SYCAMORE
COMMUNITY SCHOOLS
Our students. Our future.

Grades PreK-6 2025-2026 Student-Parent Handbook

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

BE A PROBLEM SOLVER

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.

Blue Ash | Maple Dale | Montgomery | Symmes | Edwin H. Greene

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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.

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

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

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ACADEMIC OVERVIEW

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. Students are expected to complete their own work and avoid using AI tools to complete assignments without proper attribution and specific permission. Using AI to plagiarize or misrepresent work as one's own is considered academic dishonesty and will result in disciplinary action.

Fees

An academic fee may be charged to offset the cost of consumable instructional materials (workbooks, art and science supplies, etc.). Fees can be paid online using Mastercard or Visa through PaySchools or by check payable to Sycamore Community Schools. The **Academic Fee** is $40.00 per student. Fees will be collected at the beginning of the school year. 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.
Students participating in the federal free and reduced price lunch program will receive a waiver of student academic and extracurricular fees.

Grading/Report Cards

Report cards are sent home at the end of every quarter (approximately 45 days). Special subject report cards will be given at the end of the 2nd and 4th quarter. Interim reports will be sent home following the midpoint of the grading period at the discretion of the teacher. The procedures used for communicating student progress on daily assignments will vary among the teaching staff. Parents can access student grading information via Parent Portal. (See Parent Portal section of handbook) 24 hours a day, 7 days a week. 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. Parents are always welcome to contact the teacher when questions or concerns arise regarding a subject or a student. The recommended grading scale is:

90-100 =	A
80-89 =	B
70-79 =	C
60-69 =	D
59 and below	F

In grades PK-2, Sycamore Community Schools utilizes a standards-based report card to report student progress. The grades are reported as follows:

An 'M' stands for Mastery. This indicates that the student demonstrates academic achievement and/or engagement characteristics that meet expectations for this grade level. Student consistently applies the learning standard at an independent level or with minimal teacher support and guidance.

An 'A' stands for Approaching. This indicates that the student demonstrates progress toward meeting academic achievement and/or engagement characteristic expectations for this grade level. Student

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demonstrates inconsistencies in applying behaviors, concepts and skills. Student requires additional teacher support and guidance. It is expected that progress will continue.

A 'D' stands for Developing. This indicates that the student demonstrates emergent learning toward academic achievement and/or engagement characteristic expectations for this grade level. Student demonstrates inconsistencies in applying behaviors, concepts and skills. Student requires individualized support and/or additional learning experiences. It is expected that progress will continue.

An 'E' stands for Exceeding. This indicates that the student demonstrates academic achievement and/or engagement characteristics that exceed what is expected for this grade level. Student consistently applies the learning standard independently, across disciplines and in a variety of settings.

X = Exempt
NA = Not assessed at this time
Shaded Area = Not evaluated at this time

Computers and Network

The Chromebook is the preferred device chosen by Sycamore Community School District. It will allow the school district to monitor student use at school in accordance with state law and push out applications that students can use for classwork. The Chromebook was chosen for numerous factors including its lightweight, long battery life, integration with Google Apps for Education and security. School-issued Chromebooks will contain additional services and filters that non-district purchased Chromebooks will not. 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.

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.

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School Supplies

Parents must provide school supply items that are outlined on school supply lists, available at each school and online at **www.sycamoreschools.org**.

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. If a student will be absent from school, or requires an early dismissal a parent/guardian should email:

   BA - **baattendance@sycamoreschools.org**
   MD - **mdattendance@sycamoreschools.org**
   MT - **mtattendance@sycamoreschools.org**
   SY - **syattendance@sycamoreschools.org**
   GR - **ehgattendance@sycamoreschools.org**

   or call **Attendance Line for All: 513.686.1707**) to report the absence before 10:10 a.m for elementary or 8:50 a.m for Greene on the day of the absence. Absences permitted per board policy, will be marked as "excused."
2. If the school was not notified about an absence, notification must be provided to the Attendance Office upon return to school with the following details:
   a. Student Name
   b. Date(s) of absence
   c. Reason for the absence
   d. Parent/guardian phone number
   e. Parent/guardian signature
   f. Without notification, the absence will be considered unexcused
3. Students who are absent due to a doctor's appointment are encouraged to provide a note from the physician/medical provider upon return in order to medically excuse the absence.

