

SYCAMORE COMMUNITY SCHOOLS

Our students. Our future.

Sycamore High School Student-Parent Handbook 2024-2025

Mission and Vision:

- Create a culture of academic excellence through inclusive and innovative learning opportunities for the whole child.
- Empower all learners to reach their full potential in a globally competitive world.

Administrative Team

Taylor Porter, Principal

Princess Crenshaw Ph. D., Assistant Principal

Ashley Gallahar, Assistant Principal

Katelyn Robinson, Assistant Principal

Mark Weigel, AVES Academy Administrator

Ashwin Corattiyil, Assistant Principal

Andrew Ovington, Athletic Director

Respect

Responsibility

Opportunity

7400 Cornell Road, Cincinnati, OH 45242 - 513.686.1700

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STATEMENT OF PURPOSE

The purpose of this handbook is to provide Sycamore Community Schools' students and parents with specific information concerning major policies, procedures, and regulations.

While every effort is made to present the information accurately, the information contained in this handbook is continually updated and the actual text of the policy, procedure or law should be consulted as the authoritative source of information. Questions regarding this handbook should be directed to the school principal.

We hope that you are looking forward to the many educational opportunities and numerous extracurricular activities that make Sycamore High School a world-class learning environment. The faculty and staff are excited that you are here and look forward to helping you become more successful in your academic studies as well as your personal growth.

Your involvement in school is important! Sycamore High School's reputation has been built on the conduct, participation, and achievement of individuals like you. Your success will be dependent upon a number of important factors: **daily attendance, paying attention in class, doing your homework, participating in extracurricular activities, giving 100% effort, and exhibiting cooperative behavior.** With your help, we can make our school community a dynamic place for everyone.

During your years at Sycamore High School, you will make numerous decisions and may face personal or academic problems. Please seek the assistance of your teachers, counselors, and principals – our offices are open to you at any time to discuss personal struggles or career goals. We care about your success and are willing to listen!

This Student/Parent Handbook is a comprehensive collection of information about school rules and expectations, services and facilities, and policies that directly affect students. It is every student's responsibility to promote the best educational atmosphere possible by becoming familiar with the contents of the Student/Parent Handbook. The rules and regulations in this handbook will help to ensure that each student at Sycamore High School has the opportunity to succeed.

It is our sincere hope that you will take advantage of the many opportunities available to you at Sycamore High School so that you might fulfill your career dreams and goals. Let's work together to make this a wonderful school year!

OUR DISTRICT MISSION:

Create a culture of academic excellence through inclusive and innovative learning opportunities for the whole child.

OUR DISTRICT VISION

Empower all learners to reach their full potential in a globally competitive world.

OUR DISTRICT VALUES

- Academic Excellence
- Diversity and Inclusion
- Community
- Character
- Collaboration

DISTRICT DIRECTORY

District Office Administration

Superintendent	Chad Lewis	513-686-1700
Assistant Superintendent	Meghan Lawson	513-686-1700
Community Relations Director	Mallory Bonbright	513-686-1700
Assistant Superintendent	Brad Lovell	513-686-1703
Director of Curriculum and Instruction	Becky Tompkins	513-686-1700
Director of Student Services	Stacey Spencer	513-686-1780
Director of Technology	Christian Long	513-686-1700
District Gifted Coordinator	Jamie Jackson	513-686-1700
ESOL Supervisor	Jill Schneider	513-686-1700
Coordinator of Pupil Support Services	Lisa Zelvy	513-686-1700
Coordinator of Special Education	PK-6 Misty Belfrom	
	7-12 Lori Rosen	513-686-1780
Treasurer	Jenni Logan	513-686-1700

5959 Hagewa Drive, Cincinnati, Ohio 45242

Board of Education

Paul Balent	513-686-1700
Sara Bitter	513-686-1700
Victor Harris	513-686-1700
Adrienne James	513-686-1700
Lynne Stieger	513-686-1700

5959 Hagewa Drive, Cincinnati, Ohio 45242

Child Nutrition Services

Director	Elizabeth Wellman	513-686-1796
Secretary	Chris Zinnecker	513-686-1796

5959 Hagewa Drive, Cincinnati, Ohio 45242

Registration

Registrar	Patrice New	513-686-1700
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5959 Hagewa Drive, Cincinnati, Ohio 45242

Transportation**11455 Grooms Road, Cincinnati, Ohio 45242**

Director	Michael Miller	513-686-1785
Supervisor	Tony Huber	513-686-1785
Dispatcher	Mary Ann Buchanan	513-686-1785
Secretary	Sue Vollman	513-686-1785

Sycamore High School**7400 Cornell Road, Cincinnati, Ohio 45242**

Principal	Taylor Porter	513-686-1770
Assistant Principal	Princess Crenshaw Ed. D.	513-686-1770
Assistant Principal	Ashley Warren Ed. D	513-686-1770
Assistant Principal	Andrew Ovington	513-686-1770
AVES Academy Administrator	Mark Weigel	513-686-1770
Assistant Principal	Ashwin Corattiyil	513-686-1770
Athletic Director	TBD	513-686-1770
Administrative Assistant	Carol Wolkoff	513-686-1770
Treasurer	Rebecca Quinlan	513-686-1770
Registrar	Lynda Kempke	513-686-1770
Nurse	Jennifer Ferris	513-686-1770
Attendance Line		513-686-1777

COMPREHENSIVE SCHOOL COUNSELORS

To meet with your Counselor make an appointment by contacting the student's assigned counselor directly.

Class of 2025	Mrs. Mitchell (A-K) Mr. Millett (L-Z)
Class of 2026	Mrs. Fisher (A-K) Dr. Stephenson (L-Z)
Class of 2027	Mrs. Brenner (A-K) TBD (L-Z)
Class of 2028	Mr. Sweeney (A-K) Mrs. Delehanty-Koenig (L-Z)

DEPARTMENT CHAIRS

Information about specific departments can be directed to the following staff members:

Department	Name
STEAM	Brad Williams
Art	Peter Greiga
Counseling	Brian Sweeney
ESOL	Haley McKenna
World Language Department	Lesley Chapman

Language Arts	Emily Sweeney
Mathematics	Callie Hoffman
Music	Micah Ewing
Physical Education	Eddie Clark
Science	Ron Hochstrasser
Social Studies	Drew Ostendorf
Synnovation Lab	Tim Arnold
Special Education	Brittney Billiter

A directory of all staff can be found on the district website: www.sycamoreschools.org

ADVANCED SCIENCE AND ALGEBRA II OPTIONS

1. Students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences)
2. Students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II.

ATHLETIC ELIGIBILITY

Students at Sycamore High School must meet the eligibility standards as published by the Ohio High School Athletic Association and Sycamore Board of Education. Thus, a student must be passing subjects that earn a minimum of 5 credits per year toward graduation at the end of each quarter to continue athletic participation for the next quarter and maintain no less than a 1.0 grade point average on a 4.0 grading scale. A student must have also attained a minimum grade-point average of 1.0 on a 4.0 grading scale in the previous grading period.

Special note: Physical education classes and proficiency classes are not used to determine athletic eligibility.

ATTENDANCE

Regular attendance is essential for successful school achievement. Therefore, students are expected to attend class on a regular basis. Please refer to board policy [JED](#), [JED-R](#), and [JEDA](#). To this end, the following guidelines will be followed by all schools within the Sycamore Community Schools:

Legal Requirement

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. **(Ohio Revised Code, Section 3321.01:)**

It is the parent/guardian's responsibility to ensure their child attends school, therefore, it is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent. **(Ohio Revised Code, Section 3321.03:)**

Procedure for Reporting Absences

1. On the day of the absence, a parent/guardian should email or call (hsattendance@sycamoreschools.org **Attendance Line for All: 513.686.1707**) to report the absence before 8:20 a.m. No note is required if the parent calls or emails that the student is absent.
2. If notification was not made to the school on the date of absence, the student must report to the Attendance Office with a note or the Parent Communication Form including the following information:
 - a. Date(s) of absence
 - b. Reason
 - c. Phone number where parent/guardian may be reached
 - d. Signature of parent/guardian
3. Students who are absent due to a doctor's appointment **must** provide a note from the physician/medical provider upon return
4. If the student forgets to bring a note, the student absence will be recorded as an "unexcused" absence. If an appropriate note is presented within one school day the absence will be changed to an excused absence.
5. Students who are absent without notification to the school will be marked as "unverified." This can be modified if notification is provided to the school following the absence. Unverified absences are considered unexcused.
6. Students who provide a reason for absence that is permitted per board policy, will be marked as "excused."
7. Students who provide written documentation from a medical provider for medical appointments or procedures, personal illness, or hospitalization will be marked as "medically excused."
8. Students who provide a reason for absence that is not permitted per board policy will be marked as "unexcused."
9. Unverified absences will receive an automated notification via phone within 120 minutes of the start of the school day.

******* Repeated truanancies may result in (High School only) loss of driving privileges to school as a result of notification to the Registrar of Motor Vehicles, loss of senior early dismissal/late arrival, and/or truancy charges with the Hamilton County Juvenile Court. Please refer to board policy [JED](#) and [JED-R](#).**

Excused Absences

A school logged parent/guardian phone call or written notification received by the attendance office, for any of the excused absences below, is sufficient to excuse the child's absence.

- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician/medical provider's office, if permitted by the physician/medical provider's office. Doctor's notes must specify a period of time for which excused absence is necessary.
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via a phone call and they DO NOT make direct contact with a parent/guardian, the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence
- The school should be notified in advance by the parent/guardian for any **planned** absence that includes 3 or more consecutive days.

The school administration will make the final decision whether an absence/tardy is excused or unexcused.

Reasons for which students may be medically excused include, but are not limited to

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson or;
9. as determined by the Superintendent.

In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school, including traffic.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- Working at a job during the school day without a proper work permit.
- Any form of recreation
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- Personal, non-medical appointments during the instructional day

Attendance Accounting Definitions:

- A student is considered to be on time for school when they are in their classrooms at the time school begins. Our school day begins at 7:20.
- A student will be considered tardy to school if they arrive within 60 minutes of the school day beginning.
- Students arriving to school by school bus, even if the bus is delayed, will be considered on time for arrival regardless of arrival time.

Excessive Absences

- A student is considered to be excessively absent from school with a nonmedical excuse or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year.
- A student who is considered to be excessively absent must have a medical note for absences beyond the absence threshold. Doctor's/medical provider's notes will be presented to the main/attendance office. Any student who has an extended period of illness will need to have a doctor's/medical provider's note on file explaining the chronic illness.
- When a student has been absent, with a nonmedical excuse or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, a notification letter will be sent
- Families and students may be asked to engage in a problem solving meeting to address excessive absenteeism at any time

Procedures for Excessive Student Absences and Truancy

- Any child of compulsory school age who is absent without legitimate excuse for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year is considered to be habitually truant
- A student determined to be habitually truant student, along with their guardian, must engage in a meeting to develop an Absence Intervention Plan.
- Students that do not demonstrate improvement in their attendance following the development of this plan will be referred to Hamilton County Juvenile Court

Tardies 9-12:

Process for Tardies only:

- After a student has repeated unexcused tardies of **3 or more**, a meeting is set up by the school with the student. An email is also sent to the parent/guardian of the student.
- After a student has repeated unexcused tardies of **5 or more**, a 2nd meeting is set up by an administrator with the student. An email is also sent to the parent/guardian of the student.
 - 6th tardy - a phone call, conference with parent/guardian, and after school detention.
- After a student has repeated unexcused tardies of **6 or more**, a consequence is issued to the student and a meeting scheduled with the family.
 - 7th tardy - extended day and one week loss of driving privileges.
 - 8th tardy - Saturday probation and two weeks loss of driving privileges.
 - 9th tardy - 2 Saturday probation and one month loss of driving privileges.
- After a student has any unexcused tardies of **10 or more**, the student and family will be scheduled for a second meeting to discuss the attendance concerns and consequences will be issued.
 - 10th tardy - In school detention and forfeit of parking pass for the remainder of the year.
 - 11th tardy - 2 day In school detention and forfeit driving privileges for the following year.
- After a student has any unexcused tardies of **12 or more**, the student/family will be referred to the District Attendance Officer for a Student Attendance Intervention Meeting and a student attendance intervention plan is put into place.
- If the pattern of tardies continues after the student attendance intervention plan is put into place and the student crosses the attendance thresholds listed above, a referral to Hamilton County Juvenile Court is generated and submitted.

Extracurricular Activities Attendance

A student may not miss more than 10% of any school year to participate in activities, unless there has been an extended illness. Students absent from school for more than four periods in one day will not be permitted to participate in after school activities. Special circumstances may be appealed to the building administration.

Mandatory rules applying to students participating in extracurricular activities are as follows:

1. Participating in the Day of Practice, Meeting, or Performance

- a. Students absent from school for more than four periods in one day will not be permitted to participate in after school activities.
- b. Special circumstances however, may be appealed to the administration

2. Class Cutting / Truancy – When a student who is involved in any extracurricular activity cuts class or is truant, the activity sponsor will be notified by the administration. Proper disciplinary action will be in accordance with the specific rules of the organization/activity with a minimum of being denied participation from the next scheduled practice or meeting.

Early Dismissal

- A student must present a note from a parent/guardian to the Attendance Office requesting an early dismissal before the start of the first period,
- The note must include:
 - a. Date
 - b. Time and reason for dismissal
 - c. Phone number at which the parent/guardian may be reached for verification of the request
- If the student leaves school and returns the same day he/she must report to the Attendance Office upon returning.

Dismissal Due to Illness

- A student who becomes ill during school hours **must report to the school nurse.**
- Permission will be granted only after a parent/guardian has been contacted.
- **No student is to leave the building without authorization.**

Attendance Summary Chart

School/Attendance Office Contact Information	Start of school day (students must be in the classroom at this time)	Absence notificat ion needed prior to		Late Arrival and-Early Dismissal Procedures	End of school day	Habitual Truancy	Excessive Absences
Sycamore High School 7:20 A.M. - 2:20 P.M. (513) 686-1707 HSattendance@sycamoreschools.org	7:20 AM	8:20 AM		Parent notification must be received in writing or via phone call prior to dismissal Parent must enter the building to sign student out if no written notification has been received prior to dismissal time.	2:20 PM	30 consecutive hours unexcused 42 hours unexcused in a month 72 hours unexcused in a year	38 hours non-medically excused or unexcused in a month 65 hours excused or unexcused in a year
Sycamore Junior High School 8:10 A.M. - 3:15 P.M. (513) 686-1707 JHattendance@sycamoreschools.org	8:10 AM	9:10 AM		Parent notification must be received in writing or via phone call prior to dismissal Parent must enter the building to sign student out if no written notification has been received prior to dismissal time.	3:15 PM	30 consecutive hours unexcused 42 hours unexcused in a month 72 hours unexcused in a year	38 hours non-medically excused or unexcused in a month 65 hours excused or unexcused in a year
Edwin H. Greene Intermediate School 7:50 A.M. - 2:50 P.M. (513) 686-1707 EHGattendance@sycamoreschools.org	7:50 AM	8:50 AM		Parent notification must be received in writing or via phone call prior to dismissal Parent must enter the building to sign student out if no written notification has been received prior to dismissal time.	2:50 PM Parents picking up children at dismissal will pick them up in the car line at the end of the day. Students must be picked up no later than 4:05 pm. If a parent/guardian has an emergency situation and can not pick up their child by that time, they must notify the office as such. School staff hours end at 4:10 p.m. therefore the school does not have personnel available for adequate supervision beyond that time. Administrators may need to work with local law enforcement to ensure children are supervised and are transported home.	30 consecutive hours unexcused 42 hours unexcused in a month 72 hours unexcused in a year	38 hours non-medically excused or unexcused in a month 65 hours excused or unexcused in a year

BELL SCHEDULES

Daily Bell Schedule

Period	Time
1	7:20 am - 8:05 am
2	8:10 am - 8:55 am
Aves Bell	9:00 am - 9:25 am
3	9:30 am - 10:15 am
4	10:20 am - 11:05 am
5/Lunch	A: 11:10 am - 11:40 pm B: 11:40 pm - 12:10 pm C: 12:10 pm - 12:40 pm
6	12:45pm - 1:30 pm
7	1:35 pm - 2:20 pm

2 Hour Delay Bell Schedule

Period	Time
1	9:20 am --9:50 am
2	9:55 am - 10:25 am
3	10:30 am - 11:00 am
4	11:05 am - 11:35 am
5 (Lunch)	11:40 am - 1:10 pm Lunch A: 11:40 - 12:10 Lunch B: 12:10 - 12:40 Lunch C: 12:40 - 1:10
6	1:15 pm - 1:45 pm
7	1:50 pm - 2:20 pm

Pep Rally Schedule

Period	Time
1	7:20 am - 8:00 am
2	8:05 am - 8:45 am
3	8:50 am - 9:30 am
4	9:35 am - 10:15 am
6	10:20 am - 11:00 am
5 (Lunch)	11:05 am - 12:35 pm Lunch A: 11:05 - 11:35 Lunch B: 11:35 - 12:05 Lunch C: 12:05 - 12:35
7	12:40 pm - 1:20 pm
Assembly	1:25 pm - 2:20 pm

BUILDING HOURS

6:40 am – 3:00 pm Monday through Friday

The school building is open to students at 6:40 am. Students are not to loiter in the building after school hours or past 3:00 pm **unless they are in the after school tutoring program, or with their school sponsored extracurricular sponsor / coach.** No students may be in the building after school hours, including weekends, unless they are supervised or attending a school event. Students entering the building during unauthorized times will be subject to disciplinary consequences.

BICYCLES/ROLLER SKATES/SKATEBOARDS

Students assume the risk of using bicycles, roller blades, skates, and skateboards on school property and/or at school events. Schools are not liable for accidents, property damage or theft related to the use of such items on school property or at school events.

BUILDING UNIFICATION PLAN

In the event an emergency evacuation of the building is deemed necessary by the building administration, all persons will evacuate and may be directed to an off-site location. If the evacuation will be for a prolonged period of time, require family reunification, or due to severe weather or other considerations, the school will transport students and faculty to the following locations:

All schools to Blue Ash Recreation Center (4433 Cooper Road)

CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER

In order for school records to be current, and in the event it is necessary to contact parents for emergency purposes, parents must make any changes in a student's address and phone number, as well as parents' work telephone numbers or email addresses in Final Forms located on the district's home page at www.sycamoreschools.org. Proof of residence must be provided to the school when changing an address.

