trina Penn
Mrs. Marcia McShane	

SPECIAL EDUCATION

Miss Meg Bachey	Special Education	Mrs. Kara Keller	Special Education
Mrs. Nicole Baker	Special Education	Mrs. DeAnn Lee	Gifted
Mrs. Holly Bhungalia	Intervention	Mrs. Judy Paden	Special Education
Miss Leslie Bellar	Physical Education	Mrs. Stephanie Roeder	Art
Mrs. Angie Boerger	Music	Mrs. Chantel Smith	Computers
Mrs. Julie Crace	Art	Mr. Doug Termuhlen	Phys Education
Mrs. Debbie Johanson	Intervention	Mrs. Megan Trowbridge	Special Ed
Mrs. Jennifer Kneeland Janco	Special Ed	Mrs. Heather Ward	Intervention
		Mrs. Melissa Wilson	Music

SPECIAL SERVICES

Mrs. Melissa Lausier	Secretary	Ms. Jane Romick	Speech
Mrs. Cheryl Lykins	Psychologist	Mrs. Mindy Tischler	Clerical Aide
Mrs. Brenda Neeley	Library Aide	To Be Announced	Library Aide
Mrs. Sylvia Rodberg	Counselor	To Be Announced	Health Aide

SPRINGBORO COMMUNITY SCHOOLS

2008-2009

CALENDAR **GRADES 2 – 5**

AUGUST

- 21 TEACHER WORKDAY- 8:30 – 3:30
22 TEACHER WORKDAY- 8:30 – 3:30
 INSERVICE K-5
25 TEACHER WORKDAY 8:30 – 3:30
 STAFF MEETING/INSERVICE
26 **FIRST DAY OF CLASSES**
28 DENNIS WEST OPEN HOUSE
 6:00 – GRADES 2 AND 3
 7:30 – GRADES 4 AND 5

SEPTEMBER

- 1 LABOR DAY – NO SCHOOL
4 DENNIS EAST OPEN HOUSE
 6:00 PM – GRADES 2 AND 3
 6:45 PM – GRADES 4 AND 5
6 DENNIS EAST OPEN HOUSE/CURRICULUM NIGHT
 6:00 PM – GRADES 2 AND 3
 7:00 PM – GRADES 4 AND 5
11 PATRIOT DAY
17 **LATE START- ONE HOUR DELAY**
19 PICTURE DAY
20 MARKET DAY AT JW – 9:00 – 10:00 AM
18 PTO – CE/DENNIS – 7:00 PM
26 INTERIMS GO HOME

OCTOBER

- 3 HOMECOMING- BORO VS MIAMISBURG
 SPIRIT DAY – WEAR BLUE & WHITE
7 THIRD GRADE OHIO ACHIEVEMENT TEST
13-15 CAMP KERN – DENNIS WEST – FIFTH GRADE
15 **LATE START – ONE HOUR DELAY**
18 MARKET DAY @ JW – 9:00 – 10:00 AM
24 FIRST QUARTER GRADING PERIOD ENDS
27-29 CAMP KERN – DENNIS EAST – FIFTH GRADE
31 HALLOWEEN PARTIES/PARADE 2:30 PM

NOVEMBER

- 3 CONFERENCE NIGHT – 5:30 – 9:00 PM
3 REPORT CARDS GO HOME
3-7 DENNIS BOOK FAIR
5 **NO SCHOOL FOR STUDENTS**
PARENT/TEACHER CONFERENCES – 12:00 – 8:00 PM
5 FAMILY NIGHT AT BOOK FAIR – 5:30-8:30
15 MARKET DAY @ JW – 9:00 – 10:00 AM
19 **LATE START- ONE HOUR DELAY**
21 4TH GRADE MUSIC PROGRAM AT CHRISTMAS IN
SPRINGBORO
26-28 **NO SCHOOL – THANKSGIVING BREAK**

DECEMBER

- 5 INTERIMS GO HOME
6 SOUTH PTO – JINGLE BELL JOG @ JH 9:00 AM
6 SECRET SANTA SHOP @ FIVE PTS ELEMENTARY
13 MARKET DAY @ JW – 9:00 – 10:00 AM
17 **LATE START – ONE HOUR DELAY**
19 ELEMENTARY HOLIDAY PARTIES/SANTA VISIT
19 SILENT GIVING
22-31 **NO SCHOOL – WINTER BREAK**

JANUARY

- 1-4 **NO SCHOOL – WINTER BREAK**
5 CLASSES RESUME
15 SECOND QUARTER GRADING PERIOD ENDS
16 **NO SCHOOL FOR STUDENTS**
TEACHER INSERVICE/WORK DAY
19 **NO SCHOOL FOR STUDENTS**
MARTIN LUTHER KING JR. DAY
21 **LATE START – ONE HOUR DELAY**
24 MARKET DAY @ JW – 9:00 – 10:00 AM
26 REPORT CARDS GO HOME

FEBRUARY

- 2-6 TERRA NOVA/INVIEW TESTING - GRADES 3 – 8
12 4th GRADE COSI PROGRAM
12 GRADE 3 MUSIC PROGRAMS @ DENNIS
13 VALENTINE PARTIES
16 **NO SCHOOL – PRESIDENT’S DAY**
18 **LATE START – ONE HOUR DELAY**
20 INTERIMS GO HOME
21 MARKET DAY @ JW – 9:00 – 10:00 AM
28 ELEMENTARY CARNIVAL AT DENNIS 11:00 – 3:00

MARCH

- 18 **LATE START – ONE HOUR DELAY**
- 20 THIRD QUARTER GRADING PERIOD ENDS
- 21 HOMETOWN EXPO @ HS
- 21 MARKET DAY @ JW – 9:00 – 10:00 AM
- 24 5TH GRADE COSI PROGRAM
- 26 SPRING CONFERENCES – 5:30 – 9:00 PM
- 30 REPORT CARDS GO HOME

APRIL

- 6-13..... **NO SCHOOL – SPRING BREAK**
- 15 **LATE START – ONE HOUR DELAY**
- 20-30 OHIO ACHIEVEMENT TESTS – GRADES 3 - 8
- 23 GRADE 2 MUSIC PROGRAMS @ DENNIS
- 25 MARKET DAY @ JW – 9:00 – 10:00 AM
- 27-30 DENNIS SPRING BOOK FAIR