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4. Students who are absent without notification to the school will be marked as “unverified.” Unverified absences are considered unexcused. Unverified absences will prompt an automated phone notification to the parent/guardian within 120 minutes of the start of the school day.

Repeated truancies may result in truancy charges with the Hamilton County Juvenile Court. Please refer to board policy JED and JED-R.

Extracurricular Activities

A complete listing of all the activities and clubs that students can join is provided at the start of the school year. 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.

Extracurricular Activities Attendance

Students who miss an entire school day are not eligible to participate in extracurricular activities. Religious expression days, as outlined by board policy JEDC and Ohio law would not prohibit participation in extracurricular activities. If special circumstances arise preventing school attendance, families may reach out to the building principal for consideration.

Field Trips

Sycamore recognizes that there are multitudes of learning resources outside of school walls that can enhance education through hands-on, meaningful experiences. Therefore, field trips that are educational in nature may be arranged.

Field trips are not to be considered “outings” or days off from school. They are, in fact, extensions of the curriculum and of the school. Therefore, all field trips will be educational in nature and will be related to the subject matter and the objectives of instruction at a particular grade level. Field trips are lessons. Appropriate instruction will precede and/or follow each field trip.

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No student will be allowed to participate in a field trip without the permission of a parent and a completed "Medical Authorization" form in Final Forms. Written permission slips will be sent home by the classroom teacher several days prior to the trip. Parents should sign and return the permission slip promptly. Parents acting as chaperones will be asked to cover costs associated with field trips for him/her. Background checks will be required for chaperones if they will be accompanying students "out of sight and sound" of a Sycamore employee. (Also see "Volunteer" section)

For more information, please see board policy IICA/IICA-R.

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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.

This Code of Conduct is adopted by the Board of Education pursuant to sections 3313.661 and 3313.662 of the Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in the accompanying regulations is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1) misconduct by a student that occurs off school district property but is not connected to activities or incidents that have occurred on school district property; and
2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee.

Students with special needs may be subjected to disciplinary action for violations of the Student Code of Conduct consistent with applicable Federal and State statutes.

Code of Conduct Violations

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.

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Cell Phones/Electronic Devices:

If children bring cell phones and electronic devices to school they must be turned off and must be kept in backpacks at elementary schools and lockers at Edwin H. Greene Intermediate, unless given permission by a school official and used for instructional purposes only. Specific guidance regarding ear/headphones will be provided by the building principal. Smart watches, tracking devices, and listening devices are prohibited. If cell phones or electronic devices are seen or heard during the school day, they will be kept in the front office until a parent comes to school to retrieve it. The school is not responsible for devices that are lost, stolen or broken. Please refer to board policy JFCK and the code of conduct.

Disruption of Classroom:

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.

Dangerous Physical Contact:

A student shall not engage in physical contact with another individual in a manner in which injury could be incurred or safety of staff or students is compromised including but not limited to; physical person to person contact, use of an object to make physical contact with another, or improper use of objects or property that could result in injury or harm to another.

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. Any form of dress or grooming that attracts undue attention, disrupts the learning environment, or violates the previous statement is unacceptable. 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. 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.

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Extortion:
A student shall not borrow or attempt to take money or a thing 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:
In accordance with policy, a student shall not verbally, non verbally, or physically threaten, harass, coerce or menace another person in any manner including electronically transmitted photos. 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.

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.

Skipping/Out of Assigned Area:
Students are expected to be in their designated or assigned space within the school building at all times. Students out of their assigned area are only permitted to do so with specific permission from school officials. Students are not permitted to leave school grounds without explicit permission and by signing out and following the outlined procedures for leaving school grounds.

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

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Threats/Intimidation:

A student shall not act in a way, through written, electronic, verbal 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.

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 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.

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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.

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Other:
A student shall not engage in any other activity which the pupil knows or should know will 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

Discipline Consequences

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. Per Ohio Revised Code, students in grades PreK-3 may be suspended from school in the event that they pose significant danger. For additional information, including information about appeals, please see board policy JGD.

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 have chronic repeated offenses may be recommended for expulsion. An expulsion hearing will then be set up at the Sycamore Community Schools District office in accordance with student due process procedures. For additional information, including information regarding appeals, please see board policy JGE.

Emergency Removals
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 in accordance with Board Policy JGDA.

A student in grades Pre-K - 3 may be removed only for the rest of the school day and shall return the next day. No written notice or hearing is required for these removals and returns the next day for students in grades Pre-K-3.

