



Clearcreek Elementary

Preschool ~ Kindergarten ~ First Grade

750 S. Main Street

Springboro, OH 45066

937-748-3958

Mrs. Carrie Corder, Principal

Mrs. Jessica Jones, Assistant Principal

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



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."

Our Vision:

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

District Values:

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

BOARD OF EDUCATION

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

The public is encouraged to attend BOE meetings. Meeting dates and times can be found at

www.springboro.org under the Board of Education link.

DISTRICT TELEPHONE NUMBERS

Mr. Larry Hook, **Superintendent** 937-748-3960

Mrs. Carrie Hester
Asst. Supt. of Administrative Operations
748-3960

Ms. Terrah Stacy
Chief Fiscal Officer
748-3960

Mr. Rob Robison
Executive Director of Business & Facilities Operations 748-3960

Ms. Andrea Cook
Assistant Superintendent of Instruction
748-3960

Ms. Michelle Palmer
Transportation Supervisor
748-4462

Ms. Emily Hill
Special Education Director
748-3960

Ms. Sara Gerstner
Special Education Coordinator
748-3960

Ms. Jill Mooney
Special Education Coordinator
748-3960

Mrs. Traci Griffen
Elementary Curriculum & K-12 Gifted Services Coordinator

Ms. Carrie Corder, Principal
Ms. Jessica Jones, Asst. Principal
Clearcreek Elementary
748-3958

Ms. Terrah Hunter, Principal
Mr. Justin Smith, Asst. Principal
Dennis Elementary
748-6076

Mrs. Alisha Jung, Principal
Ms. Jaime Lierly, Asst. Principal
Five Points Elementary
748-6090

Ms. Brooke Coulter, Principal
Mr. Rob Berger, Asst. Principal
Springboro Intermediate
748-4113

Mr. Jon Franks
TBD, Asst. Principal
Springboro Junior High
748-3953

Mr. Kyle Martin, Principal
Mr. Rob Berger, Asst. Principal
Mr. Michael Myers, Asst. Principal
Mr. James Aker, Asst. Principal
Springboro High School
748-3950

Sergeant Don Wilson
Officer Aaron Nicely
School Resource Officers
748-3960

Elementary School Times

Clearcreek Elementary Preschool, Kindergarten, First Grade

First grade	9:20 a.m. to 4:05 p.m.
AM Preschool & Kindergarten	9:20 a.m. to 12:05 p.m.
Tardy, Early Dismissal, Half Day	10:29 a.m.
PM Preschool & Kindergarten	1:20 to 4:05 p.m.
Tardy, Early Dismissal, Half Day	2:29 p.m.

Early Release Schedule:

First grade	9:20 a.m. to 3:05 p.m.
AM Preschool & Kindergarten	9:20 a.m. to 11:35 p.m.
PM Preschool & Kindergarten	12:50 to 3:05 p.m.
Tardy, Early Dismissal, Half Day	2:29 p.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.
Early Release: 2:30 p.m.

Five Points Elementary Grades 2 – 5

8:30 a.m. to 3:15 p.m.

Tardy: 8:31 a.m. – 10:12 a.m.
Early Dismissal: 1:33 p.m. – 3:15 p.m.
Half Day Absent: 11:45 p.m.
Early Release: 2:15 p.m.

All students arriving late or leaving early must be signed in/out of the school office by an adult. If you arrive to drop your child off and there is not a staff member present outside, you must park and accompany your child into the office. When signing out a student, you will be required to show identification.

CLEARCREEK ELEMENTARY 2020-2021 STAFF LIST

Email: Most staff emails are the first initial and last name followed by @springboro.org.

For example, Carrie Corder's email is ccorder@springboro.org.