CHILD ABUSE

All Sycamore employees with reason to believe that a child under 18 years of age or a handicapped/disabled child under 21 years of age who has suffered, or faces a threat of suffering, abuse/neglect are required to report such information to appropriate authorities.

CLASSIFICATION OF STUDENTS

Ninth grade start date (year of entry into high school) is used to determine the grade level of each student. The following numbers of credits are suggested to benchmark students' progress from grade to grade:

Sophomore	5.5 credits
Junior	11.0 credits
Senior	16.5 credits

COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete eligible nonsectarian, non remedial courses for transcribed high school and/or college credit.

For more information see board policy [IGCH-R](#).

COLLEGE VISITS

Students in the 11th and 12th grades will be given reasonable time to visit colleges where they have applied, intend to apply, or there is a valid reason for such a visit. A student must have a completed College Visit Form (available in the attendance or counseling office) prior to their college visit.

COMMONS/LUNCH EXPECTATIONS

Students are expected to refrain from loud and disruptive behavior during lunch. In being respectful to fellow classmates, students should make sure that they throw away all trash items in the appropriate waste cans and follow district guidelines concerning composting and recycling. ***Students are not permitted in the academic wings during lunch.*** All food items are to remain in the Commons during the lunch period. Students are not allowed to order food from off-campus restaurants and have it delivered to school. ***Bake sales and other school fundraising activities involving food and beverage items may not be held during the school day.***

Breakfast and Lunch Procedures

- Additional time/periods added to reduce the number of students eating at a time

Meal prices:

Breakfast:

\$1.80, \$2.00

Lunch:

\$3.05; \$3.55; \$4.05

Meal Charge Procedures

The Sycamore Child Nutrition department strives to provide all students with an opportunity to have a well-rounded meal to be prepared to learn. The district has adopted a meal charge procedure to ensure students have a healthy meal on days when they don't have cash or funds available in their child nutrition accounts. **Only meals** will be able to be charged on lunch accounts at the high school level. No a la carte purchases such as snacks, ice cream, milk, etc. will be permitted when a student has a negative balance.

The Principal or Child Nutrition Department may recommend that a family apply for free and reduced price meals and recommend a payment plan. Applications can be found [here](#). Payment arrangements can be made by contacting the Sycamore Child Nutrition department at (513)686-1796

For more information, please see board policy [EF/EFB](#).

COMMUNICATION AND SOCIAL MEDIA

Instant Communication System

Positive outreach and interaction are essential elements of a thriving school district. With that in mind, Sycamore Community Schools uses an instant communication system that enables district and school administrators to record a voice message, schedule the message delivery time, and deliver the message via a telephone call or email to parents.

When schools are delayed or closed, the district will place a detailed announcement on the district website, www.sycamoreschools.org. In addition, Sycamore parents/guardians will receive a voice at the home phone and mobile phone that is associated with their contact information in our student database system. If a parent/guardian would like to change or remove their contact number, please call the building or send an email to helpdesk@sycamoreschools.org with your request.

Social Media

Sycamore Community Schools uses social media to assist in communicating district information with parents, students, and community members. While the district will continue to communicate in traditional ways (website, newsletters, etc.), social media provides a platform for individuals to learn more about the district through exclusive content, videos, a showcase of events, two-way communication, and much more.

The integration of social media into the district's communication plan is the result of months of careful planning with input from staff, parents, students, and businesses and school districts that use social media. The district also developed social media guidelines to help individuals understand, from a wide range of perspectives, proper participation in social media. Students are expected to adhere to these guidelines, the district's Internet/Network Acceptable Use Policy for Students, and the Student Code of Conduct. Questions regarding district social media platforms should be directed to the Community Relations Director at 513-686-1706.

District social media platforms are:

Facebook: <https://www.facebook.com/sycamoreschools/>

Instagram: @sycamore_schools

YouTube: @SycamoreCommunitySchools <https://www.youtube.com/@SycamoreCommunitySchools>

Individuals wishing to launch a social media platform on behalf of the district, a school, or a school/district organization/club/team should obtain permission from the district's Community Relations Director.

COMPUTERS AND NETWORK AT SCHOOL

A Sycamore-owned Chromebook is provided to each student in grades 5-12. This device allows for monitoring and additional filtering for acceptable use while providing students with a tool needed for learning at school and at home. A student may bring his/her own device, but will use a district-owned Chromebook for all testing. For additional information about technology use and access, including the One2One Device Usage Agreement, please access goav.es/techinfo. For more information, please see board policy [EDE](#) and [EDE-R](#).

CONFIDENTIALITY

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information"; it discloses that information without prior written consent, except that not even directory information will be released for a profit-making plan or activity. Such information includes:

1. student's name;
2. student's address;
3. student's date of birth;
4. participation in officially recognized activities and sports
5. student's achievement awards or honors
6. the student's weight and height, if a member of an athletic team
7. major field of study
8. dates of attendance ("from and to" dates of enrollment)
9. date of graduation

Names, addresses school email addresses and telephone listings of secondary students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information. For more information, please see board policy [KKA](#)

For more information, please see board policy [JO-R](#).

CULTURE - Positive Behavioral Intervention Supports (PBIS)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system.

DISTRIBUTION OF MATERIALS

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of non-school-sponsored material on school property and at school activities. For more information see board policy [KJA](#) and [IGDB](#).

Prior Approval Required

Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee.

Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and when in doubt the Superintendent.

Types of Material Restrictions

Materials must be approved if they fall under one of the following categories:

- publications of services, special events, public meetings or other items of interest to students or parents/guardians;
- distribution of promotional materials of a commercial nature to students or parents/guardians;
- paid advertisements on District property, including but not limited to billboard advertisements;
- paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
- products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

Manner and Mode of Distribution

The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants.

The building principals designate appropriate times, locations and means for which distribution of non-school-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

Limitations on Content

Non-school literature is not distributed on District property if:

- the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
- the materials endorse actions endangering the health or safety of students;
- the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
- the materials contain defamatory statements about public figures or others;
- the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
- the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
- there is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Campaign Materials

Except at the PTO-sponsored candidate forum, no campaign materials or items (brochures, buttons, stickers, etc.) may be distributed at any school or school events (sporting events, PTO meetings or events, booster/advocate meetings, homecoming parade, etc.). Candidates or ballot issue campaign ads are not permitted to be placed in the student newspaper. The district website, newsletters and e-mail will not be used to distribute campaign literature. Further, campaign signs are prohibited from being placed on school property.

Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

DISCIPLINE

The Sycamore Student Code of Conduct identifies in greater detail the expected behavior of students while in our classrooms, on our campus, and attending our events. Positive acknowledgement of these expected behaviors is an essential component in the PBIS framework, and is embedded in our culture. However, when students are not able to demonstrate expected behaviors, we believe in a proactive and instructional approach. This may include re-teaching of the expected behaviors, considering the impact of the behavior on others and our culture, and considering opportunities to make amends. Additional consequences may be administered for inappropriate or unexpected behavior. Administrators may exercise discretion in determining appropriate consequences for inappropriate behavior. Prior history, seriousness of the offense, and individual student circumstances will be taken into consideration by the administrator.

DRIVING PRIVILEGES/CODE

Only students with valid parking permits may drive to school. All vehicles must have a current parking permit displayed on the rear view mirror and be parked in the appropriate spot. Any student parked in an unauthorized parking space will be fined according to the student code of conduct. Repeated offenders may have a boot placed on their car or be towed.

Students must drive safely at all times and adhere to the 10 M.P.H. speed limits. For specific information and to complete an application, please see the Parking Coordinator.

Driving Code for Students

- Driving and parking at Sycamore High School is a privilege.
- Valid driver's license is required.
- Parking tags must be current, properly registered to that vehicle/driver(s), and clearly displayed from the rearview mirror. Lost parking tags must be replaced through the Parking Coordinator.
- Vehicles are to be parked in assigned spaces only. Vehicles must be registered at the Parking Coordinator. Notification of a change in vehicle must be filed with this office. Failure to notify may result in loss of driving privileges for one week.
- **There is no parking in reserved areas (faculty, staff, visitors, handicapped, bus lanes, fire lanes).** Any authorized student driver parked in any of the reserved or prohibited areas may receive the "Parking Boot," be towed, and/or receive disciplinary action which may result in the loss of driving privileges for the remainder of the school year. Any student found in violation of these policies may lose driving privileges for the current and future school years.
- Students must have a pass and park in **his/her assigned space only.**
 - 1st Offense: The first offense for a student who illegally parks will be an orange violation sticker that will be placed on the car windshield and the student will receive a verbal warning and communication to parent/guardian.
 - 2nd Offense: The second offense for a student who illegally parks will be an orange violation sticker placed on the car windshield and a \$40.00 fine will be added to student fees. The student will be assigned a Saturday School
 - 3rd Offense: The third offense for a student who illegally parks will find a wheeled vehicle immobilizer or "boot" placed on their vehicle. The device can be removed by contacting our Main Office. An orange violation sticker placed on the car windshield and a \$40.00 fine will be added to student fees. The student will be assigned an In-School Suspension.
 - 4th Offense: The fourth offense for a student who illegally parks will have their vehicle towed from campus at the owner's expense and the student will be denied parking privileges for the remainder of the school year. There will be no refunds issued for parking fees as a result of violations. An orange violation sticker placed on the car windshield and a \$40.00 fine will be added to student fees. The student will be assigned a Saturday School.
 - Unauthorized vehicles on campus will be towed at the owner's expense and discipline issued accordingly.
- If someone has parked in your space, do not double park behind the vehicle; park your car in the reserved for visitor spots in the Gold Lot.
 - It is your responsibility to notify the Main Office and Parking Coordinator that someone parked in your space as well as any information you can provide about that car.
 - Parking in a spot on campus other than in the visitor's area if your spot has been taken will result in a \$40 fine added to the student account and disciplinary consequences.
 - Write down or take a picture of the license plate number of the vehicle.
 - Do not park in Handicap Parking Spaces or you will be fined. The Resource Officer can administer a fine of \$250.00 for parking in a handicap spot.
- Reckless operation of the vehicle is not permitted. The posted school speed limit is 10 mph. You must obey all traffic signs – school resource officers may be contacted.
- Parking tags are non-transferable. Students found forging, sharing, or selling parking tags will be fined \$40 and will be denied driving privileges for the balance of the school year and are subject to other disciplinary action.