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.

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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

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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 JFCF-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).

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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

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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.

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) 513-6861700
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.

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COMMUNICATION AND SOCIAL MEDIA

Birthdays

Students often like to celebrate their birthday with their classmates. Parents **must** contact the child's teacher prior to making any birthday celebration arrangements or bringing in items or snacks to share to be made aware of student allergies and the number of students in a class. Due to student allergies, certain foods, and balloons are not permitted in school or certain classrooms. As an alternative, we ask parents to consider donating an indoor recess game or a book to the Media Center. A special bookplate commemorating the child's birthday will be added to the book. Invitations to birthday parties outside of school are not to be distributed at school unless the entire class is invited.

Lost and Found

To help students when they misplace items, it is advised that parents write a student's name on clothing, backpacks, and lunch containers. Each school also has a "lost and found" for misplaced items. Students should check this area from time to time to see if he or she has misplaced an item of importance. Articles of value such as eyeglasses, watches, jewelry, keys, calculators, electronic devices, retainers, etc. will be kept in the front office. Please contact the school's main office if you or a student is missing one of these items. Any items not claimed will be donated to a local charity at **Winter Break, Spring Break**, and the **end of the school year**.

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

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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.

The district, school administrators, and staff use Remind to send text messages, push notifications, and emails to families. Families can customize their notification and delivery preferences, as well as their preferred language, by logging into their Remind account, which is automatically created by the district upon enrollment.

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.

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.

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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;

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- 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.

Parent Portal

Parent Portal is a portion of the Sycamore Community Schools website that allows parents to play an active role in their child's education 24 hours a day, 7 days a week.

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

- access report card grades and test scores
- 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 email helpdesk@sycamoreschools.org.

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Problem-Solving Support

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.

Recess

When the weather permits (no rain, no ice or snow accumulation and temperatures above 20 degrees Fahrenheit considering the wind chill factor), all students will be taken to the playground with their class during recess times. Parents should ensure children are dressed appropriately for the weather. During recess, students are supervised by school personnel. When a parent feels it absolutely necessary that a student not go outside due to illness, parents must send a note to the teacher expressing their request.

School Closing 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 canceled
- Afternoon Preschool classes will operate as usual
- Morning kindergarten will be canceled
- Afternoon kindergarten classes will begin at 12:50 p.m. and end at 3:45 p.m.
- Champions 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).

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.

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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 this 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.

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 on our website: student health handbook.

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 allergies. 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, individually packaged, and 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.

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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 every time 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.

Hearing and Vision Screening

Vision and hearing screening tests are given by 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.

Immunizations

The Ohio Department of Health requires that students have proper immunizations. 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.

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, the school nurse must have on file the appropriate Physician/Dentist Medication Orders and/or signed medication administration form in alignment with district policies. Such orders are also needed for students to carry inhalers or Epi-Pens (epinephrine auto-injectors) and seizure medications. The medication administration form is available in Final Forms. For more information, please talk to your school nurse or review the Student Health Guidelines, 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 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.

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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.

For information about over the counter medication, please talk to your school nurse or review the Student Health Guidelines, available at each school and online at www.sycamoreschools.org.

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.

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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.

Cafeteria Information

Breakfast, lunch, snacks, and beverages are available to purchase for all students each school day. Students may also bring their lunch to school, providing no glass containers are sent to school.

Thanks to our point-of-sale system, students in Sycamore Community Schools can purchase school meals or a la carte items by simply entering their student identification number into a Personal Identification Number pad, which immediately and confidentially alerts the cafeteria cashier of the child's food allergies, eligibility for federally-funded free- or reduced-price meals, and the student's account balance. The cafeteria staff can ~~also~~ look up a student's identification number if the ID number is forgotten.

The point-of-sale system also makes district cafeterias more efficient as sales transactions are streamlined and Child Nutrition Supervisors or the Child Nutrition Office can provide parents with a report of meal transactions. Parents can also add funds to their child's meal account online using Mastercard or Visa through Parent Portal, thus eliminating any concerns associated with students handling paper money and eliminating the possibility of losing a check. For help in creating a Parent Portal account, contact the Technology Department at 513-686-1790.

