



SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org

Current District-Wide Safeguards to Protect the Students & Staff of Springboro Schools

Human Resources

State Criminal Records Checks - The District requires pre-employment criminal records checks through the Ohio Bureau of Criminal Investigation. These must be renewed every five (5) years.

Federal Criminal Records Checks - The District requires pre-employment criminal records checks through the Federal Bureau of Investigation. These must be renewed every five (5) years.

Reference Checks - The District requires three (3) professional references from every applicant, and we have voice-to-voice contact with all of those references prior to employment.

ODE Licensure - The District confirms valid educator licenses for all positions that require a license. Educator licenses are renewed every five (5) years.

Pre-Employment Check - The District requests public records from an employee's prior public employer, including the employee's personnel file and any other records related to his/her employment.

Application - The District's employment application requests information regarding denial of tenure, license suspensions and revocations, resignations, discharges, forced resignations, and similar information. Falsification of the employment application is grounds for termination.

Policies and Procedures Awareness and Acknowledgement - Upon being hired, each employee is required to review copies of critical district policies and agree to follow them, including:

- Drug Free Workplace
- Bullying
- Code of Ethics
- Staff Acceptable Use of Technology/Network Acceptable Use Practices
- Sexual Harassment
- Children's Internet Protection Act
- Code of Professional Conduct for Educators

Mandatory Child Abuse Training - Each nurse, teacher, counselor, school psychologist, or administrator completes at least four hours of in-service training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development within two years of commencing employment with the district and every five years thereafter.

Mandatory Reporters - All educators are mandatory reporters of suspected child abuse and neglect.

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ODE Educator Misconduct Reporting - The District proactively reports educator misconduct to the Ohio Department of Education whenever possible violations of the Licensure Code of Conduct for Educators are suspected.

Employee Discipline Process - The District utilizes a thorough and transparent progressive disciplinary process with all staff. Employee discipline records are available for parents and the general public to review.

Employee Evaluations - The District has a comprehensive evaluation process for staff that is used to both educate and evaluate employees. All employee evaluations are available for parents and the general public to review.

Criminal Records Checks (Volunteers) - The District conducts background checks and fingerprints every five (5) years for volunteers who work with students, including classroom volunteers, and field trip chaperones. All volunteers are required to have current BCI and FBI fingerprint background checks on file with the district before they can volunteer.

Public School Works - All staff are required to annually complete modules about sexual misconduct, grooming, and child abuse reporting. An online misconduct reporting system is available to staff, in order to submit any concerns to Human Resources.

Rapback Service - The Ohio Department of Education (ODE) provides notifications about criminal arrests or convictions of licensed educators and pupil transportation drivers to the district. The bureau alerts the district about arrests or convictions of state-licensed educators.

Operations (Safety/Security)

School Resource Officers (SROs) - The District has two (2) City of Springboro Police Department (SPD) officers who work in our buildings, in addition to one (1) other SPD officer that patrols all six (6) district buildings periodically during the school day.

Building Security Improvements - The District has invested in both infrastructure and building security practices to more closely monitor visitors and prevent intruders, including the installation of Lobby Guard at each building entrance, as well as numerous video surveillance across the district.

Emergency Management Tests & Training - A series of three (3) Emergency Management Tests are conducted annually, one test per year, as required by the State of Ohio. These tests include; a table-top exercise, a functional exercise, and a full-scale exercise. All staff members periodically complete a modified-combination of A.L.I.C.E. and Run. Hide. Fight. training to respond to threats to classroom safety.

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District Safety Committee - The District Safety Committee meets once every-other-month during the school year and is comprised of select staff, Director of Operations, two (2) Board of Education members, School Resource Officers, select parents, select students, as well as city emergency personnel.

District and Building Crisis Teams - Each of the six (6) school buildings have their own crisis team.

Radios - Multi-Agency Radio Communication system used in all district school buildings.

Threat Assessment Team – District and building teams respond to threats and emergency events, including notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance and informing parents of affected students. Individualized student threat assessments, as needed.

Communication

“See Something, Say Something” - All staff, students, and community members are encouraged, “If you see something, say something,” a district initiative that allows anyone to anonymously submit a concern via Public School Works to the district’s Student Safety Reporting System. This is publicized in all school building newsletters, the district newsletter, as well as the district website.

Springboro Police Department App - The Springboro Police Department has an App for community members to submit anonymous tips over concerns of safety/security, which are then sent to Springboro Police Department/School Resource Officers. The App’s functionalities include; school crime/tip feature, receiving safety alerts, viewing press releases on criminal activity in the area, and general public safety information. This is publicized in all school building newsletters, the district newsletter, as well as the district website.

Curriculum

Partnerships - The District has partnered with Child Advocacy Center (CAC) of Warren County, as well as Job and Family Services (JFS). All staff attended a “Darkness Into Light” Training, as part of this partnership.

Professional Development - Staff in Grades 2 - 5 completed a Trauma Informed Professional Development (PD).

D.A.R.E. - Springboro D.A.R.E. is an Evidenced Based Prevention Program taught to grade 6 by the district’s Student Resource Officer (SRO).

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Mental Health Services - The District provides a full-time Mental Health Resource Coordinator on staff, as well as three (3) additional Resource Coordinators for all grade levels.

Walkthroughs - Administrators are required to conduct informal walkthroughs on teaching staff. Walkthroughs include a book study (3-minute walkthrough), with notes and observations submitted electronically.

Video Approval - All videos/movies in excess of ten (10) minutes scheduled to be shown during the school day, must be approved prior to viewing by the District's Curriculum Department. In order for a video/movie to be approved, it must align to Springboro Schools' content standards.