- Vehicles must be parked and locked upon arrival at school. Unless authorized by administration students are not permitted to return to their cars during school hours to protect the safety and security of students and staff. Students are not permitted to loiter in the parking lots at *any* time. No one is permitted to leave school grounds during the school day without previous early dismissal arrangements or through the permission of an administrator.
- You are responsible for the contents in the vehicle parked on school grounds. School board policy allows for the reasonable search of your vehicle by an administrator when warranted.
- Excessive absence from school may result in the withholding of credit and loss of driving privileges at the secondary level.
- Students who commit multiple disciplinary infractions may have driving privileges revoked until they are within good standing.
- All student fees must be paid before the parking pass will be distributed and parking space assigned.
- Any student vehicle at any school event, on or off campus, is subject to search if reasonable suspicion should arise.

DRUG AND ALCOHOL PROCEDURES

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used 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 school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.

Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.

Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.

If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.

A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable

laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

EMERGENCIES

District staff are prepared to take action should an emergency arise during the school day. Fire, tornado, intruder, and special security drills are conducted periodically to provide students the opportunity to practice and be prepared for such scenarios. In addition, bus drivers conduct evacuation drills with their students. Should an emergency cause school to be closed early, announcements will be made on local television stations and on the district website. In the event of an emergency, every attempt will be made to provide a safe and reassuring environment for all students. It is in the best interest of both parents and students for parents to refrain from driving to the school to pick up their child since it could be extremely disruptive to the emergency procedure being implemented.

EXTRACURRICULAR INFORMATION

Get involved!!! A complete listing of all the activities and clubs that students can join is located in the guidance office. All interested students are encouraged to participate in clubs, activities, and athletics. If a student needs financial aid to enable him/her to participate in any of these programs, the student should contact the club/activity sponsor or coach to obtain that support.

For school-sponsored functions, every effort is made to comply with the Americans with Disabilities Act. If specific auxiliary aids and/or accommodations are needed, please notify the building principal's office at least two working days prior to the event.

FEDERAL GRANT INFORMATION

At the beginning of each year, the district notifies the parents of each student in any Title I building that they may request information regarding the professional qualifications of their child's classroom teacher. Additional information regarding [Federal Grant compliance](#) can be found on our website under Parent Resources.

FEES

Fees can be paid online using Mastercard or Visa through Parent Portal or by check payable to Sycamore Community Schools.

The **Academic Fee** is \$40.00 per student. Students entering the district after the end of the semester will be charged a fee of \$20.00 and no fee to those beginning after the start of the 4th quarter.

The **Athletic Program fee** is \$75.00 per sport for participation, no family cap and no multi-sport discount in junior high and high school athletics and the following performing arts programs.

The **Performing Arts fee** is \$75 for High School Drama, High School Choir, etc.

Students participating in the federal free and reduced price lunch program will receive a waiver of student academic and extracurricular fees.

FIELD TRIPS

Any student who participates in a field trip (or is absent from class for an athletic contest) must notify his/her teachers in advance that he/she will be out of class. Participation in a field trip does not excuse a student from fulfilling his/her student responsibilities. For more information, please see board policy [IICA/IICA-R](#).

- If a paper or project is due on the day of the trip, the student must turn it into the appropriate teacher prior to leaving on the trip.
- If a test or quiz is missed, it must be made up as soon as possible at the teacher's convenience. This may be done after school on the same day after the student returns from the trip.
- A student is responsible for all work missed when on a trip. If a test, quiz, or project is scheduled for the day following the trip; the student will be required to complete the work with the class.

FINANCIAL LITERACY

Instruction in financial literacy will be provided for students entering 9th grade, before July 1, 2022. Students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.

GRADING INFORMATION

Sycamore High School uses the following grading system:

90 – 100	A = Excellent- outstanding	4.0
80 – 89	B = Good – above average.....	3.0
70 – 79	C = Average – satisfactory.....	2.0
60 – 69	D = Passing – below average.....	1.0
Below 60	F = Failing – insufficient to pass.....	0.0
I = Incomplete work, unable to assign grade		0.0
WF = Withdraw failing.....		0.0
WP = Withdraw passing.....		0.0

GPA calculations are based on a weighted system using the scale below. AP and Accelerated Level courses are identified on the transcript with an asterisk. These courses are weighted by adding quality points to the final grade. Weighted courses add a .5 value to the final average for Accelerated courses and 1.0 for Advanced Placement courses.

Grade Value / Quality Points		
Standards/Regular/Honors	Accelerated	AP/CCP
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0

Honor Roll

To be placed on the Honor Roll for each quarter, a student must be taking four courses or more and earn the following:

High Honors

Earn a grade point average of 3.6 or better

Honors

Earn a grade point average of 3.0

Have no 'F's'

Receiving Credit

In order to receive credit for a course, a student must earn an overall average of 0.5 or better and:

Semester Graded Class

1. Earn passing marks for two (2) of the three (3) grades received during the semester.
2. Obtain a quality point average of 0.5 or better.

Interim Reports

Interim reports will be sent in the E-backpack or available in Parent Portal. All other grades can be viewed on Canvas or Parent Portal.

Report Cards

Report cards will be sent in the E-backpack or available in Parent Portal approximately one week following the end of each grading period. Although Canvas is used as our Learning Management System, Parent Portal will continue to be the location for graded assignments that result in cumulative, quarter, semester, and yearly grades.

Final Examinations

Final examinations will be given to all students at the end of each semester. All courses will include a final examination. The final examination grade will constitute 20% of the semester grade. Each student who is absent from a final examination must have a parent/guardian telephone the Attendance Office before 10:00 am that day to confirm the absence. Requests to change examination dates should be submitted to the grade level administrator for review and approval.

GRADUATION REQUIREMENTS

A minimum of 21.5 credits are required for graduation from Sycamore High School. ***It is the student's responsibility to see that requirements for graduation are met.*** The high school will make every effort to keep up-to-date records and to inform the student and parents about the student's progress toward the completion of graduation requirements. **(for a complete list of graduation requirements and seals, please see the course planner SEE COURSE PLANNER)**

Early Graduation: Three-Year and January Graduates

A pupil may graduate within three years or as a January graduate in their senior year and participate in commencement ceremonies if the following criteria are satisfied:

- The pupil shall have fulfilled all course requirements, earned the minimum number of total credits required for graduation and met state of Ohio graduation requirements.
- All credits shall have been earned through an accredited high school or CCP program.
- The pupil shall be in residence one semester of the graduation year.
- The pupil and parent/guardian shall confer with the counselor prior to the submission of the formal request.

- A formal request, in writing, shall be submitted to the counselor and approved by the principal before April 1st in the year prior to graduation.

Diplomas will not be issued until the commencement ceremony in May. January grads are required to turn in their parking pass before the last day of classes/exams. Three year graduates are eligible to participate in senior privileges.

Graduation Requirements by the State

In addition to course credits, students must earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. Is testing not your strength? After you have taken your tests, there are three additional ways to show competency.

Next students must earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed: OhioMeansJobs Readiness Seal (Ohio) Industry-Recognized Credential Seal (Ohio) College-Ready Seal (Ohio) Military Enlistment Seal (Ohio) Citizenship Seal (Ohio) Science Seal (Ohio) Honors Diploma Seal (Ohio) Seal of Biliteracy (Ohio) Technology Seal (Ohio) Community Service Seal (Local) Fine and Performing Arts Seal (Local) Student Engagement Seal (Local)

Ohio State Test Retakes

Students that score below proficient on any state test may retake it. Students that score proficient or higher on a state test can retake only if they take all the state tests they have not met the minimum requirements to graduate. In this case, a student can retake any state test after receiving some extra help on the material. The same rules apply to substitute state test, which may be used interchangeably with approved tests.

Honor Cords

Honor cords at graduation are granted based on the cumulative average calculated through the 3rd Quarter of the senior year.

- **Graduating with High Honors** – A cumulative grade point average of 3.6 or higher
- **Graduating With Honors** – A cumulative grade point average of 3.0 or higher
- **Summa Cum Laude** – Quarter grade point averages of 3.6 or higher for every quarter in attendance at Sycamore High School through the 3rd quarter of the 12th grade.

HEALTH

Parents are required to complete an Emergency Medical Authorization Form each year to let the school know who to contact and/or what to do in the case of a student illness or emergency and should be completed on Final Forms. In the event a child becomes ill at school, it is the parent's responsibility to get the child home or to a doctor. No contagious children will be placed on the school bus. Therefore, parents should choose an emergency contact who is readily available and lives within a short distance from school. Parents should also inform the alternate person that they might be called upon to pick a child up from school if the student is ill. The school's main office must be notified of any changes in emergency contact information.