For those who do not wish to add funds online, students can continue to visit the cafeteria before school if they have cash or a check to add to their accounts. Checks should be made payable to Sycamore Child Nutrition Services. At the end of the year, money remaining in a student's meal account will automatically roll over to the next school they attend. If a student leaves the district or graduates, the remaining balance will be refunded when requested.
Parents who have questions regarding the foodservice program, lunch menus, point of sale system, or daily lunch activity, or food choices being offered, should see our website at www.sycamoreschools.org or call Child Nutrition Services at (513) 686-1796.

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Meal Charge Procedure

For meal information, please refer to our website: Child Nutrition Services

For more information, please see board policy EF/EFB.

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SAFETY

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:

> **For security reasons, we do not publish this information. You will be notified directly by your student's school if building unification is needed.**

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.

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** once a month
-**Tornado drills** once a month
-**Lockdown/Intruder Response** once a quarter

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.

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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.

Lockers/Cubbies

All school lockers/cubbies 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. 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. Please refer to board policy JFG and JFG-R.

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 as well as on the district's social media pages In addition, Sycamore parents/guardians will receive a recorded call and text 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 Property

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

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.

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Surveillance Equipment

Sycamore Schools plans to electronically access and monitor student's school-issued devices for permissible reasons as outlined in Senate Bill 29. Additional information can be found in the annual notice provided in Final Forms. 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.

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 digital visitor badge 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.

Volunteers

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 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 not allowable. 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.

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TRANSPORTATION

Students participating in transportation being provided by Sycamore Community Schools will abide by the Student Code of Conduct. Additional expectations specific to school transportation are outlined in the Transportation Guidelines. These guidelines are established in accordance with Ohio Administrative Code 3301-83-08 and can be found on Final Forms and in board policy EEACC and EEACC-R. Violation of these guidelines can result in disciplinary action to be assigned by building administration.

Responsibility of Parents/Guardians:

1. Parents/Guardians are responsible for the safety and supervision of their student(s) to and from the designated bus stops and while the student(s) are waiting for transportation.
2. Parents/Guardians will ensure that their student(s) are at their bus stop at least five minutes prior to the scheduled bus arrival time. Please note that drivers may not wait for a student not at the stop because of the impact it will cause on the rest of the route.
3. Parents/Guardians will ensure that student(s) will ride their assigned bus and exit the bus at their designated stop.

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. Students who ride bikes, use rollerblades, or skateboards to get to and from school must wear a helmet. Students who have their parents' permission may ride their bicycles to school if the school permits it. Some schools have bike racks to enable students to ride a bike to/from school. Elementary students who choose to ride a bike to school need adult supervision therefore it is recommended that elementary students are not permitted to ride bikes to school.

Parking/Driving On School Property

Parking in places other than designated parking spots is not permitted. Use caution when parking and walking through parking lots when school buses are in the parking lots. Do not drive through playground or school driveway areas when buses or students are in the vicinity. Drive slowly through parking lots at all times.

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STATEMENT OF PURPOSE

Welcome & thank you for choosing Sycamore Preschool! We are proud to be an early childhood program licensed by the State of Ohio Department of Children and Youth. This handbook contains information regarding Sycamore's Preschool Program. The purpose of this handbook is to provide Sycamore Community Schools' students and parents/guardians 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.

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

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

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REGISTRATION AND ENROLLMENT

The preschool lottery process begins in January for the next school year. In February, families will be notified if their child is selected or placed on a waiting list. If selected, families will receive next-step instructions, including a tuition agreement, tuition deposit, and full registration requirements. Children must be 3 years old by August 1 and potty trained unless identified for special education services.

Student Records

All student records are confidential and are protected by the Privacy Act. Only school staff and the child's natural parents/legal guardians have access to the records. In addition, when a child on an IEP withdraws from the school, the student's new school must request school records in writing.

Tuition

Tuition is charged for students without an Individualized Education Plan. Upon acceptance into the Preschool program, a deposit is required at the time of registration to hold the student's spot. The remaining tuition will be charged in monthly installments for October-May payable by the first business day of each month. Failure to pay by the thirtieth day of the month will result in removal from the program. Payment can be made via check or through the district's online payment system.

Refund of one-half the monthly tuition payment will be made if your child is withdrawn from the 1st to the 15th day of the month. No refund will be made if withdrawal occurs after the 15th day of the month. The coordinator of preschool may, in her discretion, authorize full refund of tuition if a student is withdrawn from the program by the mutual recommendation of the parent and district.

Returned Checks

When the district receives a check from a parent that is returned marked "insufficient funds," the Treasurer shall provide an opportunity for the payer to make proper payment (including any returned check charges) or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Treasurer to remove the fee or charge from the District's accounts Receivable and to take appropriate action against the parent/guardians.

