



SPRINGBORO INTERMEDIATE

STUDENT HANDBOOK 2025-2026

Mrs. Brooke Coulter, Principal
Mr. Jimmy Aker, Assistant Principal
Mrs. Sarah Fox, Counselor
Mrs. Leslie Young, Administrative Assistant

705 SOUTH MAIN ST., SPRINGBORO, OH 45066
PHONE: (937) 748-4113 FAX: (937) 748-8498

THIS AGENDA BELONGS TO:

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 titled "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

Mrs. Lisa Babb, President
Mr. Dave Stuckey, Vice President
Mr. Jamie Belanger
Mr. Dan Gudz
Mrs. Sarah Schleeauf

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

DISTRICT PHONE NUMBERS

Superintendent's Office	(937) 748-3960
Treasurer's Office	(937) 748-3960
Transportation	(937) 748-4462
Support Services	(937) 748-3960
Springboro High School	(937) 748-3950
Springboro Junior High	(937) 748-3953
Springboro Intermediate	(937) 748-4113
Clearcreek Elementary	(937) 748-3958
Dennis Elementary	(937) 748-6075
Five Points Elementary	(937) 748-6090

PRINCIPAL'S MESSAGE

Welcome to Springboro Intermediate School! Our building is structured into four academic teams (Team **E**ngage, Team **P**repave, Team **I**nspire, and Team **C**hallenge). Together we are EPIC! The sixth grade is a special transition experience between elementary and secondary school. Our teachers and staff make the rejoining of our Five Points and Dennis students a success. One of our main objectives is to create a positive environment through our PBIS ROAR initiative. It is our goal that every student is excited to be here every day. This attitude enables us to meet the challenges of academic excellence in a positive, engaging, and nurturing environment. Let's make it a year to remember!

SPRINGBORO INTERMEDIATE STAFF

SI Staff: reach any employee via email by using the first name initial followed by the complete last name followed by @springboro.org. For example: bcoulter@springboro.org

Office Staff

Ms. Brooke Coulter	Principal
Mr. Jimmy Aker	Assistant Principal
Ms. Sarah Fox	Counselor
Ms. Leslie Young	Administrative Assistant
Ms. Linda Kallschmidt	School Nurse

Teachers

Ms. M. Banke- Intervention	Mr. A. Horton- Math	Mr. J. Runge- Band
Ms. M. Barger-Intervention	Ms. H.Jones-Social Studies	Ms. D. Schmidt- Art
Ms. N. Bell-Intervention .	Ms. S.Jung-Google	Ms. B. Shelton- English
Mr. J. Bromberg-Science	Ms. L.Long-Social Studies	Mr. A. Sorrels- Math
Ms.J. Brumbaugh-Science	Ms. A.Maney-Social Studies	Ms. C. Wagers- Science
Ms. A. Denault- Strings	Ms. L. McIntosh- Choir	
Ms. G. Emroll- Intervention	Ms. R.Miklas-Math	
Ms. E. Foote- Intervention	Ms. C. Miller- English	
Ms. L. Gillum-Title Math	Mr. L. Moody- PE/Health	
Ms. L. Guinther-Science	Ms.A. Nichols-Intervention	
Ms. M. Hall- Intervention	Ms. A. Romes- Social Studies	
Ms. D. Harshaw- Math	Ms. C. Rhodes- English	
Ms. L. Heck- English		

STARTING THE DAY

Students may enter the building at 6:45 and report to the cafeteria until they are released at 7:20, the school day begins at 7:30. Students not in their assigned classroom at 7:30 will be marked tardy to class, those that enter the building after 7:30 will be marked tardy to school..

ATTENDANCE

ATTENDANCE PHILOSOPHY

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

Excessive absences cause disruption in the learning process. Students who display good attendance records generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving high school. 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

You can find updated information about our attendance policy by visiting our website at :

<https://www.springboro.org/AttendancePolicy.aspx>.