If a parent/guardian is going out of town and student(s) are to be left in the care of someone else, parents must complete and return to school an Out of Town Vacation form, available at each school and on the district website, www.sycamoreschools.org.

Medical information will be shared with pertinent staff members. If you have any questions, please call the school nurse.

For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

Allergies

Animal/Pets in The Classroom: Due to the large number of children and staff members at risk for illness or allergic reaction to animals, animals/pets with fur or feathers are not allowed in classrooms. The exception to this is:

- Zoo presentations. (It is felt that professionals can manage this situation, and that children with allergies can be maintained at a safe distance. Teachers will assess this on an individual basis.)
- Authorized service animals

Reptiles, amphibians, and fish may be used for educational purposes; however, students are to be discouraged from handling these. If contact is made, hand washing should be required.

Balloons

Rubber balloons that decorate parties, carnivals, proms, etc. can pose a serious health threat to latex-sensitive individuals. People with chronic health conditions (spina bifida, hydrocephalus treated with shunts, etc.) who have been frequently treated with latex products are especially predisposed to this severe and possibly life threatening allergy. Latex allergy is also reported in healthy individuals, especially those with common conditions such as asthma and eczema. Routes of exposure include contact with skin, wounds, mucous membranes, and inhalation of latex laden powder particles from items such as rubber gloves or balloons. For these reasons, latex balloons are not permitted in all school buildings. Mylar balloons are suggested as safe substitutes.

Food items from outside the building

Many students suffer from severe food allergies and eating, smelling, or touching certain allergens (i.e. peanuts, nuts, etc.) can be fatal to people who are sensitive. Because of issues such as these, any food items purchased for classroom parties etc. must be sealed by the manufacturer, have the manufacturers ingredient list, and approved by the teacher when planning for the event. Should you wish to bring homemade items for a celebration or activity, you must include the ingredient list and contact the teacher prior to the event.

Food Allergies and Special Dietary Needs

For any student with a food allergy, special dietary need or religious preference regarding food you will need to fill out the Food Allergy Notification Form and submit it to the school nurse. Once filled out once, this form does not need to be filled out yearly, only as the form needs to be updated due to changes. It can be found on the school website under the Child Nutrition Services tab or in final forms. Once the nurse gets a copy of the Food Allergy Notification form, it will be sent to the Child Nutrition and Wellness Director and placed on the student's meal account. This notification will pop up everytime the student's account is pulled up at mealtime.

If a student has a severe life threatening allergy or disability and is requesting a substitution the form has to be signed by a medical authority. Substitution requests need to be clearly stated on the form and do not pertain to food intolerances or non life threatening allergies. An example for a student severely allergic to milk would be "substitute juice or water for fluid milk".

Please contact the Child Nutrition and Wellness director if you have further questions. 513-686-1796.

Dispensing Medication at School

Sycamore Community Schools has a medication policy that is in compliance with the Ohio Revised Code. Medication should not be given at school unless it is absolutely necessary for the health and well-being of the student. If medication must be given at school, a Physician/Dentist Medication Orders form must be on file at school, signed by a parent/guardian and a physician, before prescribed medication or over-the-counter medication may be administered. Such orders are also needed for students to carry inhalers or Epi-Pens (epinephrine auto-injectors). This form is available on the district website, www.sycamoreschools.org. For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

Medication should not be given at school unless it is absolutely necessary for the health and well-being of the student.

- A Physician/Dentist Medication Orders Form must be on file at school, signed by a parent/guardian and a physician, before prescribed medication or over-the-counter medication may be administered. It is also needed for students to carry inhalers or Epi-Pens (epinephrine auto injectors). This form is available on the district website, www.sycamoreschools.org.

The following must be included with the order form:

- a. Name and address of the student.
 - b. Name of medication and dosage to be given.
 - c. Reason for administering the medication.
 - d. Times at which medication should be given.
 - e. Dates the administration of medication is to begin and end.
 - f. Adverse reactions that should be reported to the physician.
 - g. Special instructions (i.e. sterile conditions, storage, etc.)
 - h. Acknowledgement that the prescriber has provided the student with training in the proper use of the Epi-Pen.
- Note: Any changes in a medication order require a revised statement signed by the physician.
 - Note: If a student does not take a daily scheduled medication for more than 30 days, a new order is required.
 - Medication must be in the original container.
 - Students may not transport medication to school. (Exception: Inhalers or Epi-Pens, with a completed Physician/Dentist Medication Orders Form, may be transported by a student. Parents are requested to provide a backup inhaler, and are required by law to provide a backup dose of Epi-Pen.)
 - A new Physician/Dentist Medication Orders Form is required each year for ongoing medication. All medication must be picked up by a parent/guardian at the end of the school year. If it is not picked up, it is discarded.
 - Only the school nurse, a substitute nurse, the principal, or a person designated by the principal, are authorized to administer medication at school. (Note: If an Epi-Pen is administered, emergency services will be called.)
 - Parents/guardians are not permitted to administer medication to students on school property without a signed Physician/Dentist Medication Orders Form.

Nurse

A licensed nurse attends the health room at Sycamore High School. The health room is a place provided for the students who become ill or injured at school. If a student becomes ill during the day, he/she should acquire permission from the classroom or study hall teacher to go to the health room. **STUDENTS MUST HAVE A PASS TO COME TO THE NURSE'S OFFICE** unless it is an emergency.

LATE ARRIVAL/EARLY DISMISSAL

Students with early dismissal are reminded that early dismissal can be revoked at any time for failure to pass all classes and/or failure to maintain good behavior and attendance. Students who have early dismissal should exit the building promptly and should not be loitering in the hallways. Late arrival students should not enter the building prior to 8:05. Late arrival students should wait in the commons. ***Failure to adhere to these guidelines may result in Early Dismissal or Late Arrival being revoked and the student assigned to a study hall or class.***

LOCKERS

All school lockers are the property of the Sycamore Board of Education and, in accordance with the law, lockers/cubbies and the contents therein may be the subject of a random search at any time. The Sycamore Board of Education may direct the principal or a designee to conduct random searches as a proactive means to reduce behavior that is not in accordance with the Student Code of Conduct, and/or the law. Please refer to board policy [JFG](#) and [JFG-R](#).

Lockers are optional and students should reach out to administration to be assigned a locker. The student is responsible for the care and appearance of the locker. Damage to the locker will be assessed to the student. While the school makes every effort to solve locker problems, the school is neither responsible nor liable for books or other items of value missing or taken from lockers regardless of the circumstances. Each student is responsible for his/her own possessions, for their replacement, and/or payment.

LOST AND FOUND

Lost and Found is located in the commons. If students have lost an item or find items unattended, please take them to the dock area.

MAKE-UP PRIVILEGES DUE TO ILLNESS

It is the responsibility of the student with an excused absence to complete make-up work. Students who are ill are allowed two days for every one day absent to turn in make-up work, however; assignments/tests due the day of absence are to be turned in or completed the day the student returns to school. Students are encouraged to utilize Canvas to access assignments.

In cases when illness or convalescence results in an extended period of absence (3 or more days), arrangements should be made through the Counseling Center to send assignments home or have them ready for parent pick up by calling **513-686-1770 ext. 3070**.

NONDISCRIMINATION

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

The Board designates the following individual to serve as the District's compliance officer:

Name/Title: Brad Lovell, Assistant Superintendent

Address: Sycamore Community Schools, 5959 Hagewa Drive Cincinnati, OH 45242

Phone: (513) 686-1700

Email: lovellb@sycamoreschools.org

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title

VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

PARENT PORTAL

Parent Portal is a portion of the Sycamore Community Schools website that allows parents to:

- have access to class assignments and notes
- view a student's most current grades online
- pay academic, athletic, and summer school fees online with a MasterCard or Visa credit card
- track school expenses
- add funds to a student's meal account electronically
- access parent resources/web links

Parent Portal also meets the busy schedules of parents and families as the information on Parent Portal is available 24 hours a day, 7 days a week! Parents can also have peace of mind during financial transactions as payments are credited to a student's account within 24 hours, credit card information is not saved, a password is required, and transmissions are secure!

For information on creating a Parent Portal account, visit the district website (www.sycamoreschools.org) or please call the building or send an email to helpdesk@sycamoreschools.org with your request.

PARENT-TEACHER CONFERENCES

Schools have specific days not in session or classes are dismissed early for the purpose of holding parent-teacher conferences. See the school district calendar for these designated days. Conferences may also be scheduled by parents or teachers anytime throughout the school year.

Parents wishing to have a conference with a teacher should call, email, or send a note to the teacher requesting a conference.

Per a law called the Family Educational Rights and Privacy Act (FERPA), student records and information may not be shared with anyone who is not a legal parent or guardian and therefore, these individuals must be excluded from parent-teacher conferences.

If a situation requires the inclusion of a non-parent (such as a tutor, or grandparent), a conference waiver form must be signed by the parent, guardian, or custodial parent. Step parents living with the child have the same FERPA rights as a non-custodial parent regarding access to records however, they have no decision-making authority unless procured through court order.