Mrs. Carrie Corder, Principal

Mrs. Jessica Jones, Assistant Principal

PRESCHOOL		SPECIAL AREA STAFF	
Ms. Amy Nigro	Intervention Specialist	Mrs. Kristy Shetterly	Administrative Assistant
Mrs. Amy Hertter	Intervention Specialist	Mrs. Abby Miracle	Administrative Assistant
Mrs. Kacie Doce	Intervention Specialist	Mrs. Erin Gross	Counselor
Mrs. Sarah Heck	Intervention Specialist	Mrs. Wendy Thompson	Resource Coordinator
Mrs. Kaylee Koch	Intervention Specialist	Mrs. Jynn Schlise	Library
Mrs. Beth Smith	Intervention Specialist	Mrs. Theresa Baughman	Clinic Nurse Aide
Ms. Kehlen Bushatz	Intervention Specialist	Mrs. Amanda Hoffman	Reading Specialist
Mrs. Melissa Dolan	Educational Assistant	Mrs. Kim Moore	Reading Specialist
Mrs. Amy Fritz	Educational Assistant	Mrs. Bethany Scanlon	Reading Specialist
Mrs. Brittany Haacke	Educational Assistant	Mrs. Christina Krukenberg	Reading Specialist
Mrs. Dawn Neslen	Educational Assistant	Mrs. Lynne Lloyd	Title Reading
Mrs. Gwen Pananen	Educational Assistant	Mrs. Kirsten Abrams	Music
Mrs. Valerie Wallace	Educational Assistant	Mrs. Rachel Bentz	Technology
Mrs. Sherryl Gilmore	Educational Assistant	Ms. Cheyenn Evans	Physical Education
Mrs. Kristie Geiger	Educational Assistant	Mrs. Amie Kinder	Art
Ms. Amber Lamb	Educational Assistant	Mr. Matt Blair	ESL
		Mrs. Lori Dreyer	Gifted
		Mr. Keith Shockley	Head Custodian
		Mrs. Heidi Sparks	Custodian
		Mr. Blaine Burns	Custodian
		Mrs. Renee Ross	Building Aide
		Mrs. Glenda Anderson	Head Cook
		Mrs. Emily Mahonski	Assistant Cook
KINDERGARTEN		SPECIAL EDUCATION	
Ms. Carly Bowman		Ms. Kehlen Bushatz	Intervention Specialist
Mrs. Renae Bucklew		Mrs. Sarah Kirkland	Intervention Specialist
Mrs. Krista Curry		Mrs. Amy Parks	Intervention Specialist
Mrs. Brandi Hamm		Mrs. Sherry Rambacher	Intervention Specialist
Mrs. Jenna Hetzler		Ms. Dawn Williams	Intervention Specialist
Mrs. Kylie Stover		Mrs. Amanda Greene	Speech Therapist
Ms. Danielle Williams		Ms. Elizabeth Mohr	Speech Therapist
Ms. Molly Wright		Mrs. Angela Burson	Educational Assistant
Ms. Bailee Jesse		Mrs. Stefanie Humanchuk	Educational Assistant
Mrs. Dianne Wadsworth		Mrs. Kathy Lowe	Educational Assistant
FIRST GRADE		Ms. Marie Reno	Educational Assistant
Mrs. Angie Blume	Mrs. Tina Krukenberg	Mrs. Amber Snodgrass	Educational Assistant
Mrs. Jodi Clark	Mrs. Mandie Meinerding	Ms. Angela Wells	Educational Assistant
Mrs. Shawnda Dillon	Mrs. Ashley O'Diam	Mrs. Abby Kuhn	Educational Assistant
Mrs. Stacey Ewing	Mrs. Laura Parlett	Ms. Makayla Schul	Educational Assistant
Mrs. Rebecca Fluty	Mrs. Taylor Smelser	Ms. Sara Kopittke	Educational Assistant
Mr. Kevin Gallagher		Mrs. Heather Border	Educational Assistant
Mrs. Ashley Halley		Mrs. Anayra Patterson	School Psychologist
Ms. Mallory Hampton			
Mrs. Alyce Haren			
Ms. Jill Hathaway			
Mrs. Christie Hinderer			
Mrs. Heidi Jaski			
Mrs. Susan Kahlig			
Mrs. Kayla Kilmer			

District calendar for 2021-22



SPRINGBORO SCHOOLS

2021-2022

AUGUST 2021

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MAY 2022

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JUNE 2022

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JULY 2022

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ATTENDANCE

ATTENDANCE PHILOSOPHY

Clearcreek Elementary 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. 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. Good attendance habits contribute to success in academics and extracurricular activities and carry over into later life occupational experiences.

Legal Requirement R.C. 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. R.C. 3321.03: It is the parent's responsibility to cause the child to attend school.

ATTENDANCE POLICY

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

Definitions - Absences, Tardy, Early Dismissal

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

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

Due to the young age of our students at Clearcreek Elementary, any student arriving in class in their assigned seat after 9:20 A.M. ***must be signed in by a parent/adult in the main office to obtain a tardy slip***. The tardy slip must be presented to the teacher to be admitted to class.