CODE OF CONDUCT

Policies contained in this student agenda are subject to change. Any updated, modified, rescinded, or new policy will supersede policies contained in this student planner.

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

Any student engaging in the following types of conduct, either specifically or generally like the conduct listed below, is subject to the following: reprimand/warning, parent contact, loss of privileges, detention, alternative educational placement, suspension, emergency removal, alternative school placement, court referral, criminal charges, expulsion and/or permanent exclusion, or other appropriate disciplinary actions pursuant to R.C. 3313.661.

Depending on the violation, the frequency of the violation, and the severity of the violation, any or a combination of the previously listed consequences may apply. Additionally, student behavior(s) may result in a recommendation to the Superintendent of Schools for expulsion and/or the involvement of law enforcement officials.=

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

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

Rule #1: **Disruptive Behavior:** Behavior which disrupts or interferes with any school setting or activity.

Rule #2: **Insubordination:** Failure to accept/follow administered discipline, refusal to accept/follow reasonable directions, noncompliant with established procedures, and/or disrespect toward school employees.

- Rule #3: **Vandalism:** Destruction, damage of, or attempts to destroy/damage/deface school, private, personal, or public property.
- Rule #4: **Tardiness:** Failure to report on time, without an acceptable excuse, to school, classroom or other instructional area. See attendance policy.
- Rule #5: **Truancy:** Unexcused absence from school. See attendance policy.
- Rule #6: **Dress Code:** Refer to SCCS dress code policy.
- Rule #7: **Electronic Devices:** Devices that disrupt or distract from the educational process are not to be seen, used or heard during school hours without prior authorization. Refer to Electronic Devices Policy No. 5136. SCCS will not be held responsible/liable for any lost, stolen or damaged devices.
- Rule #8: **Internet/Network:** All students are required to comply with the Acceptable Use Policy and the Bring Your Own Technology Policy for SCCS.
- Rule #9: **Profanity:** Cursing and/or use of indecent or obscene language in oral, written or any other form.
- Rule #10: **Academic Dishonesty:** Cheating or plagiarizing.
- Rule #11: **Intimidation/Abuse of Another:** Words, phrases or actions used or directed to or about a student or school employee, which are considered to be intimidating, threatening, obscene, slanderous or degrading in nature. Name calling and/or derogatory, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- Rule #12: **Hazing/Harassment:** Humiliation or persecution of another and/or repeatedly annoying or attacking another using physical, verbal, written, or electronic action that creates a fearful or hostile environment.
- Rule #13: **Bullying:** Repeated harassment that involves a real or perceived power imbalance between two or more students.
- Rule #14: **Sexual Misconduct:** Engagement of any sexual acts including, but not limited to, fondling, kissing, vulgar/obscene words or gestures, sexting/posting in any electronic format, indecent exposure, and/or possession/distribution of profane/vulgar/obscene/derogatory material are prohibited.
- Rule #15: **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment.
- Rule #16: **Leaving School/Skipping Class:** Leaving class, school building, or school grounds during the designated school day without obtaining permission from proper school authority and/or not reporting or returning to class or school activities.
- Rule #17: **Loitering/Trespassing:** Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule #18: **Fighting:** A physical altercation between two or more individuals, in which a student's actions do not represent reasonable self-defense. This includes the mutual

participation in an incident involving physical violence.