PE WAIVER

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

A student, who during high school, has participated in show choir for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

PHOTOS AND MEDIA

The district knows and understands the desire of a proud parent to videotape or photograph memorable school events and share those photos with friends and family members. However, families are reminded that not everyone wants to be in pictures or videos. Sycamore Community Schools will respect the rights of those parents who have requested that their children not be included in publicity efforts, website posting, videos, and photographs for various reasons. Thus, the district respectfully requests that parents obtain approval from their school principal prior to posting photos and videos on the internet and social networking sites such as Twitter, Facebook, Instagram or YouTube.

The Community Relations Director is responsible for submitting district information or story ideas to the media and creating social media channels on behalf of the district. Individuals who wish to release a photo or news item to the media and those who want to start a social media channel for the district or a school should contact the Community Relations Director at 513-686-1706.

PROBLEM-SOLVING MODEL

Students and parents are encouraged to follow our Problem Solving Model. Within this framework students and parents are encouraged to address any questions or concerns with the adult staff most directly involved with their concern, (i.e. grading, detentions, etc.) to find a workable solution. Should a student still have concerns after working directly with a teacher/staff member, they are encouraged to seek out the assistance of their school counselor. Parents are encouraged to follow the same guidelines prior to contacting school administration.

Define the problem	Gather the facts; what you know and what you need to find out. Check your facts and sources for accuracy. Write a clear, objective description of the problem.
Determine who is involved	Initially include only those individuals who are at the point of concern and whose participation is necessary to solve the problem. For example, if your child is having a problem with a particular teacher, the problem at this point belongs only to you, your child, and that teacher.
Meet with those involved	Calmly share, listen to, and acknowledge all points of view.
Restate the problem together	Start by listing points of agreement. Move to the question that you need to address together.
Identify solutions and their consequences	Offer and consider all options. Be flexible. Discuss the potential outcome of each solution. Eliminate solutions unacceptable to either party. Choose the solution satisfactory to both parties.
Select a plan of action	Determine what needs to be done, by when, and in what time frame. Specify a means of assessment outcome.

Do both parties agree?
If YES, follow the plan. The problem is resolved.
If NO, contact the next level of authority.

Appealing to the next level of authority	An appeal may be necessary due to the complex nature of the problem, the need for additional resources, or due to disagreement over the most appropriate course of action. The appeal may be initiated by a phone call, a scheduled visit, or a letter to the person at the next level. (See levels of appeal)
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Meeting to appeal	A problem-solving meeting may occur with all parties to come to a resolution. Both parties should provide the person at the next level with a review of the outcome of the first meeting, the reasons for the appeal, and their recommendations.
Receive feedback	Within 10 working days beyond the appeal, all parties should receive a response that includes a strategy for dealing with the concern and a rationale to support all recommendations.

For additional information please see board policy [KLB](#) for complaints about Curriculum & Materials or board policies [KLD/KLD-R/JFCF-R](#) for complaints about District Personnel.

Note: Directors of Transportation, Maintenance, Guidance and Child Nutrition Services are not part of the appeal process and may be called directly to address specific concerns unrelated to the education program.

REQUEST TO DROP A CLASS

For all details on adding and dropping classes, along with deadlines, please consult the Sycamore High School Course Planner for the most up-to-date information.

SAFETY DRILLS

During the school year, we practice the following “safety drills” in an effort to prepare our students for emergency situations on our campus:

- Fire drills** six times a year
- Tornado drills** twice a year
- Lockdown drills** three times a year

Students are expected to participate in the drills in a serious manner to decrease the risk of harm to themselves and others. Plans for emergency drills are posted in each classroom and other areas accessible to staff and students where required by law.

SCHOOL CLOSING AND DELAYS DUE TO EMERGENCIES

When schools are delayed or closed, the district will place a detailed announcement on the district website, www.sycamoreschools.org. In addition, Sycamore parents/guardians will receive a voice message at the home phone and mobile phone that is associated with their contact information in our student database system. All changes to contact information should be made in Final Forms.

SCHOOL CLOSINGS AND DELAYS DUE TO INCLEMENT WEATHER

School closings and delays are based on concern for the safety of students, parents and employees, and most school closings occur during winter months. During inclement weather, Sycamore Community Schools will typically operate as follows:

School is Closed for the Day:

- Before and after school programs will not operate
- All after-school activities will be canceled, unless otherwise notified.

School Opening is Delayed:

- All schools and buses will run on a 2 hour delay
- Dismissal times will remain the same for all grades, except Preschool and Head Start
- Morning Preschool classes will be cancelled
- Afternoon Preschool classes will operate as usual
- Morning kindergarten will be cancelled
- Afternoon kindergarten classes will begin at 12:50 p.m. and end at 3:45 p.m.
- Latchkey operates under a 90-minute delay

If schools are delayed or closed, the district will inform all media and place an announcement on the district website (www.sycamoreschools.org), the district Facebook page (www.facebook.com/sycamoreschools) and the district Twitter account ([@sycamoreschools](https://twitter.com/sycamoreschools)).

When schools are delayed or closed, the district will place a detailed announcement on the district website, www.sycamoreschools.org. In addition, Sycamore parents/guardians will receive a voice at the home phone and mobile phone that is associated with their contact information in our student database system. If a parent/guardian would like to change or remove their contact number, please call the building or send an email to helpdesk@sycamoreschools.org with your request.

Sycamore also encourages teen drivers to ride the bus instead of navigating hazardous roadways. If a student who does not usually ride the bus wishes to ride the bus during inclement weather, they should call the Sycamore Transportation Department at 513-686-1785 one hour before their school opens.

SCHOOL PROPERTY

Damage to school property must be paid for by students and/or their parents. Students will be assessed the replacement cost of the lost or damaged book or item.

SCHOOL RESOURCE OFFICER

Sycamore High School in conjunction with the Montgomery Police Department has a School Resource Officer assigned to the high school on a daily basis.

SEARCH

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes. Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Students are advised that the Sycamore Schools board policy provides for the random, unannounced search of student lockers and for the use of canines in detecting the presence of drugs. Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third party surveys. Parents have the opportunity to opt their child out of the activity. For more information please see board policy [JOA](#).

STUDENT VISITORS

Due to classroom size constraints and continued national concerns in regards to school safety / emergency procedures, students are not allowed to have other students attend classes or visit at lunch during the school day. Prospective students need to arrange for a tour through the Administration.

SURVEILLANCE EQUIPMENT

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems. Cameras are used on school property and vape detectors are used in the high school. For more information please see board policy [ECA-R](#).

SYCAMORE COMMUNITY SCHOOLS SUPPORT PROGRAMS

Counseling	Counselors are available to coordinate the counseling program and work with teachers, small groups of children, or individual children to provide a variety of support experiences. The school counselor is not trained for long-term counseling concerns.
ESOL (English Speakers of Other Languages)	The goal of the Sycamore Community Schools ESOL Program is for students to become proficient in all areas of English language acquisition so that students may participate fully in all mainstream classes in which the target language is English. ESOL teachers provide support services to help students reach English proficiency in areas of speaking, listening, reading, and writing. Instructional services for ESOL students in Sycamore Community Schools are based on the philosophy of inclusion and participation to the maximum extent possible.
Gifted Services	Gifted Education/Intervention Specialists provide services inside and outside of the regular classroom. Students who are gifted are identified annually by qualified professionals using a variety of assessments. Qualified teaching staff provides gifted services to students with opportunities aligned to their gifted identification area. Parents are notified if their child qualifies for gifted service.
Intervention	Intervention teachers provide specific skill and behavioral interventions. Students will receive individual and/or small-group instruction based on the results of various assessments. Academic and behavioral supports will be provided based on areas of need. Support instruction may occur in the regular education setting or in a small group by a specialist.
McKinney-Vento	Students meet the McKinney-Vento definition of homeless when they lack a fixed, regular, adequate nighttime residence. Students who are sharing the housing of another person (doubled up) due to loss of housing, economic hardship or similar reason meet the definition of homeless. This includes students living in motels, hotels, RV parks or campgrounds due to lack of alternative adequate accommodations, as well as those living in emergency or transitional shelters or abandoned in hospitals.
Parent Mentor	The ParentMentor helps support families in understanding the special education process by providing the information and resources needed to become effective partners for the education of their child/children with special needs. The Parent Mentor's role is to listen to questions and concerns expressed by parents and provide helpful information. The Parent Mentor focus is working with families and school personnel to collaboratively solve as a team to help maximize and support the learning process for the student.
Special Education	Special education is instruction that is specially designed to meet the unique needs of a student eligible to receive special education services. Special education is provided at no cost to parents and includes related services a student requires to access her/his educational program. Eligibility is determined through an evaluation process as per Ohio Operating Standards for the Education of children with Disabilities.
School Social Worker	Sycamore's School Social Worker is an integral link between school, home, and community in helping students achieve academic success. They work directly with school administrations as well as students and families. They are a member of an interdisciplinary team to help students succeed. Our School Social Workers also facilitates access to community resources for students and families, and advocates for student success.

TRANSPORTATION

CAR RIDERS/WALKERS

We encourage students to ride the bus or walk home whenever possible due to the congestion that results from a large number of afternoon pickups by car.

BUS CONDUCT

Riding to or from school on buses furnished by the Board of Education is a privilege for high school students and also a convenience. In order to maintain the safety of all people on board a school bus, it is imperative that students maintain good behavior and follow all bus driver rules. The failure of the pupil to follow these rules and regulations may result in administrative discipline and/ or forfeiting the privilege of transportation by school bus.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat);
5. go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
7. keep the vehicle clean and free of trip hazards
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;

12. treat equipment as one would treat valuable furniture in one's home (damage to the school vehicle is strictly forbidden);
13. refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Please see board policy [EEACC](#) and [EEACC-R](#) for more information.