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

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

- Medical notes shall not count against the (12) absences (time out of school full or partial days) that a parent/guardian may excuse.
- Tardies and early releases do not count toward the (12) absence threshold;
- One partial absence counts as one (1) towards the (12) absence threshold; Two partial absences count as (2) towards the (12) absence threshold and so on.
- This policy will be extended beyond the (12) absences if the child or family member is quarantined due to COVID-19 or symptoms of COVID-19. Medical documentation/release shall be required to re-enter school upon release of COVID-19 mandated quarantine,

Students who miss school are required to have their parent/guardian contact the attendance office on or before 10:30 A.M. and 2:30 for P.M. If the school does not receive notification from a parent/guardian, a phone call will automatically be made to the parent/guardian.

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

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

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

Parental Excused Absences and Tardies

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

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

Principal Excused Absences and Tardies

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

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

Unexcused Absences and Tardies

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

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

- L. "Helping at home" or "was needed at home".
- M. "I had a game last night."
- N. Senior pictures/portraits.

Medical Excuses

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

Military Provision

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

Unexcused Tardy to School

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

In grades K-5, the school district will make parent/guardian contact when there have been 3 incidences of an unexcused tardy. For the 4th tardy, the school district shall, but is not limited to, a parent/guardian meeting, possible student consequences, home visit, or other interventions that the school district feels is appropriate to ensure the student's success. This policy will reset at the beginning of the 3rd quarter, as defined above.

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

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

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Parental/Guardian Notification and Conference with Student
- 4th Tardy - 8th Tardy – Detention for each occurrence
- Subsequent Tardies – Consequences/Interventions will be determined by administration.

Early Dismissals

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

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

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

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

Consequences: Unexcused Absence Hours and Habitual Truancy

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

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

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

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

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty. Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A violation of court order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED, or attain twenty-one (21) years of age.

Warren County Inter-School Attendance Agreement

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

Warren County Satellite Classes

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

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

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

Perfect Attendance

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

Other Attendance Situations

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

Make-Up Work

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

Students in grades K-5 will be given eighty percent (80%) credit for assignments and assessments completed for unexcused absences. Students in grades 6-8 will be given sixty percent (60%) credit for assignments and assessments completed for unexcused absences. Students in grades 9-12 will be given no credit for assignments or assessments completed for any unexcused absence.

Suspension – Out of School Make-Up Work

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

Tardy to Class

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

Athletics, Student Activities, Cheerleading, and Student Attendance

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

Passes for Leaving School

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

A student may leave school before the day ends provided the parent/legal guardian writes a note indicating the student has a medical, dental, or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins. Most of these absences (including appointments to get driver's licenses) should only result in a partial or one half (1/2) day absence from school. Students will not be excused for the entire day unless it is verified by the specific appointment stating the need to be out all day. Elementary students must have a note indicating a change in the student's routine (a bus student being picked up or walking, rather than riding the bus). There is no legal, acceptable reason for any student to miss school in the name of a "skip day," therefore, any student participating in such an unauthorized activity shall be deemed truant and will be dealt with according to the rules of truancy

VACATION REQUESTS

In the event that you will be out of town for a vacation, a request must be emailed to the Assistant Principal, Mrs. Jessica Jones at jejones@springboro.org.

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 communications print, broadcast, and/or online channels. 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.**

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.

IT IS NECESSARY TO HAVE AN EMERGENCY PROCEDURE CLEARLY
OUTLINED WITH YOUR CHILD IN CASE OF AN EARLY DISMISSAL.
STUDENTS **MAY NOT** BE PERMITTED TO USE THE TELEPHONE.

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.

ENTRANCE AGE

August 1 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 August 1, but before January 1, will be evaluated by the District as a prerequisite to an early admission.

STUDENT DRESS AND GROOMING

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

- Parents/guardians and students maintain responsibility for following the student dress code.
- The administrators, with the assistance of the staff, have the final responsibility of enforcing the student dress code.
- When any dress or grooming interferes with the cleanliness, health, welfare, safety of students or disrupts the educational process, it is prohibited.
- Sponsors and teachers of elective programs or elective activities may require stricter standards regarding dress and personal appearance for participants in their program or activity. The administration, athletic

director or band director must approve clothing for student participants in school-sponsored extracurricular activities.

- The dress code may be modified by the building principal for the purpose of school spirit days or other special school-wide events.
- Exceptions due to religious, ethnic, or cultural beliefs will be considered by the building principals.
- The student dress code guidelines may be reviewed annually.