MAY

- 1 DENNIS SPRING BOOK FAIR
- 1-8 OHIO ACHIEVEMENT TESTS – GRADES 3 – 8
- 4-8 STAFF APPRECIATION WEEK
- 4 DENNIS ART SHOW – 6:00 – 8:00 PM
- 8 INTERIMS GO HOME
- 16 MARKET DAY @ JW – 9:00 – 10:00 AM
- 20 **LATE START – ONE HOUR DELAY**
- 25 **NO SCHOOL – MEMORIAL DAY**
- 26 GRADE 5 MUSICAL @ HS – 7:00 PM & 8:00 PM
- 27 FIELD DAY – GRADES 2 AND 4 (RAIN DAY 29TH)
- 28 FIELD DAY – GRADES 3 AND 5 (RAIN DAY 1ST)

JUNE

- 2 VOLUNTEER APPRECIATION ASSEMBLY – 9:10
- 4 **LAST DAY FOR STUDENTS**
- 4 FOURTH QUARTER GRADING PERIOD ENDS
- 5 TEACHER WORKDAY
- 6 GRADUATION
- 13 MARKET DAY @ JW – 9:00 – 10:00 AM
- 15 REPORT CARDS MAILED HOME

ATTENDANCE POLICY

Legal Requirement

Ohio Revised Code, Section 3321.01:

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

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school by 10:00 a.m. on the day the student is absent. Afternoon kindergarten parents must call by 1:00p.m.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

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

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."
- Senior pictures/portraits.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child’s best interest. Those circumstances include, but are not limited to, the child’s and/or the child’s siblings’ attendance in the current or prior school years.

Nothing contained in this attendance policy 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 absence/tardy is for any of the reasons identified in this policy as “Excused Absences.”

Medical Excuses

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

Tardy to School

Lateness to school and homeroom is not an excuse for missing class. When tardy after homeroom begins, students must be signed in personally in the office by an adult school official. A student is tardy to school when signing in to school during the first 102 minutes of the day.

Excessive tardiness may result in disciplinary action such as parent conferences, detention, letters from the County office, Court Action, and various types of suspension.

To be excused for a tardy, the attendance office and/or principal must receive a note *and* telephone call from the parent/guardian within one (1) day of the tardy.

Important Note: Five (5) unexcused tardies = one day unexcused absence.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Tardy to Class

Class tardies are handled on an in-school basis.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

2 Unexcused Absences. Formal warning via letter to parent/student.

5 Unexcused Absences. Juvenile Court truancy intervention meeting.

7 Unexcused Absences. Unofficial court hearing.

***Important Note:** Formal court proceedings may be initiated without utilizing the above sequence.*

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.

10 unexcused absences in four (4) weeks.

15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.

7 unexcused absences in four (4) weeks.

12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

Athletics, Student Activities, Cheerleading, and Student Attendance

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

Passes for Leaving School

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

A student may leave school before the day ends provided the parent/legal guardian writes a note indicating the student has a medical, dental or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins. Most of these absences (including appointments to get driver’s licenses) should only result in a partial or ½ day absence from school. Students will not be excused for the entire day unless it is verified by the specific appointment stating the need to be out all day. Elementary students must have a note indicating a change in the student’s routine (a bus student being picked up or walking, rather than riding the bus).

R.C. 3321.01 et seq, 3321.13(B)(2), 3321.19, 3321.38, 3313.664

A.C. 3301-35-03(G); 3301-51-13

Revised 10/11/90; Revised 2/25/99; Revised 11/28/00; Revised 6/2006

ATTENDANCE GOALS/PERFECT ATTENDANCE

Our goal is to have at least 96% attendance for the building for the entire year. As part of the incentive all students with perfect attendance receive a certificate at the end of the year Awards Assembly. The definition of perfect attendance is zero days of school missed regardless of the reason as well as no tardies or early dismissals, again regardless of the reason.

TAKE YOUR DAUGHTER/CHILD TO WORK DAY

Springboro Community Schools strongly believe in career education and awareness. There are many activities in place to give your son or daughter a connection to the world of work. With a maximum of only 178 actual days of instruction we feel it is important that students go to class for all of those days. You are encouraged to take your child to work with you during breaks from school. **“Take Your Daughter/Child To Work” will not be a day of excused absence from school.**

RELEASE OF STUDENT INFORMATION/PHOTOGRAPHS

The federal Family Educational Rights and Privacy Act of 1974 permits the district to release certain information, known as “directory information”, to certain people or institutions, unless you request, in writing, that such information not be released. These forms are available in the school office.

In many cases, requests for this type of information come from community organizations, the news media, school directories, or, in the case of high school students, the armed forces or colleges for recruiting purposes, “Directory Information” may include the following:

- **Principal list/honor roll;**
- **Student name, address, telephone number;**
- **Date and place of birth;**
- **Participation in officially-recognized activities/sports;**
- **Weight and height of athletic team members;**
- **Dates of attendance;**
- **The most recent educational agency or institution attended by the student; and**
- **Photographs.**

Additionally, videotape and/or photographs may occasionally be taken of students for use in the news media or school district publications. The school district will also be broadcasting various school activities on Miami Valley Cable Council Channel 24. Students may appear on the cable channel as part of School Board meeting opening activities or in special school programs featuring students. Directory information includes pictures and names in the school yearbook and the P.T.O. school directory.

The school district will not release any “directory information” for commercial or other purposes not related to school business. Any request for release of directory information will be thoroughly screened by the building principal.

ENTRANCE AGE

September 30 has been designated by the State Department of Education as the date by which a child must be five years old to enter kindergarten. Upon request of the parent or guardian, each child who would be this age after September 30, but before January 1, will be evaluated as a prerequisite to an early admission. The Springboro City School District Pupil Personnel Office will evaluate the child to determine eligibility for early admission.

EMERGENCY PROCEDURES

Fire, tornado, and lockdown drills are conducted in accordance with State and Local regulations to insure that students are properly prepared for mass evacuation if the need should ever arise.