- Rule #19: **Unauthorized Physical Contact:** A student shall not touch anyone in an unfriendly manner, nor behave in such a way that could cause physical injury (including roughhousing or horseplay).
- Rule # 20: **Assault/Battery:** A physical attack with the intent of causing bodily injury and the actions do not represent self-defense.
- Rule #21: **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 #22: **Parking and Traffic Violations:** Failure to abide by parking and traffic rules and regulations set forth by the administration. buying
- Rule #23: **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 #24: **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 #25: **Gambling:** Betting money, favors or anything of value on any game or activity is prohibited.
- Rule #26: **Theft/Attempt/Possession:** Theft or attempted theft of school or personal property, and/or possession/distribution of stolen property.
- Rule #27: **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 #28: **Alcohol:** Buying, selling, offering, distributing, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- Rule #29: **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 #30: **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 #31: **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 #32: **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 #33: **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 #34: **False Alarms/Threats:** Turning in false fire, tornado, bomb, disaster or other alarms.
- Rule #35: **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 #36: **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 #37: **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 #38: **Aiding/Abetting:** Willfully aiding another person to violate any rule, regulation, or policy.
- Rule #39: **Unruly Behavior:** Repeated violations of the Student Code of Conduct and/or any other rule, regulation, or policy.
- Rule #40: **Criminal/Felonious Acts:** Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

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

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

R.C. 3313.661; Revised 8/23/88; Revised 10/11/90; Revised 7/28/92; Revised 5/11/93; Revised 3/28/01; Revised 06/13/11; Revised 06/04/15

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

DISCIPLINARY PROCEDURES

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

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

- Verbal reprimand.
- Teacher/student conference.
- Parental notification.
- Written reprimand.

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

DEFINITION OF TERMS AND DISCIPLINARY ACTION

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

1. **Detention** – Retaining a student in a specified area, outside of the school day, for a period not to exceed two hours. Either a teacher or Administrator or both may assign a detention. Types of detentions that can be assigned are Lunch Detentions, After School Teacher Detentions, and After School Administrative Detentions.
2. **Emergency Removal** – Taking a student away from a classroom or other school event, function or activity for a class period up to one day. A teacher or principal or both can exercise an emergency removal.
3. **Alternative Educational Placement (In School Suspension)** – An alternative to suspension. Students are placed in a supervised classroom in which they are expected to work quietly on school assignments. Students are responsible for all work that is assigned and completed in their classes.
4. **Loss of Privilege** – Denying a student the privilege of participating in non-academic activities
5. **Suspension** – Denying a student the privilege of attending school (academic suspension) or any other school function, event or activity including school transportation for a period of not more than 10 consecutive school days. A student may serve multiple suspensions during a school year for repeated violations of the Code of Conduct. During a suspension a student may not be on any school property without permission from either the Principal or Superintendent. A suspension may be ordered by the Principal, Assistant Principal, or the Superintendent. Days missed for suspensions are unexcused absences. The suspension may be appealed, within 10 days after receipt of the suspension notice. The request for an appeal must be in writing. Students can receive up to 60% credit for their work during a suspension.
6. **Expulsion** – Denying a student the privilege of attending school or any school activities, school transportation or event for a period of more than 10 days up to one calendar year. The Superintendent may expel a student. During an expulsion a student may not be on any school property without the permission of the Superintendent.
7. **Permanent Exclusion** – Permanently denying a student the privilege of ever attending school or any school activities or being on any school property at any time without the permission of the Board of Education.

DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Accordingly, the Board has established procedures in policy 5611 that are summarized below:

1. **Students considered for an out-of-school suspension:**
 - a. The student will be informed in writing of the potential suspension and the reasons.
 - b. The student will be provided an opportunity to explain his/her actions.
 - c. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
 - d. 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.
 - e. 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).
 - f. 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:

- a. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
- b. 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.
- c. 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 warrants 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 extra-curricular activities.

GENERAL SCHOOL INFORMATION

AREAS "OFF LIMITS" TO STUDENTS DURING THE SCHOOL DAY

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

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

STUDENT ACTIVITIES 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.

CAFETERIA

Families who believe they qualify for the Free-Reduced Lunch program will need to submit a new application for approval each school year. If you are currently approved for the Free-Reduced Lunch Program, you would have thirty (30) school days to submit a new application. Applications can be found under the "Parents" tab on www.springboro.org. **NOTE:** Lunch prices for the school year may be subject to change.