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

1. Shirts and tops should be long enough to tuck into pants, and have a neckline to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. For girls, sleeveless shirts should cover the majority of the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, tank tops, or spaghetti straps should be worn alone. For boys, shirts are to have a sleeve.
2. Skirts and shorts are considered appropriate when worn to mid-thigh. Pants and shorts will be worn where the rise is high enough so that no undergarments are visible.
3. No skin should be visible between bottom of tops and top of pants, skirts or shorts. Clothing should not be see-through, ripped, cut, or altered to expose skin in inappropriate places. Holes in jeans that expose skin above mid-thigh or undergarments are not permitted.
4. Dresses should have a neckline that covers all cleavage, and a hemline that reaches mid-thigh. Dresses that reveal portions of the waistline, torso or chest are not appropriate. Dresses and skirts will not drag on the floor.
5. Coats, hats and backpacks may be worn to and from school, but must remain in the student's locker throughout the school day. Small purse or pencil pouch may be carried.
6. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, promotes intimidation, hate speech and racist imagery such as the Confederate Flag, Swastikas, etc. are not appropriate for school. These examples are not all inclusive and other types of messages may be deemed inappropriate for the school environment.
7. Head coverings such as hats or hoods are not permitted.
8. Sunglasses, chains hanging from pants, pajamas, slippers, arm/neckwear or piercings with spikes, or any other accessory that could be considered dangerous are not permitted.
9. Grooming, hairstyle and/or wearing of clothing, jewelry, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes or implies membership in a group, gang or cult impedes the learning process and will not be permitted.
10. PreK-5: For safety reasons students are not permitted to wear flip flops, crocs without a heel strap, or sandals without a heel strap, or "heelys" (shoes with wheels). Gym shoes are preferred.
11. With changes in fashion and style, administration reserves the right to determine if a violation of the dress code has occurred.

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

OUTSIDE RECESS POLICY

All students in grades one through five 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 the temperature (including wind chill) is 32 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 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.

BIRTHDAY CELEBRATIONS

Due to the amount of severe allergies we have in the building, **we do not allow edible treats** to be brought in for birthday celebrations. We know birthdays are special times for students and we certainly want to highlight their special day. You are welcome to donate a gift to the classroom in honor of your child's birthday. For example, you may donate a book, game or other item. Students will then have a chance to share this with their class. You may also provide goody bags to each child as long as there is nothing edible within them.

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. The same applies to school library books and classroom books.

VISITORS TO SCHOOL

We enjoy having **parents/grandparents** visit the school for events. You must stop in the vestibule and enter your ID in our Lobby Guard system. Once cleared in the system, you will receive a photo id sticker badge that must be worn at all times while in Clearcreek Elementary. When leaving, please scan the barcode located on the sticker badge. **Classroom visits are not permitted** as they are disruptive to the learning process.

LUNCHROOM INFORMATION

There are to be no lunchroom visitors in the cafeteria for Grades 1st - 12th in all school buildings. This applies to Clearcreek Elementary, Dennis Elementary, Five Points Elementary, Springboro Intermediate, Springboro Junior High School, and Springboro High School. No fast food will be allowed to be brought in for a child.

PARENT-TEACHER CONFERENCES

Our goal is 100% attendance at fall conferences. Look for conference information to be announced in principal updates. Additional conferences will be scheduled in the spring on an as-needed basis. Parent-teacher conferences are welcome and are encouraged throughout the year: Call ahead, email, or send a note with your child for an appointment.

PARKING AT SCHOOL

There is a designated parking area in front for visitors and volunteers. On designated party/event days, volunteers may park in the staff parking lot and along school drives. Please allow room for vehicles to pass. 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.

VOLUNTEER BACKGROUND CHECKS

If you are interested in volunteering in your child's classroom, please contact the teacher directly to schedule this time. Volunteers must be fingerprinted and have current BCI/FBI background fingerprint checks on file with the school system. When you sign in to volunteer, please be prepared to show proper identification. Please no siblings when volunteering.

You may have fingerprinting completed at the following locations:

- Clearcreek Township Building: 7593 Bunnell Hill Road, Springboro, OH 45066, 937-748-1267
- Warren County Educational Service Ctr., 1879 Deerfield Road, Lebanon, OH 45036, 513-695-2961

VOTER REGISTRATION

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

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.