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DISTRICT CALENDAR AND ATTENDANCE

Hours of Operation

The district program has classrooms at both Symmes Elementary and Blue Ash Elementary and operates Monday through Thursday. Morning sessions run 9:10–11:50 a.m., and afternoon sessions run 1:15–3:55 p.m. Busing is provided for all preschool students, with session times determined by each student's future elementary school of attendance.

Sycamore Preschool operates on the same calendar as the Sycamore School District.

When the district is closed, Preschool classrooms are also closed. Please see the academic calendar located on the district website.

Attendance

Regular attendance is essential for successful school achievement. Therefore, students are expected to attend class on a regular basis. **Email or call your child's teacher to report an absence.**

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, as well as on the district's social media pages. In addition, Sycamore parents/guardians will receive a recorded call and text 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 Closing and Delays Due to Inclement Weather

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

School Opening is Delayed:

- Morning Preschool classes will be canceled
- Afternoon Preschool classes will operate as usual

If schools are delayed or closed, the district will inform all media and place an announcement on the district website (www.sycamoreschools.org), and the district Facebook page (www.facebook.com/sycamoreschools).

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OUR PRESCHOOL PROGRAM

Curriculum and Instruction

Our program is committed to providing a high-quality educational experience for every child. To achieve this, we implement a research-based curriculum (FrogStreet) that guides our daily activities and long-term learning goals. Our educators use this curriculum, along with insights from ongoing assessments, to provide purposeful and intentional activities tailored to children's individual needs and development. We continually use assessment data to adjust and refine our instruction to ensure it remains relevant and effective.

Daily Schedule

- Arrival in Room –Unpack/wash Hands/Table Top Warm up–20 minutes
- Greeting Circle/Morning Message -10 minutes
- Music/Movement-10 minutes
- Practice Centers/Restroom Breaks–30 minutes
- Whole Group–10 minutes
- Wash Hands/Snack/Pack up–20 minutes
- Recess/Gross Motor/Indoor STEAM/Dismissal-20 minutes

Formal Child Assessment

To monitor your child's developmental progress across all domains, we conduct a comprehensive formal child assessment (Early Learning Assessment) twice annually. The results of this assessment are shared with you, the parent, to provide a clear picture of your child's strengths and areas for growth. This is a critical step in our partnership to support your child's success.

Child Screening and Follow-Up

Within the first 60 days of enrollment, and annually thereafter, your child will participate in a comprehensive screening using a standardized tool (Sycamore Curriculum-Based Assessment and Acadience Preschool Early Literacy Indicators). This screening is a brief check to identify any potential developmental needs.

The results of the screening will be shared with the family within 30 days of the screening being completed. If the screening suggests a need for further evaluation or support, we will refer the child to our intervention team within 60 days of the screening date. We will then follow up with you within 30 days from the date of referral to support the next steps. We are dedicated to the early identification of needs and ensuring every child receives the support necessary to thrive.

Parent/teacher conferences are held twice a year to allow families an opportunity to share any concerns or celebrations with their child’s teacher.

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CLASSROOM DESCRIPTIONS

Our preschool program offers a full continuum of settings with classrooms ranging from general education through specialized programming. Each classroom has typically developing students and children who have special needs. There is at least a licensed teacher and a teaching assistant in each preschool classroom. The licensed teacher is a college graduate and holds certification/licensure as required by the State of Ohio. The classroom teacher and teaching assistant work closely to plan and provide learning experiences for young children. Occupational Therapists, Physical Therapists, Speech/Language Pathologists, and Psychologists are also available to support children who have identified special needs. Typically developing children in the Sycamore Preschool classrooms must be able to function and care for themselves in a large group setting and must be toilet-trained. Children receiving special education services are not required to be toilet-trained.

The following is a list of our offerings:

Specialized Classroom

This classroom serves our students with significant communication, sensory, adaptive, and safety awareness needs. The teacher is an early childhood intervention specialist and provides general education and specially designed instruction to students. There are no more than 8 students in this classroom.

Integrated Classroom

The integrated classroom serves both typically developing students and students receiving special education services. The teacher is duly certified as an early childhood intervention specialist and PreK-3 general education teacher. The teacher provides the general education and specially designed instruction to students. There are no more than 16 students (50% are typically developing, while up to 50% receive special education services).