VISITORS

All individuals who are not part of a normal school day (regular students, staff, or faculty) shall report directly to the school office and state the reason for their visit each time he/she enters the school. For the safety of students and staff, Sycamore Community Schools is utilizing the visitor management system. All visitors must obtain a visitor's badge which must be worn at all times while in the school building. Parents who wish to visit a classroom must contact the teacher in advance to establish a time to visit the classroom. Once an appointment is made, parents must sign in at the school's main office and obtain a visitor badge. No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time. For more information please see board policy [KGB](#).

VOLUNTEER BACKGROUND CHECKS

In an ongoing effort to ensure a safe and secure environment for all students, Sycamore has instituted a volunteer background check process. This process requires a criminal background check for any volunteer that is accompanying a school group on an overnight field trip or is working with students in an environment out of sight and sound of a district employee. Examples of individuals who do not need a criminal background check include, but are not limited to, playground volunteers (as long as there is a regular teacher or aide on the playground), an individual volunteering in the regular classroom, or any volunteer under staff supervision. Background checks will be conducted only on those individuals authorized by the building principal and will be completed at the District Offices. Volunteers may be required to pay for their background check.

VOLUNTEERS

Volunteers will be permitted at the discretion of the principal.

All classroom volunteers are under the direction of the teacher and are asked to honor their commitment with punctuality and attendance. Each volunteer area will have specific guidelines and contingency plans in the event someone is unable to fulfill their responsibility on a particular day. Volunteers must maintain the confidentiality of the educational setting related to student academic and behavioral issues and must not divulge information of this nature to any individual or group with the exception of the teacher in charge or other appropriate personnel. Discussing individual staff members or programs in a critical manner is inappropriate. When volunteering in the classroom, media center, or on a field trip, it is inappropriate to bring younger children. The volunteer's attention must be totally directed to the task at hand. When performing duties and questions or concerns arise, volunteers should consult with the person in charge at an appropriate time.

Volunteers should be a positive example and role model for the children by being aware of verbal and nonverbal communication. Cell phones should be turned off or put on vibrate.

WORK CERTIFICATES

Students, ages 14-18, are required to have a work certificate on file when employed either part-time or full-time. Application and instructions for this certificate may be obtained in the Main Office from 7:30 am – 3:30 pm.

SYCAMORE COMMUNITY SCHOOLS STUDENT CODE OF CONDUCT

While Sycamore embraces the Positive Behavior Intervention and Support framework for encouraging desired behavior, student accountability is imperative in teaching our children to be responsible citizens. The Sycamore Student Code of Conduct identifies in greater detail the expected behavior of students while in our classrooms, on our campus, and attending our events. Positive acknowledgement of these expected behaviors is an essential component in the PBIS framework, and is embedded in our culture. However, when students are not able to demonstrate expected behaviors, we believe in a restorative approach. This may include re-teaching of the expected behaviors, considering the impact of the behavior on others and our culture, and considering opportunities to make amends. Additionally, consequences may be administered for inappropriate or unexpected behavior. Administrators may exercise discretion in determining appropriate consequences for inappropriate behavior. Prior history, seriousness of the offense, and individual student circumstances will be taken into consideration by the administrator.

The violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary actions, including, but not limited to, suspension, and/or expulsion. This Code and its provisions shall be applicable on school property, including buses and at any school sponsored activity. Students with disabilities may be subjected to disciplinary action for violations of the Student Code of Conduct consistent with applicable Federal and State statutes (orc. 3313.661 and 3312.662) regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

Alcohol, Drugs, or Narcotics, THC and CBD products:

A student shall not possess, handle, transmit, conceal, use, smell of, or consume any alcoholic beverage, drug (prescription and over-the-counter), inhalant, or narcotic except as prescribed by a duly licensed medical practitioner and registered with the school nurse or principal, nor shall a student possess, transmit, conceal, or use any counterfeit drug, rolling papers or other drug paraphernalia, or narcotic. A student shall not allude to possessing or providing, attempt to sell, distribute, trade, or provide alcohol, drugs, narcotics, THC/CBD products to another student. Students are not permitted to present, reference or simulate the use of alcohol, drugs, narcotics, THC and CBD products using lookalike, imitation, or simulated products. A student is not permitted to possess or use electronic devices or accessories utilized for storage, possession or consumption of alcohol, drugs, narcotics, thc, or cbd products including but not limited to vape devices, chargers, pods, vaporizers, tanks, coils, oils, and cartridges.

Assault:

A student shall not assault or cause physical injury or mental anguish or behave in such a way that could cause physical injury or mental anguish to school personnel, other students or visitors. Hazing in any form is forbidden.

Academic Dishonesty:

A student shall not possess, sell, transmit, or receive any test information or other information that is meant for individual completion or preparation. Nor shall a student plagiarize or present another person's work as his/her own. Could be subject to grade reduction.

Cell Phones

Cell phones may not be heard or visible during instructional time--unless directed to do so by the classroom teacher or designee. Except for instructional and educational purposes and at the explicit approval of the teacher or designee, cellphones and ear/headphones should be put away as soon as the bell rings for class. Please refer to board policy [JFCK](#).

1st Offense	Warning issued to the student, cell phone confiscated and turned in to the front office. Parents/Guardians will be notified.
2nd Offense	Parent/Guardian responsible for picking up the phone.
3rd Offense	Detention and parent/guardian responsible for picking up the phone.
4th Offense	Saturday school and phone will be held by administration for one week. Parent/guardian responsible for picking up the phone after one calendar week.
5th and Subsequent	Repeated violations are considered insubordination and will result in more serious consequences. Parent/Guardian responsible for picking up the phone.

Classroom Disruption: A student shall not engage in any activity that interrupts, interferes, or prohibits the learning of themselves or others in an instructional setting.

Creating a Hazardous/Unsafe Situation: A student may not engage in any activity that knowingly or unknowingly may cause a hazardous situation for students, staff, or the community while on school property or at school sponsored events.

Damage or Destruction of Property:

A student while under the jurisdiction of the school shall not deface, damage or destroy, or attempt to deface, damage or destroy, school or private property. Disciplinary action may include restitution.

Disrespect/Provocation:

Students are expected to be courteous, considerate, and solve problems peacefully with all students and staff. Students shall refrain from the use of profane or obscene language, motions, signs, electronic or written messages, and derogatory comments based on race, religion, gender and/or sexuality. Students are expected to be honest and truthful. Students are expected to honor the reasonable requests of their peers and adults.

Disruption of School: A student shall not engage in any activity that requires the daily operations of the school to be significantly disrupted or halted. Including but not limited to; disruptions resulting in student's being removed from their intended building locations, administrators coordinating large scale responses to reported student code of conduct violations, and disruptions requiring law enforcement response.

Dress Code: Appropriate attire should ensure the health, welfare and safety of all members of the student body and promotes a positive image of our students and the schools. Any form of dress or grooming that attracts undue attention, disrupts the learning environment, or violates the previous statement is unacceptable. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Dress and grooming will be such as not to disrupt the teaching-learning process nor infringe upon the rights of others.

Electronic Equipment:

Students are not permitted to use electronic devices that cause disruption to the educational process or school functions.

Extortion:

A student shall not borrow or attempt to take money or anything of value from another person by using intimidation or threat, real or implied.

Falsifying Information/Lying In An Investigation: A student shall not knowingly report or provide details in an investigation that are false, embellished, or inaccurate for the purpose of misleading the administration in an investigation, as retaliation towards peers or staff, to or to protect themselves or others in an investigation.

Fighting, Physical Altercation, Horseplay: A student may not engage in a physical exchange with another student that may, or does, cause physical discomfort or harm with other students.

Forgery:

A student shall not write the name of another person or alter the date, time, grade, or other data on any school form or on correspondence directed to the school.

Gambling:

A student shall not engage in any act of gambling including but not limited to in person or online gambling activities.

Gangs:

A student may not wear, carry, or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in activities which intimidate or negatively affect other students.

Harassment, Intimidation, Bullying, and Dating Violence: Definitions of hazing, harassment, intimidation, or bullying are found in the Bullying and Hazing Policy.

Insubordination:

A student shall not fail to comply with the directive of authorized school personnel during any period of time when the student is under the authority of the school.

Motor Vehicles:

A student shall not operate any motor vehicle in a reckless or dangerous manner on school property. A student shall not park in any area other than the student parking lot. Student vehicles are subject to search and therefore should remain free of illegal and prohibited items as described by this code of conduct as well as the law. Students must park in their school assigned, designated spot, with permit displayed. Permits are non transferable.

Public Display of Affection: Students will refrain from any form of physical contact between couples that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as onlookers.

Public Indecency:

A student shall not uncover or expose parts of the body which are regarded as private.

Theft:

A student shall not remove, have in his/her possession, or take property belonging either to the school or another individual.

Threats/Intimidation: A student shall not act in a way, through written, electronic, or physical communication the desire, intent, or possibility of causing harm to another student. Harm is defined as physical, mental, social or emotional damage to a person, property, social standing, opportunities, or any extension of the person that has importance.