When 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 building with a Change of Address form and 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 papers pertaining to a child's custody should be brought to school. A copy will be filed in the school office.

SCHOOL LUNCHES

Like 2020-21, student lunches in the 2021-22 school year will continue to remain free for all students regardless of their ability to pay. Students will be charged for extra items they wish to purchase. Lunch consists of [fill in info here]. Anything not part of lunch is considered an 'extra item. Should the free lunches for all end, the prices would be as follows:

SCHOOL FEES

Elementary school fees for the 2021-22 school year will be as follows:

Preschool: \$50, plus tuition of \$250 per month

Grade K: \$50

Grade 1: \$52

PaySchools Central

PaySchools Central is an online service that allows you to pay school fees or load money into your child's lunch account to avoid sending a check or cash to school. If you have not used this system please check it out. You may use the district website www.springboro.org to find the link to PaySchools Central. You will need your student ID number to set up your family account. From there you will be able to see lunch balance and fee balance.

GRADING PERIODS

Student growth and achievement will be reported in four nine-week periods. **The last report card of the year will be mailed.**

INTERIM PROGRESS REPORTS

Interim reports can be found on Progress Book. A progress report will be issued for any student whose performance indicates the likelihood of achieving below 75% or an N or lower in grades one through five. You may contact the office if you need a paper copy of the interim.

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 nine-week grading periods. 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. 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 nine grades be taken for each subject as the basis of the nine-week grade.

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

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

STUDENT 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.

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.

DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board has established procedures in policy 5611 that are summarized below:

1. Students considered for an out-of-school suspension:

1. The student will be informed in writing of the potential suspension and the reasons.
2. The student will be provided an opportunity to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the parents, guardians, or custodians of the student will be notified of the suspension and the reasons for the suspension.
5. Notice of this suspension will also be sent to the Superintendent and to the student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code administration will follow policy 5611.

Appeal of Suspension to the Board or its designee

Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) days after the date of the notice to suspend.

2. Students subject to expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student of the outcome of the proceedings.

Appeal of Expulsion to the Board

Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Board or its designee.

3. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

4. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

5. Students subject to suspension from bus riding/transportation privileges:

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with Student Code of Conduct and policy 5611.

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

LOCKERS AND STORAGE AREAS

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, 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, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. 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 reports 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.

- 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.
- The principal or designee will 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.

- 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.
- 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.
- 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.
- 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

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding this policy shall also be incorporated into employee training manuals.

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:

- 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.
- 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.
- 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.
- 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 individual as compliance officers:

Ms. Andrea Cook for Section 504 of the Rehabilitation Act of 1973 (937) 748-3960
Ms. Carrie Hester for Title VI of the Civil Rights Act of 1964 (937) 748-3960

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

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 one (1) alternate address to their home residence for a pick up/drop off location for each student. A **Transportation Change Request** can be picked up at any school building or at www.springboro.org. This request must be submitted for approval at least three (3) days prior to a change being made for any student. 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 3:00 p.m.** Any requests for changes after 3:00 p.m. 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 five (5) before** the bus arrives. **Frequent stops and unnecessary waiting** increases 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.

SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS

Philosophy Statement

The Springboro Community City 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 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 City 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 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 that 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 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, non alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

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, outpatient 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 City 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 City 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 seven through twelve.

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.

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.

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 Community 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.

POLICY 5550 - COMMUNITY AGENCY INVESTIGATIONS (Adopted 6/8/93, Revised 8/23/05)

The Board of Education fully supports a safe community and commends the efforts of law enforcement to fight and prevent crime and recognizes the responsibilities of law enforcement and children services to investigate cases of possible abuse or neglect. The Board must balance its support with the privacy rights of students while on school premises. The Board must also provide a safe environment in and around all school facilities. The Board has tried to balance the above interests in part by the placement of School Resource Officers (SRO) on school property during school hours. The SRO's role is to develop relationships with students, staff, and administration, which will foster trust between the parties. Nothing in this policy prohibits an SRO from speaking with students during the natural

course of his/her duties as the SRO. Nothing in this policy shall prohibit the Superintendent of Schools, after consultation with the building level administrator, to exercise discretion to waive these requirements when s/he deems necessary. Factors that control this discretion include but are not limited to, safety of students, protection of the facility, emergency conditions and natural disasters.