A tornado “Protective Action Plan” exists to insure that every effort will be made to protect our students in the event of such a disaster. This plan is organized to provide systematic evacuation of classrooms, moving all students into the most secure areas of the building.

EMERGENCY CLOSING

When weather conditions or other emergencies arise that warrant the closing or delayed starting time of Springboro Schools the announcement will be made on all major radio and television stations. You may also look at the school’s web page at www.springboro.org.

Announcements will refer to our schools as Springboro Community Schools in Springboro. Please listen to radio and television stations for school information.

**IT IS NECESSARY TO HAVE AN EMERGENCY PROCEDURE
CLEARLY OUTLINED WITH YOUR CHILD IN CASE OF AN
EARLY DISMISSAL.**

**STUDENTS WILL NOT BE PERMITTED TO USE THE
TELEPHONE
AN EMERGENCY PLAN IS ESSENTIAL.**

STUDENT DRESS CODE

It is important to dress your child for the existing weather conditions. With our new heating and air conditioning systems the building should always be close to 68-70 degrees. Students shall be neat, clean and dressed in a manner appropriate to an educational setting. Shorts and sandals are acceptable during warm weather. Hats, caps, scarves, and sunglasses are not to be worn in school. Other items students are not permitted to wear:

- Tank tops-with oversized armholes
- Spaghetti straps
- Halter tops
- One armed shirts
- Cropped shirts or low rider pants (exposing the midriff)
- Mesh shirts
- PJ bottoms
- Bike shorts
- Clothing with printing that would be considered inappropriate for school
- K-5 students are not to bring make-up or wear it to school

One special consideration for parents as you are helping your child get dressed for the day is to wear appropriate shoes and clothes to school on physical education days. Students **MUST** wear or bring socks and tennis shoes for physical education. We do expect every child to actively participate in physical education classes unless there is a medical reason stating otherwise.

OUTSIDE RECESS POLICY

All students, K-5, will have at least one recess period each day. Our teachers feel that young children learn better when they have had a chance to run, play and breathe fresh air. To that end we encourage you to listen to the weather forecasts. You are strongly encouraged to send your child to school with a hat, gloves and a heavy coat during the cold weather as we will go out if temperature (including wind chill) is 30 degrees and higher. It is our intent to go outside whenever possible.

We do ask that all of our students follow this guideline. There will be times when some students need to stay inside while everyone else is outside. We hope these times are rare since they do require additional teacher coverage in the classrooms. When this does become necessary please make sure you send a note to your child's teacher. If this situation needs to continue for two or more days in a row then a doctor's note is suggested.

There are times when the weather will dictate that we have inside recess. Students **should not** bring balls, radios, electronic games, or cell phones to school. Games are available for indoor recess. Balls and jump ropes are available for outdoor recess.

HOMEWORK

Parents can best help their children by reviewing daily work, helping on large projects, drilling the child on factual knowledge, (i.e. multiplication tables) reading to the child and listening to the child read a favorite story. Parents should encourage their children to be responsible for their school to home activities and /or homework. Our goal is to develop responsible young citizens. Second through fifth grade students will use agenda books to help with communication between school and home.

If you want to pick up homework for a student who has been absent **more than one day**, you may contact the school office by 11:00 a.m. and arrangements will be made.

The teacher will give the child work to make up when the child returns to school after an absence. Unless unusual circumstances prevail, work should be made up in the number of days equal to the number of days absent from school.

TEXTBOOK RESPONSIBILITY

Each child is issued textbooks to be used in connection with his/her schoolwork. Care of these textbooks is the responsibility of the student. Excessive damage or a lost textbook necessitates replacement by the student and family.

VISITORS TO SCHOOL

We enjoy having **parents/grandparents** visit the school. You must stop and register in the office, show a state-issued picture ID such as drivers license, and wear a visitor badge. Classroom visits are not permitted as they are disruptive to the learning process. Parents are welcome to have lunch with their children but are NOT permitted to go to recess.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are always welcome and are encouraged. You should always call ahead or send a note with your child for an appointment. Our goal is 100% attendance at fall conferences. Please refer to the calendar for conference dates. Additional conferences will be scheduled in the spring on an as-needed basis.

VOTER REGISTRATION

You are urged to become a registered voter and stay involved in our democratic process. You may register to vote in the office during school hours on any day. Your registering and voting is a living civics lesson for your child/ren.

STUDENTS STAYING LATE

Students are not permitted to stay after school unless for scout meetings, etc. and only if they have a note that is signed and dated. Students will not be kept after school on their verbal request.

Students **without** a note will be sent home on the bus. ALL STUDENTS BEING DISMISSED EARLY **MUST BE DISMISSED FROM THE OFFICE** AFTER YOU SIGN THEM OUT. NO STUDENTS WILL BE DISMISSED DIRECTLY FROM A CLASSROOM, PLAYGROUND, ETC.

Early dismissals count against a child's attendance. Please avoid early dismissals as much as possible to cut down on interruptions to the classroom.

PARKING AT SCHOOL

There is a designated parking area in front of Dennis Elementary for visitors and volunteers. When front parking is filled please use the staff parking lot on the west side of the building.

Please observe areas designated **NO PARKING – FIRE ZONE** by the Police and Fire Departments. These areas must be kept clear for emergency purposes. Violators will be ticketed.

BUYING, TRADING AND SELLING BY STUDENTS

STUDENTS ARE NOT PERMITTED TO BUY, TRADE OR SELL PERSONAL ITEMS AT SCHOOL TO OTHER STUDENTS.

CHANGE OF ADDRESS, PHONE, ETC.

Whenever a change occurs in your child's address, phone number, etc. it is important that you **inform school immediately**. *Address changes require that the parent provide the district registrar office with proof of residency such as a cable, water, phone, or electric bill, a lease agreement or closing documents.* It is also important to inform school whenever a change in the custody of a child occurs. All court paper pertaining to a child's custody should be brought to school in order that a copy can be filed in the school office.

CAFETERIA

A "Type A" balanced lunch is offered every day of school. Students may also purchase only milk if they bring a lunch from home. Prices for 2008-2009 are as follows:

\$ 2.15 – student lunch 1st choice	\$ 2.90 – adult lunch
\$ 2.15 – student lunch 2nd choice	\$.50 – milk
\$1.75 – student entree	

A limited amount of money is available to loan to students if money is lost or forgotten. It must be returned the next day so that it will be available to other students.