The lunch period is an integral part of the school day. The school cafeteria is maintained as a vital part of the school. We have a **closed lunch period**; students are required to eat at school and may not go out for lunch. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Also, students are not allowed to have carry out orders brought in to them from restaurants, etc. without prior permission of the administration. Due to limited seating and safety, parents/visitors are not permitted to eat lunch with students.

During this time, students are expected to:

1. Take a place in the lunch line without cutting. Students who leave the lunch line must return to the rear of the

line.

2. Eat all food in the cafeteria. Food is not permitted in the halls, classrooms, or outside areas.
3. Leave tables, seats, and floors clean for others.
4. Deposit all litter in trash cans.
5. Remain seated during the lunch period, leaving original seat only with permission of a supervising teacher. 6. Follow all school rules and behave appropriately. Students who do not follow the rules may be asked to remain during free time and assist in cleaning the cafeteria.

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

CELLPHONES AND ELECTRONIC DEVICES

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

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

Please refer to the WCD policy 5136 for more information.

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

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

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

CHANGE OF ADDRESS OR INFORMATION

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

COMPUTER USE

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

- Loss of access
- Additional disciplinary action determined at the same time

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

DANGEROUS WEAPONS

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

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

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

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

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

DRESS AND GROOMING

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

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

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

1. Shirts and tops should be long enough to tuck into pants, and have a neckline to cover all cleavage. Shirts and tops that reveal portions of the waistline, torso or chest are not appropriate. For girls, sleeveless shirts should cover the majority of the shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, tank tops, or spaghetti straps should be worn alone. For boys, shirts are to have a sleeve.
2. Skirts and shorts are considered appropriate when they are around finger length. 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. Light jackets are acceptable. Small purse or pencil pouch may be carried.
6. Clothing that has profanity, sexual innuendo/overtone, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, 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, 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, as well as religious, cultural or medical reasons, administration reserves the right to determine if a violation of the dress code has occurred.

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

EMERGENCY DRILLS

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

FOOD/POP/CANDY/GUM, ETC.

Open beverage containers containing anything other than water, food, candy, gum, etc. are not permitted in the academic wing at any time, or other instructional areas (i.e. band room, choir room, gymnasium, etc.). These items will be confiscated and disposed of and disciplinary action could result. Food purchased in the cafeteria is to remain in the commons. Water in a closed beverage container is permitted in academic areas and classrooms. Teachers may have specific classroom expectations for water bottles (i.e. water bottles must be kept on the floor, water bottles must be left against the wall on the side of the room, etc.).

GRADE REPORTING

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

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

INTERIM PROGRESS REPORTS

Interim Progress Reports will be made available to parents via progressbook.

REPORT CARDS

Report cards are issued at the end of each grading period. Percentage grades are used to designate pupil's progress. The school will withhold grades and credits for students who have outstanding unpaid fines or fees.

PRINCIPAL'S LIST / HONOR ROLL

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

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

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

PROMOTION AND RETENTION

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

- A. Completed the state-mandated requirements at the presently assigned grade.
- B. In the opinion of the principal and teachers, achieved the instructional objectives set for the present grade;

and

- C. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade. Parents will be informed of the possibility of retention and a conference including the parents, principal, guidance counselor and/or teacher(s) will be conducted for each student considered for retention. Factors to be discussed include academic achievement; standardized test results; physical, social, and emotional maturation; and attendance. The Superintendent has the final responsibility to determine the promotion or retention of each student.

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

HALL PASSES

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

HOMEWORK HELP

Homework help is offered every week, Monday – Thursday from 2:30 – 3:30.

This is to provide students the opportunity to come to a quiet space to complete work and get assistance from teachers when needed.

LIBRARY / MEDIA CENTER

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

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

Library services include:

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

The library is open during the school day. Use of the library before or after school must be arranged with the media specialist.