Law Enforcement: The following procedure applies to instances where a law enforcement officer requests an interview with a student on school premises regarding an incident that occurred in the community:

- A. An officer 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 an officer unless parental consent is received in advance by the building level administrator or unless a proper court order is presented to the District.
- C. Parents may be present during the interview if they so desire.
- D. The building level administrator and/or designee will be present when an interrogation takes place within the school.
- E. In the event an interview occurs on school premises, reasonable efforts 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. In the event an officer wishes to speak with a student regarding charges of child abuse or neglect, the administration is under no obligation to notify the student's parents.

The following procedure applies to instances where an incident has occurred on school property or at a school activity, function or field trip:

- A. The SRO may interview students without notifying parents first, except if the SRO believes there is a reasonable possibility that the interview would lead to criminal charges against the student. In that case, a prior attempt to notify the parents is required.
- B. The SRO is not required to contact parents if the student is discussing allegations of child abuse or neglect.

Children Services: Children services conducted interviews will be allowed to take place at school. The building administrator must be advised of the intended visit and be allowed to be an observer at any interview. Should the child involved request that the particular building administrator be excluded; another administrator, counselor or school nurse shall be included. The administration is under no obligation to notify the student's parents of a children services investigation or interview.

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.
- 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 files, 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.

STUDENT RECORDS PROCEDURE

In compliance with Federal regulations, the Springboro Community City 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 in 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.

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.

SPECIAL HEALTH 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 being given at school shall be labeled with the following information and **must** be in the original container issued by the pharmacist:

1. name of the child
2. name of the drug
3. the doctor's name

USE OF MEDICATIONS - POLICY 5330

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. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto injector to treat anaphylaxis or asthma inhalers, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

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 PreK-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, and documented in student health records.

C. Request to Administer Medications or a Medical Management Plan 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 PreK-12 OTC medications must be brought to school by the parent/guardian accompanied by the Request to Administer OTC 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. 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 PreK-12. 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 by the last day of the school year or it will be discarded.

R.C. 3313.712, 3313.713, 3313.716, 3313.718, 4729.01

Revised 10/11/90, Revised 12/16/93, Revised 9/12/95, Revised 10/22/02, Revised 4/25/06, Revised 9/11/07, Revised 11/20/14

Any additional health related information can be found at www.springboro.org or by contacting your school nurse.

SCHOOL HEALTH CLINIC

The school health clinic is designed to offer preventative screening such as vision and hearing, administer daily medications/treatments, and provide care for acute illnesses and emergency first aid. 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.

Latex Awareness:

Protecting a student from exposure to offending allergens is the most important way to prevent life threatening anaphylaxis. Avoidance is the key to preventing a reaction. Therefore Springboro Community City Schools utilizes Latex Free supplies in the building clinics and does not permit latex balloons or latex products being brought into the school buildings for events or classroom projects.

MENTAL HEALTH AND WELLNESS DEPARTMENT

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

The Mental Health and Wellness Department produces a monthly Panther Awareness Newsletter providing education on mental health concerns.

Sign up on Springboro District website. Click on "E-NEWS SIGN UP" or <http://www.springboro.org/EmailSignupForm.aspx>

Check out previous Newsletters and additional resources on the Mental Health website <http://www.springboro.org/StudentMentalHealthServices.aspx>

Mental Health Coordinator

The Mental Health Coordinator assists each building with their individual needs regarding mental health issues, truancy, and family issues. The Mental Health Coordinator guides the Resource Coordinators, the Wellness Zone at

the High School, and also runs the Springboro Community Assistance Center (SCAC). The SCAC helps families who are in need of additional support with meeting food and basic needs.

Wendy Ford

wford@springboro.org
937-748-3950 ext 4405

Resource Coordinator Program

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

Resource Coordinators can assist with: helping families and school work together through difficult times, helping families with community resources that will promote family stability, improving attendance, and encouraging families to increase participation in their child's academic life. Services can include: visiting with a family at home, meeting with a student at school, accompanying a family in obtaining a needed resource when helpful, researching what services may be available to assist a family, and accompanying families during school meetings.

Resource Coordinators

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

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

Sarah Newlin
snewlin@springboro.org
937-748-4113 ext 42606

Community Resources

Springboro Community Assistance Center (SCAC)

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

<http://springborocommunityassistance.org/>

*The SCAC is located on the Springboro Junior High/High School Campus, in the EduCare Building (connected to stadium stands). Take Drive at Junior High up to campus and drive between Junior High and Educare Building.