Applications for free and reduced lunches will be sent home with all students. These applications are also available in the school office.

LUNCH GUEST POLICY

You are invited to eat lunch with your child. Please send a written note that you intend to eat with your child that day. Please let us know if you will be purchasing a school lunch. We encourage you to eat the school lunch rather than bringing fast food. Lunch guests are not permitted to go to recess, indoor or outdoor

Remember, we ask all visitors to *sign in at the office and show state-issued photo ID.*

GRADING PERIODS

Student growth and achievement will be reported in four nine-week periods for grades 1-12. A report card will be received at the end of each of these periods.

October 24, January 15, March 20 and June 4.*

* All report cards will go home on the second Monday after the period ends.

The last report card of the year will be mailed.

INTERIM PROGRESS REPORTS

Interim progress reports will be sent to parents. A progress report will be issued for any student whose performance indicates the likelihood of achieving a below 75% or an N or lower in grades 2 – 5.

HOUSE BILL 3/SENATE BILL 2 IMPLEMENTATION
SCHEDULE OF STATEWIDE TESTS

	2005 – 06	2006 – 07	2007 – 08	2008 – 09	2009 – 10
Kindergarten	Readiness Assessment	Readiness Assessment	Readiness Assessment	Readiness Assessment	Readiness Assessment
Grades 1 – 2	Diagnostics R, W, M	Diagnostics R, W, M	Diagnostics R, W, M	Diagnostics R, W, M	Diagnostics R, W, M
Grade 3	Achievement R, M Diagnostics W	Achievement R, M Diagnostics W	Achievement R, M Diagnostics W	Achievement R, M Diagnostics W	Achievement R, M Diagnostics W
Grade 4	Achievement R, M, W	Achievement R, M, W	Achievement R, M, W	Achievement R, M, W	Achievement R, M, W
Grade 5	Achievement R, M	Achievement R, M, S, SS	Achievement R, M, S, SS	Achievement R, M, S, SS	Achievement R, M, S, SS
Grade 6	Achievement R, M	Achievement R, M	Achievement R, M	Achievement R, M	Achievement R, M
Grade 7	Achievement R, M	Achievement R, M, W	Achievement R, M, W	Achievement R, M, W	Achievement R, M, W
Grade 8	Achievement R, M	Achievement R, M, S, SS	Achievement R, M, S, SS	Achievement R, M, S, SS	Achievement R, M, S, SS
Grade 10	OGT R, M, W, S, SS	OGT R, M, W, S, SS	OGT R, M, W, S, SS	OGT R, M, W, S, SS	OGT R, M, W, S, SS

NOTE: Ninth-grade proficiency tests will continue to be administered through summer 2008 to students who entered ninth grade prior to July 1, 2003.
 Grades 3 – 8 achievement test will be administered in May beginning with the 2006-07 administration.

Source: Ohio Department of Education
 8/8/05

PROMOTION AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when she/he has:

- A. Completed the State-mandated requirements at the presently assigned grade;
- B. In the opinion of his/her principal and teachers, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade.

The Superintendent shall develop guidelines for the annual assessment of all first, second, and third grade students on their reading proficiency and identify those students who are reading below grade level. S/He shall ensure that each student's teacher is involved in the assessment and in the identification of those students who are reading below grade level.

All third grade students who score in the lowest category on the State-mandated third grade reading achievement test will be retained unless either of the following requirements has been met:

- A. The student has been excused from taking the test under C, 1 of Section 3301.0711 of the revised code, or
- B. The student's principal and reading teacher agree that the student is academically prepared to be promoted to the fourth grade.

The Superintendent shall:

- A. Require a student be retained if he/she is truant (unexcused absence) for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- B. Require that parents are informed in advance of the possibility of retention of a student at grade level:
- C. Have the final responsibility for determining the promotion or retention of each student

REPORTING STUDENT PROGRESS

Purpose Statement

The Springboro Community City School district recognizes the importance of cooperation between the home and school, and its responsibility in keeping parents informed of the progress of students in school. Pupil grading and progress reporting procedures are intended to reflect student competency in the mastery of learning objectives, student growth over the course of a school year (including citizenship and effort), and student achievement – what the student knows or can do.

Grading and progress reporting procedures shall provide guidance to teachers in evaluating student competency, growth, and achievement. Grading and reporting procedures shall also allow for flexibility in providing for individual needs and differences of students. Evaluation in terms of competency (mastery) and achievement shall not ignore individual differences among students nor shall evaluation in terms of effort mean that high standards have been ignored. Teachers are encouraged to emphasize competency and achievement in grading, but with the individual student in mind. Grading and reporting procedures shall apply to all learning situations within the school setting.

Grading and reporting procedures shall provide a regular and frequent source of information about the competence, growth, and achievement of students for parents, students, and others with an interest in the student's educational status. Grading and reporting procedures for each class shall be explained to parents either through direct parent contact or be sent home to parents. Grading procedures shall be based upon the assumption that students will respond to clear and accurate reporting of competence, growth, and achievement as positive opportunities for success rather than threats of failure. Criteria used to measure competence, growth, and achievement shall be designed to be as objective as possible and appropriate to the age and maturity of students. Criteria for grading shall be consistently reported, based upon valid educational practice, and based upon an appropriate number of demonstrated instances of student performance.

Reporting Student Progress

Student competency, growth, and achievement will be reported in four 9-week grading periods for grades 1–12. A grade report will be sent to parents at the end of each grading period. Kindergarten competency, growth, and achievement will be reported in two 18-week assessment periods according to a developmental checklist with comments as appropriate. All students should receive an appropriate amount of information about competence, growth, and achievement from the results of work that has been reviewed and evaluated in the professional judgment of the teacher (i.e., homework, in class work, assessments, participation, effort). Parents should be consulted if, in the teacher's judgment, the child's academic situation warrants parental contact. For grades 1-12, teachers shall use professional judgment to record an adequate number of instances of student's performance as the basis of assigning grades. It is suggested that a minimum of 9 grades be taken for each subject as the basis of the 9-week grade.