LOCKERS

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 random searches that would include but not limited to trained canine searchers and by school officials. In accordance with 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. Lockers are for storing school supplies and personal property; thus, school personnel are not directly responsible for locker contents. Each student is assigned a locker with a combination. It is strongly advised that students do not give their combinations to others. Students should keep locker doors free from stickers and/or writing. Students may not change lockers without permission of school personnel.

MISCELLANEOUS ITEMS

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

1. Pagers/Cellular Phones*
2. Electronic Games/MP3/iPod
3. Matches/Lighters
4. Safety pins or other sharp objects

5. Playing Cards
6. Laser Pens
7. Any type of wireless access to the Internet (cellular, laptop, etc.)*

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

PASSES FOR LEAVING SCHOOL

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

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 should only result in a partial or ½ day absence from school. Students will not be excused for the entire day unless it is verified by the specific appointment stating the need to be out all day.

PARENT TEACHER ORGANIZATION (PTO)

Please consider becoming an active partner and participant in our school community by joining the Springboro Intermediate PTO. For more information, visit the PTO webpage at SI6PTO@gmail.com or access through the Springboro Intermediate website.

PERSONAL SELLING OR DISTRIBUTION OF ITEMS

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

SCHOOL CLOSING/DELAY

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

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

SCHOOL COUNSELOR

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

A student who wishes an appointment with a counselor should sign up in the guidance office. It is best to make an appointment before school, during the lunch period, or after school. Class time should be used only in emergencies. You must have a pass from the Guidance Office or a pass from your teacher to visit the Guidance Office. IF YOU DO NOT HAVE A PASS TO THE GUIDANCE OFFICE, DO NOT EXPECT A PASS FROM GUIDANCE. "Waiting for my counselor" is never an excuse for missing class without documentation from the Guidance Office that you were actually in the Guidance Office.

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

SCHOOL TELEPHONE USE

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

the lunch period or end of the day.

SEXUAL HARASSMENT AND/OR MISCONDUCT

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

SIGNS/LITERATURE

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

STUDENT BACKPACK USAGE

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

STUDENT COUNCIL

Student leaders are elected by their peers to serve on the Springboro Intermediate Student Council. Student council members participate in a variety of related activities, conduct tours, serve as greeters at assemblies and evening programs and coordinate service projects for our school.

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

STUDENT DIRECTORY INFORMATION

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.

STUDENT JOURNALISM

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

STUDENT NETWORK USAGE

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

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

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

STUDENT 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.

STUDENT SEARCH AND SEIZURE

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

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

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

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

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

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal dangerous substance or object taken from a student. Drugs, alcohol, paraphernalia or lighters that are confiscated will not be returned. Any confiscated item that may be connected to a criminal act will be turned over to the school resource officer. R.C. 3313.20; Revised 5/12/92;

SUBSTANCE ABUSE EDUCATION AND INTERVENTION – STUDENTS

A. Philosophy Statement

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

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

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

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

In developing this policy, the Board has tried to maintain a balance between compassion and aid to students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally it is important to recognize the School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead our goals are **education/prevention**, **intervention/referral** and **support/guidance**.

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

B. Policy Statement

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

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

C. Education/Prevention

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

Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

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

D. Intervention/Referral

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

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

A working relationship will exist among the District and local professional helping agencies in order to enhance familiarity, communication, referral and follow-up.

The District will maintain a file of information about any drug and alcohol counseling, rehabilitation and re-entry programs that are available to students.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by the schools to maintain contact with the treatment agency and provide academic instructional materials.

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

E. Support/Guidance

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

F. Parent/Community

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

G. Student and Parent Notification

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

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

H. Offenses and Disciplinary Action

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

1. First Offense

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

The Board strongly recommends that students who have been suspended for a first violation of the policy seek a professional evaluation and, if appropriate, treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The suspension of a student who agrees to be evaluated and follows through with the recommendations of the evaluator will be commuted to five (5) days. School officials will provide a list of agencies/professionals who can do the assessment and provide treatment if appropriate.