Additional Resources

National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

National Alliance on Mental Illness (NAMI) <https://www.nami.org>

For more available resources, please visit our website <http://www.springboro.org/StudentMentalHealthServices.aspx>

PRESCHOOL INFORMATION

Program Philosophy

Springboro Schools has a reputation for excellence. Our teachers provide an EPIC (Engage, Prepare, Inspire, Challenge) experience for our students. We offer tremendous opportunities for students to excel socially and academically. We also rely on the insight and expertise of our community and offer numerous ways to get involved. From volunteering in our classrooms to help shape direction through district committees, parents and community members are a vital part of our operations. Our curriculum plans, which are adopted from the Ohio Department of Education's *Early Learning and Development Standards*, are designed to reduce the achievement gap by providing age appropriate experiences that build the skills necessary for a positive transition to kindergarten and future success in school and in life.

Program Goals

1. Preparing students for Kindergarten by using developmentally appropriate practices and materials
2. Helping, sharing and caring for others
3. Helping students develop positive self-esteem
4. Developing social skills, as well as communication skills for solving problems peaceably
5. Developing the ability to work and cooperate in small and large groups. Understanding and respecting the property of others
6. Increasing the ability for students to think globally, reason appropriately, question , and experiment
7. Developing language and early literacy skills
8. Building early writing skills. This includes letter recognition, letter-sound matching, ideas of printing
9. Building oral and listening skills
10. Developing familiarity with numbers and mathematical reasoning skills
11. Developing awareness and appreciation of art, music, poems and books. Experience the artistic process
12. Increasing participation in play, singing, creative experiences, rhythmic activities and dramatic play
13. Developing large and small muscle coordination, and activities designed to foster good habits of health and safety. This includes activities geared toward building strong muscles and coordination
14. Continuing to increase staff's teaching practices through high quality, developmentally appropriate professional development

Preschool Discipline Philosophy

As part of our positive behavior support plan we recognize the importance of developing and maintaining positive foundational behavior skills in our preschool program. The use of positive behavior support strategies throughout our preschool program exhibit our commitment to developing a positive sense of self and others while encouraging opportunities for independent play and social opportunities with same aged peers, while promoting responsibility and care. Through the utilization of clearly defined classroom and building wide expectations, a structured and nurturing educational setting and opportunities for students to be a part of choice making, our philosophy includes time to review expectations and procedures ensuring opportunities for positive behavior choices.

Our preschool philosophy toward discipline is built from three core values: Care for self, care for others, care for the environment. Through data collection and observation we know that these foundational skills will promote and encourage both academic and social-emotional growth and development while in school and in real world settings.

Our primary course of action, positive redirection, along with the facilitation of win-win problem solving strategies, like options and choices, we see that we have success with problem solving and de-escalation of behaviors. If a safety concern is present the removal of a child from a specific area of the room or into the hall or sensory room may be warranted. Removal from the classroom provides the opportunity for calming down, reassessment of the situation, and the re-establishment of self-control. Although this is always used as a last resort, it also provides the teacher and child with the opportunity to share conversation and feelings with each other.

Class Lists

Rosters of parent/guardians' names and phone numbers by classroom are available upon request. Only those parents who agree to allow their name and phone number to be included on the roster by checking the appropriate box in the Gateway Enrollment system at registration.

Complaint Procedure

Clearcreek Elementary is required to comply with all district, state, and federal regulations. If for any reason complaints arise, parents or members of the community should speak with building staff and/or call the building assistant principal. He/she will be happy to help. If the situation is not resolved, please call the building principal at 937-748-3958. Each complaint is documented and addressed. If the results are not satisfactory to you, you may contact the superintendent of Springboro Schools.

Family Involvement

We encourage parental participation and are happy to keep parents informed about our program's operations, services and policies. You can view copies of the most recent inspection in our display case in our lobby or you can request a copy of the most recent inspection report by contacting the school at 937-748-3958; or emailing Carrie Corder, Principal at ccorder@springboro.org, or Jessica Jones, Assistant Principal at jejones@springboro.org. In the unfortunate event that a complaint should need to be filed please visit <http://education.ohio.gov/Topics/Special-Education/Dispute-Resolution>

Parent and family participation and involvement are essential to the success of our preschool program. We believe that parents and family members are their child's first teachers and are valuable contributors to our program.