The following shall serve as the basis of assigning grades in the Springboro Community City Schools:

- A) Mastery of Objectives
Mastery shall be determined through a variety of assessments such as tests, quizzes, projects, and classroom activities.
- B) Other Criteria
Other criteria shall be used as a portion of the grade such as homework, daily class work, class participation.
- C) Greater emphasis shall be placed upon mastery of objectives in the assignment of grades.

POLICY FOR STUDENTS BEING TRANSPORTED

To help bus drivers maintain their schedule, all pupils should be ready and waiting when the bus arrives. Too many unnecessary stops cause traffic congestion. This is unfair to other highway users and multiplies the hazards for the bus and its occupants.

Students must wait until the bus stops and they receive a signal from the driver before crossing the street.

Eating is not permitted on the bus at any time.

Any damage done by a pupil riding the school bus, such as broken windows, cut cushions, etc., must be paid for by the pupil responsible for the damage.

Students eligible to be transported will be assigned to a specific bus and route by the superintendent of schools. A list of pupils assigned to each bus shall be displayed in each bus and a copy of the list shall be kept in the office of the superintendent.

Only those pupils assigned to a specific route are eligible to ride to and from school on that bus.

It is the hope of the Board of Education that parents and students not compromise a driver or school official by asking for special favors which would violate this policy.

Emergencies, which could alter any of these rules, will be dealt with by the principal on an individual basis.

The school office should be contacted in the case of an emergency so that the proper changes can be arranged for the child's safety.

When a planned change of transportation will be necessary due to a move, babysitter, etc., a change in transportation form must be completed and placed on file at school. Any change of address must be to an address in your child's designated attendance area. **Please allow three school days for a change to take place.** All these procedures are to help ensure the safe arrival home at the end of each day and your cooperation is needed and appreciated. In the past some buses have carried the maximum number of students legally permitted. In these cases requests for bus changes will not be permitted.

TRANSPORTATION RULES

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 student 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 goes on, on the bus.

A parent may designate only **two** (2) pick up/drop off locations. This is typically home and a day care or babysitter. It will also be necessary to notify the building of any changes in dismissal procedure (from a walker to a bus rider, etc.)* **no later than 2:30 p.m.** Any requests for changes after 2:30 will not be honored.

***A signed, dated note sent to school with your child is the best way to accomplish a change in transportation.**

Listed below are the rules governing students on school buses. 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 was 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. You could lose them.
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 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. must be held in their laps or arrange other transportation.
12. No aerosol cans permitted at any time on the bus, hair spray, deodorant, etc.

Getting on and off the bus

1. Help the driver maintain the schedule. **Be at the bus stop before** the bus arrives. **Frequent stops and unnecessary waiting** increase traffic congestion. This is unfair to other highway users. This creates hazards for the bus and its passengers. **The bus will not wait if it is on schedule.**
2. Wait on your residence side of the road for the bus. Do not cross the road until the bus stops and **the driver signals you to cross.**
3. Cross 10 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.

CODE OF CONDUCT

This code of guidelines is adopted by the Board of Education of Springboro Community City Schools pursuant to 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the types of conduct, either specifically or generally like the kinds of conduct listed below, is subject to the following: reprimand, detention, administrative detention, in-school suspension, suspension, emergency suspension, expulsion, removal from curricular or extra-curricular activities, school transportation services, or other appropriate disciplinary actions pursuant to 3313.661, Ohio Revised Code.

This code of regulations applies while a student is in the custody or control of the school, on school grounds 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: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
- Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.
- Rule #3: Assault on a school employee, student or other person.
- Rule #4: Harassment of school personnel and other students during school and/or non-school hours.
- Rule #5: Fighting
- Rule #6: Hazing (to persecute, harass or humiliate another student and/or employee)
- Rule #7: Chronic misbehavior which disrupts or interferes with any School activity.
- Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers
- Rule #9: Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- Rule #10: Disrespect to a teacher or other school authority.

- Rule #11: Refusing to take detention, skipping detention or other properly administered discipline.
- Rule #12: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
- Rule #13: Forgery of school or school-related documents.
- Rule #14: Cheating or plagiarizing.
- Rule #15: Gambling.
- Rule #16: Extortion of a student or school personnel.
- Rule #17: Theft or possession of stolen goods.
- Rule #18: Arson or other improper use of fire.
- Rule #19: Possession of matches or lighters or other similar devices.
- Rule #20: Possess or use of dangerous weapons or ordnance or use of objects which look like weapons, 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 #21: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
- Rule #22: Buying, selling, or offering to sell, transferring, 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 #23: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
- Rule #24: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, container, etc.
- Rule #25: Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Students shall not be permitted to possess beepers, pagers, cellular telephones or any other related electronic communication devices.
- Rule #26: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #27: Cursing and/or use of indecent or obscene language in oral or written form.
- Rule #28: Publication of obscene, pornographic or libelous material.
- Rule #29: Placing of signs and slogans on school property without the permission of the proper school authority.
- Rule #30: Distribution of school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- Rule #31: Demonstrations by individuals, groups causing disruption to the school program.

- Rule #32: Truancy.
- Rule #33: Tardiness.
- Rule #34: Leaving school premises during school hours or upon Initial arrival without permission of the proper school authority.
- Rule #35: 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 #36: Improper or suggestive dress which interferes with the student's safety, health, welfare, or which disrupts the educational process or violates the dress and appearance codes set forth in the student handbook or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc., which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
- Rule #37: Indecent exposure.
- Rule #38: Engaging in sexual acts, improper display of affection or other inappropriate behavior with a person of the same or opposite sex.
- Rule #39: Turning in false fire, tornado, bomb, disaster or other alarms.
- Rule #40: Presence on school property with a communicable disease.
- Rule #41: Failure to abide by rules and regulations set forth by administration for student parking or disobedience of driving regulations while on school premises.
- Rule #42: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
- Rule #43: Carrying concealed weapons.
- Rule #44: Aggravated murder, murder, voluntary manslaughter or involuntary manslaughter.
- Rule #45: Felonious and/or aggravated assault.
- Rule #46: Rape, gross sexual imposition or felonious sexual penetration.
- Rule #47: Any disruption or interference with school activities.
- Rule #48: Willfully aiding another person to violate school regulations.
- Rule #49: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- Rule #50: Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.
- Rule #51: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
- Rule #52: Violation of district Acceptable Usage Policy for Technology.
- Rule #53: Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation or policy.
- Rule #54: Violation of any Board rule, regulation or policy.