The choice of agency/professional is left to the student and the family. Fees for this assessment and treatment are the responsibility of the student and family. Upon receipt of appropriate authorization, the agency or professional will be requested to notify the principal that the student has been evaluated.

Coaches and advisors of school-sponsored activities will formulate written rules, approved in advance by the principal, for student participants who disregard the substance abuse education and intervention policy. These rules in no way replace the substance abuse education and intervention policy. These written rules shall be presented to the students at the beginning of their participation in the activity.

2. Second and Subsequent Offenses

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

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

3. First and Subsequent Offenses

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

TAKE YOUR CHILD TO WORK

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

USE OF TOBACCO/NICOTINE IN SCHOOL

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

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

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

VISITORS

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

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

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

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

WEAPONS

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

TRANSPORTATION RULES AND EXPECTATIONS

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

Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed by Ohio law and local Board of Education rules. Students are not permitted to switch bus

stops. Bus stops are assigned by the bus supervisor and any infractions may cause the denial of a student to ride the bus. The school bus is an extension of the school and the same school rules apply. However, the bus is a moving vehicle and the driver's primary responsibility is to drive the bus and get the students to school safely. The bus driver must concentrate on the road. He or she monitors students' behavior by looking in the rear view mirror. Consequently, he or she will not see everything that takes place on the bus.

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

RIDING THE BUS

1. Take the seat assigned by the driver, or if not assigned a seat, go to the rear of the bus if you are the first to get on. Take your seat quickly. Do not stand.
2. Share your seat with other pupils. The bus is designed to sit three to a seat.
3. Keep arms, head, hands, and feet or other objects inside the bus. Do not put them outside an open window.
4. Do not throw anything out of the bus.
5. Do not smoke, eat, drink, or litter on the bus.
6. The use of alcohol, tobacco and non-prescribed drugs on the bus is prohibited.
7. Talk quietly at all times. At railroad tracks or intersections there is to be no talking.
8. Do not damage the bus in any way. Damage will be assessed to the pupil.
9. Learn how to get off the bus in an emergency. Your driver will have practice drills.
10. Dangerous items such as animals, firearms, weapons, ammunition, or explosives are prohibited.
11. Equipment such as musical instruments, athletic uniforms, etc. is not to be in the aisles.
12. No aerosol cans of any type are permitted on the bus – hairspray, deodorant, etc.
13. Do not use any abusive or profane language.
14. Do not, strike, push, or otherwise abuse another pupil while riding the bus.
15. Do not leave your seat while the bus is in motion.

GETTING ON AND OFF THE BUS

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

CARRY ON ITEMS

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

CLINIC

FEMININE PRODUCTS

Ohio Law requires each traditional public school district, community school, STEM school, chartered nonpublic school, and other public school with school buildings that enroll girls in grades six through twelve to provide free menstrual products. By providing access to free menstrual products, schools eliminate a barrier to regular attendance and promote healthy habits. Free menstrual products are located in the clinic restrooms.

HEARING AND VISION SCREENINGS

The Children's Hearing and Vision Program sets the screening requirements and guidelines for school-based

preschool and K-12 schools. The Ohio Department of Health (ODH) sets the requirements for what grades are routinely screened each year; what equipment is acceptable to use; what specific hearing and vision tests are needed to perform the screenings; and the referral criteria. Schools providing medical services are required to screen school-aged students for hearing and vision. Springboro Schools screens the following grades routinely: PK,K,1,3,5,7,9,11. If you do not wish to have your student participate in the screening please contact the Clinic Nurse.

ILLNESS AT SCHOOL

Students who become ill during the school day should notify a supervising teacher and report to the clinic. If a student is unable to remain in school, a parent or designated emergency contact person will be notified by school nurse. Students may not leave school without permission from office personnel, and the parent/guardian must sign a student out at the main office. Parents should be notified of their student's illness via school personnel, students are not permitted to call from their personal device to arrange pick up.