General Education Classroom

The general education classroom serves both typically developing students and students receiving special education services. The teacher provides the general education curriculum to students. An early childhood intervention specialist provides the specially designed instruction to identified students. There are no more than 16 students, with 10 students typically developing, and up to 6 identified students may be placed in this setting.

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SAFETY AND SECURITY

Sycamore Preschool Programs adhere to the guidelines set by the Ohio Department of Education with regard to student/staff ratios, required in-service trainings and professional development, and employee recruitment. We strive to provide the most efficient and appropriate supervision to all of our children in order to maintain a safe environment. The preschool staff is recruited, employed, assigned, and evaluated in accordance with adopted Sycamore Board of Education policies and without discrimination on the basis of age, race, national origin, sex, or disability. Preschool staff must pass a criminal background check as required by the State of Ohio law and maintain an up-to-date licensing file.

Nondiscrimination Policy

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 individuals to serve as the District's compliance officers: Name/Title: Mark Zimmerly, Director of Operations and Lisa Zelvy, Director of Pupil Support Services. Address: Sycamore Community Schools, 5959 Hagewa Drive Cincinnati, OH 45242 Phone: (513) 686-1700 Emails: zimmerly@sycamoreschools.org and zelvyl@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.

Emergencies

Emergency medical forms will be kept on file in the Nurse's Office, and a copy of each will be given to the staff members. Parents/guardians or other responsible adults listed on the emergency forms will be contacted in case of emergency. **PARENTS/GUARDIANS ARE ALWAYS CONTACTED FIRST.** The State of Ohio, Department of Education requires that **three** contacts and numbers be listed on every registration form. Sycamore School District will periodically request an updated form be completed to ensure accuracy due to moves, changes in employment, etc.

Drop Off and Pick Up Procedures

Drop-off and pick-up procedures will be shared by preschool teachers.

***If you are late arriving, please sign in at the front office, and a preschool staff member will come and escort your child to their room. If you need to pick your child up early, please sign in at the front office, and a preschool staff member will be called to bring your child to the office.

***Notification from the parent is required when a change (i.e., time, mode) occurs in your child's regular transportation plan. Send a note in your child's backpack or call the school office.

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Statement of Security/Access

All doors to the Preschool will remain locked at all times. To enter the building, visitors must enter through the main door and press the buzzer to the right of the door. A staff member will buzz you in. All visitors must report to the office.

All staff members will wear a picture ID badge. Phones are located in each room for communication with the office. School cell phones or walkie/talkies are used to communicate between the playground and office.

A parent or other authorized individual is **REQUIRED** to come into the building to pick up and sign the child out. Parents/guardians are not to take the child from the playground without being signed out first. No child will be allowed to exit the building on his/her own. If your child is to be picked up by someone other than the individuals listed on your registration form, please notify the child care office in writing. Only emergency telephone notification will be permitted. The childcare office is also to be notified, in writing, if there is an individual who should not be permitted to pick up your child due to court-mandated custody.

DISCIPLINE

Sycamore Preschool follows all guidelines provided by the Ohio Department of Education and Workforce and the Ohio Department of Children and Youth.

The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.
10. The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children's services agency, and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

Safety of Children

- Children will be supervised by a faculty member at all times throughout the day.
- The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and from the outside play area and the classroom.
- Written notification from the parent is required when a change occurs in a child's regular transportation plan. <u>No exceptions will be made to this policy.</u>
- A monthly fire drill will be held.
- Emergency plans are posted in the classrooms in the event of a tornado or fire.

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- A faculty member trained in first aid and recognition of communicable diseases is available at all times. A first aid kit is always on site.
- The school registered nurse is available for students.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations
2. Children will be redirected back to appropriate tasks
3. Providing a structured environment
4. Children are recognized with praise for respecting limits

A child having behavior problems during his/her time in the classroom may:

1. be removed from the group to a designated area
2. for serious or recurrent problems, the parent/guardians will be notified
3. for continuous serious or recurrent problems or infractions, a child's enrollment may be reviewed

FIELD TRIPS, CLASSROOM VISITS, AND PARTIES

FIELD TRIPS

Sycamore recognizes that there are multitudes of learning resources outside of school walls that can enhance education through hands-on, meaningful experiences. Therefore, field trips that are educational in nature may be arranged.