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:

1. 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.
2. Community service shall be performed at the place and time designated by the Superintendent or his designee.
3. 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 designee's, satisfaction, all or part of the suspension or expulsion may be reinstated.
4. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which it defines as ten (10) consecutive days or a total of fifteen (15) days of unexcused absence. In addition to disciplinary actions specified in the school district Code of Conduct and parent/student handbooks, the Superintendent shall develop other strategies as appropriate that will help to reduce the incidence of any of these unacceptable behaviors at school.

*** NOTICE ***
LOCKERS AND STORAGE AREA

Lockers and other storage areas are provided for the students by the Springboro Community Schools and remain the property of the School District and are subject to search by school officials at any time.

In accordance with the state law and board policy, the school will provide storage places for students including desks, wall lockers, athletic and physical education lockers and other storage areas. The School Board will retain control of these areas. Storage areas are subject to search by school officials for reasonable suspicion or on a random basis.

Students are responsible for the care and contents of their assigned storage areas. Students should be aware that any items found during any search be it random or otherwise will be subject to the Student Code of Conduct and any other appropriate Board of Education policy.

HARASSMENT

IT IS A VIOLATION OF SCHOOL RULES, AND OFTEN OF LAW, FOR ANY STUDENT TO HARASS OR INTIMIDATE ANOTHER STUDENT OR STAFF MEMBER.

IF A STUDENT IS THE VICTIM OF ANY UNWANTED SEXUAL CONDUCT OR COMMUNICATIONS OR OF DEROGATORY COMMUNICATIONS OR CONDUCT CONCERNING HIS/HERGENDER, RELIGION, RACE, ETHNIC GROUP, OR DISABILITY, THE STUDENT SHOULD REPORT SUCH BEHAVIOR TO THE OFFICE.

ALL REPORTS SHALL BE KEPT CONFIDENTIAL AND SHALL BE INVESTIGATED AS SOON AS POSSIBLE.

SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS

Philosophy Statement

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

The Board has established a drug free zone within 100 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 drugs. 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 of Education 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 the Springboro Schools is 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 that the School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that required trained specialists. Instead our goals are education/prevention, intervention/referral and support/guidance.

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

Policy Statement

The Springboro Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, be under the influence of, use or offer for sale and alcoholic beverages, illegal drugs, unprescribed drugs, look-a-like drugs or any mind altering substance while on school ground 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 drug paraphernalia.

Policy Statement (cont.)

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 limited to assessment with follow through based on the assessment findings, an alcohol/drug education program; counseling, out patient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policy described within the student handbook.

Education/Prevention

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

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

Intervention/Referral

It shall be the policy of Springboro Community Schools to provide an intervention process designed to confront problem behaviors within students that 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. Student exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and 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 Springboro Community 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.

Support/Guidance

Springboro Community Schools recognized 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.

Parent/Community

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

Student and Parent Notification

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

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

Offenses and Disciplinary Action

The following procedures shall be followed in dealing with possession, use, transmission, or being under the influence of drugs and/or alcohol. All students are responsible for understanding the Springboro Community 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 and 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.

Offenses and Disciplinary Action (cont'd)

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)/guardians(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, he/she 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 for expulsion.

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.

POLICE AND THE SCHOOLS

The Springboro City School District has custody of the students during the school day and during school hours of approved extracurricular activities. It is the responsibility of the school administrator to make an effort to protect each student's rights with respect to interrogations by law enforcement officials.

While the Board of Education fully supports a safe community and commends the efforts of the local police department to fight and prevent crime, the Board of Education must balance its support with the privacy rights of students while on school premises. Therefore, the following procedure applies to instances where the police request an interview with a student on school premises.

- A. Police officers should contact and/or question students out of the school setting whenever possible.
- B. In those situations where it is absolutely necessary for an officer to make an in-school contact with a student, in order to avoid prejudicing that student's rights, no child shall be questioned, interrogated, interviewed, or otherwise spoken to on school premises by a peace officer unless parental consent is received in advance by the building level administrator or unless a proper court order is presented to the District. The Superintendent of schools, after consultation with the building level administrator, has the discretion to waive these requirements when he/she deems necessary.
- C. Parents may be present during the interview if they so desire.
- D. The building level administrator and/or his or her designee will be present when an interrogation takes place within the school.
- E. In the event an interview occurs on school premises, every effort will be made to coordinate the interview with the student's class schedule, to the extent possible, to cause the least disruption to the student's education.
- F. This Board's policy relating to visitation of school buildings shall apply to the police and sheriff's offices. (See RELATIONS, 9150, "School Visitors")

SOCIAL SERVICE AGENCIES AND THE SCHOOLS

Child Abuse Reporting

O.R.C. 2151.421 imposes the affirmative duty on every school teacher, school official and school employee, who is acting in his official or professional capacity to report known or suspected child abuse of any child under 18 years of age. It is imperative that employees are alert to the occurrence of abuse.

Procedures for reporting will be made known to the school staff, and reports will be made promptly. A person, who participates in making such reports, in good faith, is immune from any criminal liability.

The Board shall develop and maintain a program of in-service training in child abuse prevention for all elementary school nurses, teachers, counselors, school psychologists and administrators. The Board shall develop and maintain this program in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist, or administrator shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the school district.

Interrogating Students on School Premises

The Board of Education is dedicated to cooperating with the Children Services Board (CSB) in all phases of an investigation of suspected child abuse. The Board of Education further recognizes that school premises can provide a neutral and familiar ground to students when they are interrogated about suspected child abuse.

While the Board of Education of the Springboro City School District is committed to helping children and families in need, the safety and welfare of the District's students will be the first consideration in all matters pertaining to suspected child abuse.

Therefore, the following guidelines will be followed in the event that the Children Services Board desires to interview a student on school premises.