IMMUNIZATION REQUIREMENTS

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

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.

MEDICATION (Policy 5330 - Use of Medications)

Prescription Medication

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

Non Prescription (over-the-counter) Medication

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

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, help families that need additional resources, and provide assistance with mental health and wellness. We also work with Catalyst which is a school-based program to help our students with long-term counseling.

MENTAL HEALTH COORDINATOR

The Mental Health Coordinator assists all buildings with their individual needs regarding mental health issues, truancy, Children's Services situations, police/juvenile court issues, and family issues that impact school performance. The Mental Health Coordinator directs the Resource Coordinators, coordinates with the Catalyst School-Based Program, and the Wellness Center at the High School, and also runs the Springboro Community Assistance Center (SCAC). The SCAC helps families who need additional support with meeting food and basic

needs. The Mental Health Coordinator should be your first contact if you wish to utilize the Mental Health Department services.

Wendy Grothjan

wgrothjan@springboro.org
937-748-3950 ext 4405
937-572-3167

RESOURCE COORDINATOR PROGRAM

The job of the resource coordinator is to help eliminate non-academic barriers to children's education. A resource coordinator can help families with food, clothing, housing, kinship services, attendance issues, etc. Our student'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.

Ideas you could use Resource Coordinators for:

1. Groups: You can have them help with the groups you already run or have them start new groups that you know your building needs.
2. They can help students who have behavior issues in the classroom or at home to develop behavior plans and work with the students weekly to achieve behavior goals.
3. They can do home visits for families who need help with resources, or for issues where a student's home life affects school.
4. They can help with the backpack program/ Christmas help/ children who are on the free and reduced list to provide needed resources for the family.
5. They can assist in the home with parenting issues. (Example: Families that you might have referred out to Parent Success)
6. They can help students who need help with Social Skills/Coping Skills.
7. They can contact parents with concerns regarding the student.
8. They can be a go-to resource for students who just need to communicate the positives or negatives in their lives.
9. They can help with student attendance/tardy issues.

How to utilize the Mental Health Department:

If you feel you have a student/family that could be appropriate for the resource coordinator program, fill out the referral form and the Mental Health Coordinator will disperse. The referral is interoffice mailed to Wendy Grothjan at the High School. If you have an emergency, please call Wendy's cell phone at 937-572-3167 and I will assign it to the appropriate person and we can do the form at a later time. An example of an emergency would be one where you need immediate help due to a child's safety. If you are in an emergency, the building administrator should be your first contact.

Other 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 (behind the stadium stands). Take the drive at Junior High up to campus and drive between the Junior High and Educare Building.

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

Sign up on the 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>

HARASSMENT, INTIMIDATION OR BULLYING

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

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

REPORTING PROCEDURE

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

Any staff member who receives a report of harassment, intimidation, or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available to the office of the principal of each school building and the Board of Education's central administrative office. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative responses.

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

ADMINISTRATIVE RESPONSE

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

- A. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
- B. The principal or designee 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.
- C. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
- D. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
- E. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such a complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
- F. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

PREVENTATIVE MEASURE

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

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the

frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

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

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

SUMMARY OF REPORTED INCIDENTS

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

NO LIABILITY FOR GOOD FAITH COMPLIANCE

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

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

Adopted 1/22/08

ASSURANCE OF COMPLIANCE

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

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

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

- Leslie Christofano for Section 504 of the Rehabilitation Act of 1973: 937-748-3960
- Mr. Matthew Tudor for Title VI of the Civil Rights Act of 1964: 937-748-3960

SPRINGBORO COMMUNITY CITY SCHOOLS HARASSMENT, INTIMIDATION OR BULLYING

COMPLAINT FORM

Name of Person Filing Complaint: _____ Date Filed: _____

Name of Victim: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident (include names of all involved):

[illegible]

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

Witnesses to the Incident:

All complaints should be promptly forwarded to the building administration..