Field trips are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school. Therefore, all field trips will be educational in nature and will be related to the subject matter and the objectives of instruction at a particular grade level. Field trips are lessons. Appropriate instruction will precede and/or follow each field trip.

No student will be allowed to participate in a field trip without the permission of a parent and a completed "Medical Authorization" form in Final Forms. Prior to the field trip, parent/guardians will be given information describing the excursion. All field trips are taken on Sycamore School Buses, or families may choose to drive themselves. A person trained in first aid and CPR, a first aid kit, and all medical and emergency forms will accompany the staff on field trips. All medications for children whose parent/guardians have signed an authorization for the school to administer such medication under life-threatening circumstances will be taken to the field trip site.

Birthdays

Students often like to celebrate their birthdays with their classmates. Parents/guardians **must** contact the child's teacher prior to making any birthday celebration arrangements or bringing in items or snacks to share in order to be made aware of student allergies and the number of students in a class. Due to student allergies, certain foods and balloons are not permitted in school or certain classrooms.

Classroom Visits

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Classroom visits should be scheduled at least 24 hours in advance with the Coordinator of Preschool and your child's teacher. Parents/guardians must sign in and wear a visitor badge. Classroom visits are limited to 30 minutes.

Class Parties

A Homeroom Parent/Party Planner will work with your child's teacher in planning festivities. Parents/guardians may participate by providing snacks and party supplies.

HEALTH AND RECORDS

Health Records

The Ohio Administrative Code requires preschool programs to secure health information from a child's parent no later than the first day of attendance. Upon admission to the program, you should have received the forms that must be completed by your child's doctor. Forms must be updated yearly as physical exams expire each year. Student Health Records are kept securely in the nurse's clinic. In the event of an injury or incident, families will be provided with notification within the same day of the incident. A log of student injuries/incidents is kept in the Coordinator of Preschool's office for licensing purposes.

Medication Policy

We shall administer no medication, vitamins, or special diet without permission from the parent and doctor. In the event that medication must be administered, a Sycamore School District Medication Request Form should be secured from the nurse's office and completed by the child's parent and physician. These forms will be kept in the child's file, with the child's medications, and in the classroom. Sycamore Preschool follows the Sycamore School District Medication Policy.

Snacks

Snacks are provided in the preschool in the morning and afternoon. These are served at no cost to the parent or child. Snack menus are posted in our classrooms. If your child has an allergy, please notify the school nurse and your child's classroom teacher. If you choose to send your child with a drink/snack, please adhere to our nut-free policy.

Sycamore Preschool Snack Menu Rotation

Monday	Tuesday	Wednesday	Thursday
1 cup 1% White Milk Applesauce Cup	1 cup 1% White Milk Cheez It's	1 cup 1% White Milk Fresh Apple Slices	1 cup 1% White Milk Goldfish

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1. A communicable disease chart shall be posted and accessible to all staff members.
2. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group.
3. All parent/guardians shall be notified if their child has been exposed to a communicable disease when applicable.
4. Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent, and the blanket shall be laundered upon discharge of the child. <u>Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian, or person designated by the parent:</u>
    a. Diarrhea
    b. Vomiting
    c. Difficult or rapid breathing
    d. Yellowish skin or eyes
    e. Conjunctivitis (no red eyes/crustiness present to return to school)
    f. Temperature of 100°F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
    g. Unusually dark urine and/or gray or white stool
    h. Stiff neck
    i. ~~No~~ unknown rashes of any kind.
5. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children, and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.
    a. Unusual spots
    b. Sore throat or difficulty swallowing
    c. Untreated, infected skin patch(es)
    d. Severe coughing
    e. Evidence of lice, scabies, or other parasitic infestations
6. No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculicide.
7. Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents/guardians shall be notified of the child's symptoms and behaviors.

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STATE LICENSING

Sycamore Preschool is licensed to operate by the State of Ohio Department of Education. The license is posted in the Coordinator of Preschool's office. A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request. Our licensing record is available from the Department of Children and Youth upon request.

GENERAL INFORMATION

CHILDCAREPOLICY@CHILDRENANDYOUTH.OHIO.GOV

If you have concerns, you may report them to DCY at 1-877-302-2347 OPTION 4.

It is unlawful for the facility to discriminate in the enrollment of children based on race, color, religion, sex, or national origin, or disability.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Concerns, questions or input can be directed to Amber Aldrich-Coordinator of Preschool (aldricha@sycamoreschools.org; 513-686-1740 x1169)

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