Claim Files by Staff Member

In the event a claim of known or suspected child abuse is made by an employee of the Springboro City Board of Education the following guidelines shall apply.

- A. Upon a request from the Children Services Board (CSB) to interview a student on school premises, every effort will be made to coordinate such student interviews with the student's class schedule, to the extent reasonably possible, to cause the least disruption to the student's education.

SOCIAL SERVICE AGENCIES AND THE SCHOOLS (CONT)

- B. Where the student is suspected to be a victim of child abuse, it is in the best interest of that student to expedite the interview process.
- C. During an interview of a child by CSB, either the building level administrator and/or his or her designee will be present throughout the interview process.
- D. At no time will joint police interviews with CSB investigations be permitted, unless the District is presented with a court order, or the parents of the student are notified in advance of the interview and agree to such a joint interview.
- E. This Board's policy relating to visitation of school buildings shall apply to the CSB, police and sheriff's office.

Claim filed by Parent or Member of Community

In the event a claim of known or suspected child abuse is made by one other than an employee of the district the following guidelines will apply.

- A. An interview of the student may be conducted on school premises by the CSB only after CSB consults with the principal of the building to which the student is assigned and conveys to the principal that to the best of their understanding an apparently legitimate claim of sexual abuse has been filed, and that an interview on school premises would be in the best interest of the child.
- B. Every effort will be made to coordinate such student interviews with the student's class schedule, to the extent reasonably possible, to cause the least disruption to the student's education.
- C. Where the student is an alleged victim of sexual abuse, it is in the best interest of that student to expedite the interview process.
- D. During any such interview of a child by CSB, the building level administrator and/or his or her designee will be present throughout the interview process.
- E. At no time will joint police interviews with CSB occur on school premises unless the District is presented with a court order in advance of the interview or unless the parents of the child are notified in advance of the interview and agree to such an interview.
- F. If the basis of the claim from someone other than an employee of the District is physical abuse only, rather than a claim of alleged sexual abuse, CSB will not be permitted to interview students on school premises unless the building level administrator, after consultation with the Superintendent, agrees in advance or unless the District is presented with a court order.
- G. This Board's policy regarding visitation of school building shall apply to the CSB, policy and sheriff's offices.

SCHOOL HEALTH

Please contact the school if your child has any illness that can be spread to other students and adults (i.e. Lice, Chicken Pox, Shingles, and Strep). If the school is informed, we are able to limit the spread in various ways. Also, please consider the other parents who may be bringing infants into the school with them, teachers or staff who may be on immunosuppressive medications, and teachers and staff who may be pregnant.

IMMUNIZATIONS

Immunizations required by state law for admission to school are four DPT, three Polio, the Hepatitis B series, and one Measles, Mumps, Rubella. MMR must be given after the 1st birthday. All immunizations **MUST** be completed or in the process of being completed before the child enters school.

SPECIAL CASES

(epilepsy, diabetes, etc.)

In special cases the requests from private physicians for the administration of any given drug in school shall be reviewed individually by the superintendent, the school nurse and the building principal. All requests to be reviewed must include written information from the private physician.

Information desired is:

- Diagnosis
- Type of drug
- Frequency of administration
- Ill effects (if any)
- Length of time to be given.

A special form is available in the school office. The doctor must complete this form **before** school employees can dispense any medication at school. Parents shall be informed and encouraged to administer drugs at home before or after school, if possible.

Drugs sent to school shall be labeled with the following information and **must** be in the original container issued by the pharmacist:

1. name of the child, grade, and room
2. name of the drug
3. the doctor's name

USE OF MEDICATIONS

The Board of Education considers the diagnosis and treatment of student illnesses to be the direct responsibility of the parents. Parents are responsible to make every effort to avoid the necessity of administering medications or treatments during the school day or during supervised extracurricular activities. However, if it is necessary for the critical health of students to receive medications or treatments during school hours or extracurricular activities, parents and students are expected to comply with rules and procedures established by the Board of Education. Disabled students, who require medication to benefit from his/her educational program, and their parents are also expected to comply with rules and procedures established by the Board of Education.

The total responsibility for dispensing or administering any nonprescription (over-the-counter, OTC) drugs, medications, preparations and/or remedies shall rest solely with the parent(s) or legal guardian and that student. At no time shall a student sell or give medication to another student. This will result in appropriate disciplinary action. Misuse of any medication will be considered a violation of the Board Substance Abuse Policy and the Student Code of Conduct.

Medications in this policy will be referred to as prescription medication or over-the-counter (OTC medication). "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or tube feeding.

Students in grade K-12 who require medications and/or medically prescribed treatment during the school day shall follow these procedures:

- A. The school nurse or an appropriate person designated by the building principal will supervise the secure and proper storage and dispensing of medications. The school nurse will be responsible for training school personnel in medication administration.
- B. Prescription medications must be received in the container in which it was dispensed by the licensed prescriber or licensed pharmacist and labeled with the student's name, name of medication and strength, dose of medication and times and intervals of administration. The parent or guardian is responsible to bring prescription medication to the appropriate school personnel. Prescribed medication must be administered in the presence of appropriate school personnel. Prescription medication that is regulated as a controlled substance will be counted by school personnel and parent/guardian when it is received.
- C. Request to Administer Medications or other Medical Procedures form must accompany prescription medication and be completed by the licensed prescriber and the parent/guardian. This form can be found on the school website under school health services and follows guidelines set forth in the Ohio Revised Code.

- D. For grades K-6 OTC medications must be brought to school by the parent/guardian accompanied by the Request to Administer Medications form that is signed by the parent. The medication must be in the original container. The school nurse/clinic nurse has the authority and responsibility to reject a parent's request and to decline to administer an OTC medication if the nurse believes that such medication is unnecessary, inappropriate, or could lead to harm.

For grades 7-12 OTC medications may be carried by the student and the responsibility for administration of those medications rests solely with the parent and student. The OTC medication must be in the original container and be accompanied by a note from the parent. At no time is a student to sell or give OTC medications to another person. This will result in appropriate disciplinary action as outlined in the Board Substance Abuse policy and the Student Code of Conduct.

Students will be allowed to carry medications deemed necessary by the licensed prescriber, for severe life threatening conditions, if the student has the Request to Administer Medications or other Medical Procedures form on file. These medications must also be labeled appropriately.