Parent and Guardian Rights in the Clearcreek Preschool Program include:

1. To be recognized as my child's primary educator.
2. To be treated with respect by the Clearcreek Preschool program.
3. To be welcomed in my child's classroom. There is an open-door policy, and I may visit the school and classroom at any time during our hours of operation.
4. To receive information and guidance from the teacher about my child's progress and development, including regular progress reports from my child's teacher.
5. To participate in discussions about my child's progress and setting goals for my child's learning and development.
6. To be supported as an advocate for my child. In the event that my child has a diagnosed disability or has been referred for a concern; I will be involved at Clearcreek in creating an Individualized Education Plan, and will be kept informed on my child's progress in meeting his/her goals.
7. To take part in decisions regarding my child's school through individual, team, and group meetings and my ideas and suggestions will be valued, and I will have opportunities to share them with staff and other parents. Opportunities include PTO and School Board Meetings.
8. To be informed about resources within the community related to education, health, social services, employment, etc.
9. To review and ask for clarification on policies and procedures.
10. Any parent of a child enrolled in the Clearcreek Preschool shall be permitted unlimited access to the building during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. All visitors, regardless of purpose or length of visit, must check-in with our Lobby Guard system prior to accessing our front lobby area. Upon arrival, please be prepared with your driver's license to check-in with our entry door security system. Lobby Guard will then issue each visitor a badge to be worn at all times in the building. Due to COVID restrictions, some limitations have been placed on visitors entering the building to stay within health guidelines directed by the board of education as well as local and state guidelines.
11. To request (in written form) to the building principal, a licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments are available for review.

Parent concerns and suggestions for the preschool, written or verbal, are welcome at any time. If differences or problems arise during the school year, it is recommended that the parent first meet with the teacher so that both parties can clearly understand the issue involved and seek ways to reach a solution that will be in the best interest of

the child. If the parents are not satisfied with the outcome of the parent-teacher conference they should immediately contact the school administrator to arrange a meeting. At that time, parents, administrator, and the teacher will work together to resolve the issue. If the issues are not resolved at that point, parents may obtain copies of inspection reports or file a complaint at Clearcreek Elementary at 937-748-3958.

Health and Safety Items

- Children are never left alone or unattended while at Clearcreek Elementary.
- Staff is trained in safety policies and procedures.
- Emergency response phone numbers are posted in all locations.
- Parent/guardian emergency contact information for every child is kept on file. You must notify staff if your contact information changes. This will assure we can reach you in the event of an emergency.
- In the case of serious injury that requires medical treatment, staff will call 911. Parents/guardians are notified immediately if this occurs. Again, you must provide current contact information so you can always be reached in an emergency. Clearcreek Preschool is designed to meet all health, safety and developmental needs of children.
- Only age-appropriate materials are used in our classrooms.
- Staff inspect the playgrounds and any safety hazards, damaged materials, or other potential hazards are removed, repaired, or replaced.
- Clearcreek Elementary is inspected by licensing and fire personnel regularly to make sure we are meeting safety guidelines. Emergency fire, tornado, and evacuation plans are practiced and recorded and submitted to the state fire marshal.
- A head count is checked against the attendance sheet to make sure all children are accounted for.
- A red safety bag that is unique to each class' student needs is carried by an adult staff member when the class leaves the classroom.

Student Registration Information

Your child's first day of school will be two (2) business days after you have completed the enrollment process. You will be responsible for transporting your child(ren) to/from school until bus service has been arranged. The transportation department will contact you with the bus number, bus stop location, and the bus pick-up and drop-off times as soon as that has been established. Please allow three (3) business days for transportation to be implemented.

Students who are enrolling in Preschool can find detailed information by going to www.springboro.org to *Parent* tab to *Registration* to *Student Registration Information*.

- CHILD'S ORIGINAL BIRTH CERTIFICATE/CERTIFICATE OF LIVE BIRTH (photocopies are not acceptable and the footprints certificate is not acceptable)
- CHILD'S IMMUNIZATION RECORD--Current record must be provided in order to complete registration
- PROOF OF RESIDENCY
 - We will accept the mailing portion of your water, land-line phone, electric or cable bill, signed lease agreement or signed closing papers on your house (if signed within the last 30 days), or voting record. Proof must show your name and address. (Driver's licenses, checks, bank statements and insurance documents are not acceptable.)
 - If you are building or buying a new home in the district and have not moved in yet, you must sign an affidavit stating the location and date you will be moved into your new home.
- GUARDIANSHIP OR CUSTODY PAPERS (if applicable)
- IEP/MFE/504 PLAN (if applicable)
- REQUEST FOR RECORDS