Tobacco/Nicotine or Tobacco Simulating Products:

A student shall not use or possess tobacco or nicotine/tobacco-simulating products in any form including but not limited to cigarettes, cigars, clove cigarettes, e-cigarettes/vaporizer pens, chewing tobacco, snuff and any other tobacco. A student is not permitted to possess or use electronic devices or accessories typically utilized for nicotine including but not limited to vape devices, chargers, pods, vaporizers, tanks, oils, coils, and cartridges. Students are not permitted to allude to or insinuate the use of tobacco/nicotine or tobacco simulating products.

Trespassing/Loitering:

A student shall not enter a school building or school grounds or school sponsored event where the student is not authorized to attend. Students are not permitted on school property before or after operating hours without specific purpose or permission from a school official to attend or participate in ~~is~~ a supervised school approved activity.

Truancy:

A student shall not be absent from school or from a class except for the reasons provided by Ohio Revised Code and confirmation by the parent or guardian. Excessive unexcused absences may result in referral to a student attendance intervention meeting and/or in truancy charges being filed with the Hamilton County Juvenile Court.

Unauthorized/Inappropriate use of Electronic Devices: In accordance with the Acceptable Use Policy for technology, unauthorized, illegal use of computers, software, access to computer networks, telecommunications and related technologies; or being involved in willful acts that cause physical, financial, or other harm, or disruption of information technology in any manner by the student is prohibited. Students are not

permitted to use personal devices on school grounds to engage in illegal, unwelcomed, or illicit contact with others. Students may not use the district network to engage in illegal, unwelcomed, or illicit contact with others. Using extensions, apps or software that bypass district filters or programs is not permitted. The Acceptable Use Policy is expected to be followed 24/7, whether the device and/or account is on or off Sycamore's campus. The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language, that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial and/or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. 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.

14. 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 read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, their immediate supervisor or building administrator.

For more information please see board policy [EDE](#)

Weapons or Explosives:

A student shall not possess, handle, transmit, or conceal any weapon or object capable of causing injury to another person, including but not limited to chains, guns, knives, ice picks, brass knuckles, objects that propel projectiles, lighters, matches, firecrackers, smoke bombs, fireworks and chemicals or other look alike objects which could be construed as causing harm.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Other:

A student shall not engage in any other activity which the pupil knows or may disrupt the academic process or a curricular or extracurricular activity.

Adopted by the Sycamore Board of Education: 8/76, 5/83, 4/85, 7/88, 8/91, 5/93, 7/97, 6/98, 5/03, 6/13, 9/17, 2/23.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

The Board does not tolerate hazing, harassment, intimidation or bullying of any student on District property or at any school-sponsored event, regardless of whether the event occurs on or off District 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 hazing, harassment, intimidation, dating violence and/or bullying will not be tolerated by students, staff or administration.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational

environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because they file a grievance or assist or participate in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Please see board policy [JECF-R](#) for school personnel responsibilities and complaint procedures.

SEXUAL HARASSMENT (TITLE IX)

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972

and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Please refer to board policy [ACAA](#) and [ACAA/R](#).

The Board designates the following individual to serve as the District's Title IX Coordinator:

Name/Title: Meghan Lawson, Assistant Superintendent

Address: Sycamore Community Schools, 5959 Hagewa Drive Cincinnati, OH 45242

Phone: (513) 686-1700

Email: lawsonme@sycamoreschools.org

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual

harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying procedure. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

DISCIPLINE CONSEQUENCES

Learning communities that are successful are those in which students and staff respect each other and share a common purpose toward excellence. An orderly and properly behaved student body is an essential component in order for everyone to be successful. Clear expectations for behavior and consequences for poor choices help to maintain the environment and our mission of excellence. While Sycamore embraces the Positive

Behavior Intervention and Support framework for encouraging desired behavior, student accountability is imperative in teaching our children to be responsible citizens. Students who violate the Code of Conduct will be held accountable through disciplinary responses that promote behavioral change while also educating the child. Based on the severity of the offense, the final determination of a disciplinary consequence is at the discretion of the Administration. This code of conduct applies to all Sycamore High School events, facilities, campus locations, and any other venue or activity that is sponsored by Sycamore Community Schools.

Consequences Utilized By Administrators (Not Limited To)



SUSPENSION/EXPULSION

Out of School Suspension

A student may be suspended from school for up to 10 days. A suspended student is not allowed on school grounds or permitted to attend or participate in any school activities. In accordance with Ohio law any student that misses class for a suspension is allowed full make up privileges for assignments missed for-at least partial credit. Appeals to suspensions should be done first through contacting the building principal and making an appointment. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. For additional information please see board policy [JGD](#).

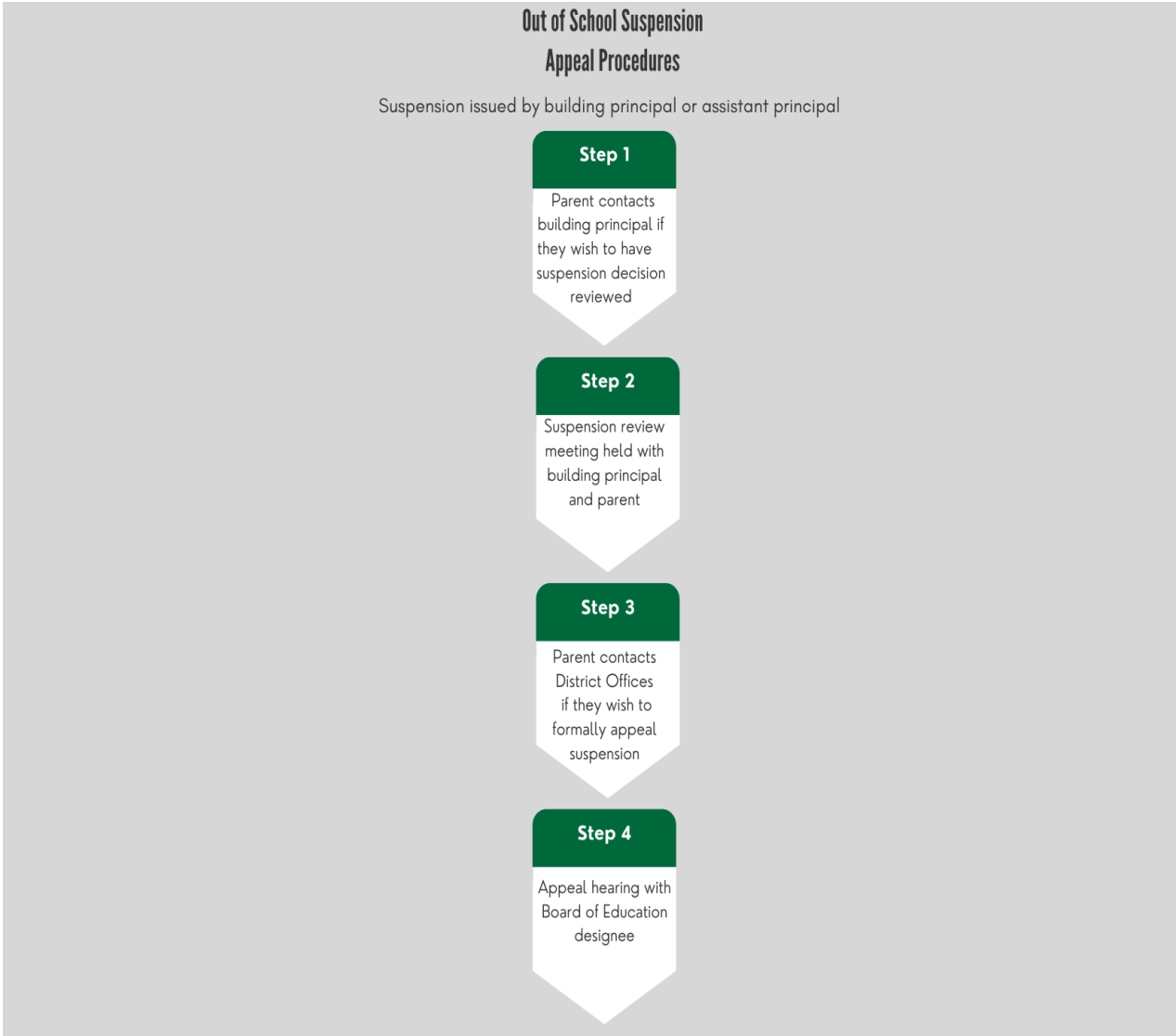
IN SCHOOL SUSPENSION

Academic Achievement Center (AAC) is used in place of ISS to create a positive and supportive environment that focuses on improving behavior through personalized learning, restorative practices, and support for the individual student.

Expulsion

Only the superintendent may expel a student from school. The length of an expulsion may be for any length of time, up to and including eighty (80) consecutive school days. A student who may have committed a serious offense or continued and chronic repeated offenses may be recommended for expulsion. An expulsion hearing will then be set up at the Sycamore Community Schools Board of Education office in accordance with student due process procedures.

Out of School Suspension Appeal Procedures



Expulsion Appeal Procedures

Suspension for 10 days, with recommendation for expulsion, issued by building principal or assistant principal

Step 1

Expulsion hearing with District Office administration, building principal, and parents within 10 days of issue

Step 2

Recommendation made to superintendent on how to proceed

Step 3

Superintendent makes final decision based in recommendations

Step 4

Parent contacts District Offices if they wish to appeal

Step 5

Appeal hearing with Board of Education designee