- E. The parent, guardian or other person having care or charge of the student shall submit to the school nurse or principal a revised statement signed by the licensed prescriber who prescribed the medication if any of the information provided by the licensed prescriber as described above changes.
- F. A new Request to Administer Medications or other medical Procedures form must be submitted at the beginning of each school year, for each new prescription and OTC medication for grades K-6. If a student will be attending a school sponsored overnight activity, the form submitted must include twenty-four (24) hour dosing guidelines.
- G. The school nurse or building principal shall establish a location in the school building for the storage of all medications to be administered. All medications shall be stored in a locked storage place. Medications that require refrigeration shall be kept in a refrigerator in a place not commonly used by students.
- H. No person who has been authorized by this policy to administer a medication and who has a copy of the most recent licensed prescriber's statement which has been given to him/her prior to administering the medication shall be liable in civil damages for administering or failing to administer the medication unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
- I. A record of dosage administered to the student by the authorized person in the school shall be kept for the duration of the prescription.
- J. Medication remaining at the end of each school year must be picked up by the parent/guardian within (1) week of the end of the school year or it will be discarded.

IMMUNIZATIONS REQUIRED FOR DAY CARE, HEAD START, PRE-SCHOOL AND SCHOOL ATTENDANCE

VACCINES	<i>FALL 2006</i> IMMUNIZATION REQUIREMENTS FOR DAY CARE/HEAD START AND PRE-SCHOOLS	<i>FALL 2006</i> IMMUNIZATION REQUIREMENTS FOR SCHOOL *
DTaP/DTP/DT/Td Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	Kindergarten 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4 th birthday* Grades 1-12** 3-4 doses of DTaP, DTP, DT or Td or any combination
POLIO	3 doses of OPV or IPV or any combination of OPV or IPV.	Kindergarten 4 doses if a combination of OPV or IPV was Administered. 4 doses or all IPV is required if the third dose of either vaccine was administered prior to the 4 th birthday Grades 1-12 3 doses of OPV or IPV or any combination of OPV or IPV
MMR Measles, Mumps, Rubella	1 dose of MMR administered on or after the first birthday.	K-12 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
Hib Haemophilus Influenzae Type b	3 or 4 doses depending on the vaccine type and the age when the child began the 1 st dose and the last dose is after 12 months or 1 dose if given on or after 15 months of age.	None
HEP B Hepatitis B	3 doses of Hepatitis B	K-7 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first. The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) should not be administered before age 24 weeks. *** Grades 8 -12 Hepatitis B not required
Varicelle (Chickenpox)	None	Kindergarten ONLY for 2006-07 (2007-08 will be K-1) 1 dose of varicella vaccine must be administered on or after the first birthday

* The 5th dose of DTaP, DPT or DT, and 4th dose of Polio will not be required until Kindergarten. At Kindergarten, these doses will be required if the 4th DTaP and 3rd Polio were administered prior to the 4th birthday. The Hepatitis B and Varicella requirements will be progressive.
** For students age 7 or older, if the third dose is Td a fourth dose is not required.
*** Previously, the third dose could not be given before the child was 6 months old. There has been a change, if the third dose is given at or after 24 weeks of age (as long as all the other spacing is correct), the dose counts and does not need to be repeated.

NOTE: The 4 day “grace” period applies to all age and interval minimums. If MMR and varicella have not been given on the same day they must be separated by 28 days with no grace period.

Only full doses of vaccine using proper intervals shall be counted as valid doses.

SCHOOL HEALTH CLINIC

The school health clinic is designed to work as a well-child clinic offering preventative screening such as vision, hearing, and others as requested or deemed necessary by school personnel.

Acute illness and emergency first aid will be treated in the clinic. Chronic complaints or treatments should be taken care of by the family physician.

When a student is sent to the clinic their temperature is routinely checked. Children are sent home immediately if the temperature is 100 degrees or above or if the child is vomiting. Individual concerns are always considered.

In most cases with young children parents need to take a conservative approach when deciding whether or not to send a complaining child to school. With vomiting, diarrhea or a temperature of 100 degrees or higher the child needs to stay home. ***A child needs to be fever-free for 24 hours before returning to school (without the aide of medication).***

A good point to remember: if you are not sure what to do and send your child to school with the advice of trying it and calling you if they don't feel better you can expect a phone call shortly after the child arrives at school.

PEDICULOSIS PROCEDURE

The procedure for pediculosis (head lice) infested students or staff is based on the 2004 Ohio Department of Health recommendations. Head lice infest people of all ages but are especially common with young school age children.

Responsibility for the control of head lice fall on parent(s) or guardian, *not the school.*

Steps:

1. Student suspected of having head lice shall be sent to the health office for examination by the nurse or health aide.
2. The nurse or health aide may use a tongue blade to exam or wear gloves to examine the students head.
3. Start examination at the base of the scalp and behind the ears.
4. Wash hands immediately after examination to prevent spread of other diseases. (No transmission of head lice by the hands of the examiner has ever been documented.
5. If live lice are seen, call the parent(s).
6. When parent arrives, help them identify the live louse and differentiate nits from dandruff. Give parent information sheet and treatment sheet from CDC.
7. Treatment should be initiated as soon as possible.
8. Student may return to school the following day.
9. Upon returning to school they are to be checked by an employee of health services.
10. Student will also be rechecked at 7 and 14 days.
11. Close contacts and siblings of the student should be screened and rechecked at 7 and 14 days.
12. If more than three children in a classroom have an infestation at one time, the whole classroom will be screened.
13. A short note will be sent home with classmates informing the parent of the incident of lice.
14. Students who repeatedly have head lice will be referred to the Warren County Health Department.

STUDENT RECORDS PROCEDURE

In compliance with Federal regulations, the Springboro Community School District has recently updated its policy and established the following guidelines concerning student records:

- A. Each student's records are kept in a confidential file located at your child's elementary school. The information the student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
- B. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- C. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Office in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; major field of study/ participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- D. A copy of the Board of Education's policy and the accompanying District regulations are available in the school office. There will also be a person available to answer any questions concerning the policy or regulations.