

K-4 Student Handbook 2026/2027



**Spencerville Elementary
2500 Wisher Drive
Spencerville, OH 45887**

Welcome to Spencerville Elementary School!

The entire Spencerville teaching and support staff would like to welcome you back to school! We are excited to begin the 2025/2026 academic year and are grateful for the opportunity to educate your child. We believe that all children can learn and will work to create an environment that will lead to academic success.

We invite you to be involved in your child's educational experience. We encourage you to be a part of your child's education by volunteering, attending parent conferences and supporting the guidelines outlined in this handbook. This handbook provides you with all of the information that is needed for your child to have a successful year at Spencerville.

Communication is important, so please do not hesitate to contact me with any questions or concerns you might have. Let us work together to ensure that your child has the best educational experience.

Sincerely,

*Susan Wagner
K-4 Principal*

THE VISION OF SPENCERVILLE LOCAL SCHOOLS

Learning and Growing Together as One School,

One Community, One Purpose

OUR PURPOSE

To prepare students for life-long success by fostering strong academic skills, social-emotional development, technology skills, and career readiness through personalized learning, ensuring students emerge as confident, compassionate leaders ready to excel in a dynamic world.

SPENCERVILLE ELEMENTARY SCHOOL PHILOSOPHY

The purpose of education in the Spencerville Elementary School is to provide students with competent instruction, learning activities, and personal guidance so that each child may develop to the maximum of ability.

Competent instruction will include:

- 1. Mastery of basic skills.*
- 2. Development of the capacity to think.*
- 3. Emphasis on mental, emotional, social and physical growth.*

Students should be given opportunities to develop a sense of social and civic responsibility.

Emotional maturity may be gained by self-discipline, belonging to a group, and finding satisfaction in work well done.

Moral and spiritual values should be emphasized in various classroom activities with concern for honesty, fairness, and kind treatment for other students in the classroom situation.

Individual and group guidance is necessary if children are to know and understand their environment and its effect on them.

In elementary education, there is the permanent responsibility to help the students explore their abilities and interests in order for them to find their goals, purposes and direction in life.

The school curriculum must be responsive to changing local, state, and national needs which in turn are affected by changing conditions. Proposed changes in curriculum and content and procedure should be justified through adequate research, experimentation and practice.

NOTICE OF NONDISCRIMINATION

The Spencerville Local School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender

identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected status in its educational programs, activities, admissions, and employment practices.

Inquiries regarding the District's nondiscrimination policies, Title IX, Section 504, ADA, Age Act, or related grievance procedures may be directed to:

Brian Woods

Superintendent / Civil Rights Coordinator / Title IX Coordinator

Spencerville Local School District

600 School Street

Spencerville, Ohio 45887

419-647-4111 ext. 3205

woods@svbearcats.org

Any person who believes that the District or any of its employees has violated the requirements of Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act, the Americans with Disabilities Act, or other applicable civil rights laws may file a complaint with the District's Civil Rights Coordinator.

Additional annual notices, grievance procedures, FERPA information, PPRA notices, Child Find information, and other federally required notifications are available at www.spencervillebearcats.com under District → Annual Notices.

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BOARD OF EDUCATION

Mr. Spencer Clum
Mr. John Core
Mrs. Elizabeth Klaus
Mr. Clarke Prichard
Mr. Ryan McMichael

ADMINISTRATION

Mr. Brian Woods, Superintendent

Mrs. Jennifer Suddhoff, Treasurer

Mrs. Susan Wagner, K-4 Principal

Mr. John Zerbe, 5-8 Principal

Mrs. Scott Gephart, 9-12 Principal

Mr. Greg Ekis, Athletic Director

Mrs. Brooke Zerbe, K-8 Guidance Counselor

Mrs. Chelsea Schnipke, K-12 Social Worker

Mrs. Tracy Clark, K-4 Secretary

BUILDINGS

Spencerville Elementary (419) 647-4113
Spencerville Middle School (419) 647-4112
Spencerville High School (419) 647-4111

2500 Wisher Drive
Spencerville, OH 45887
Fax (419) 647-5124

Spencerville Schools – Superintendent's and Treasurer's Office
600 School Street
Spencerville, OH 45887
Phone (419) 647-4111
Fax (419) 647-6498

Bus Garage Phone
(419) 647-4113 ext. 3108

www.SpencervilleBearcats.com

SPENCERVILLE ELEMENTARY STAFF		Room
<i>Kindergarten</i>	<i>Mrs. Kayla Mull</i>	<i>202</i>
	<i>Mrs. Amy Schwartz</i>	<i>203</i>
	<i>Miss Lezlie Thompson</i>	<i>201</i>
	<i>Mrs. Suzanne Lyons</i>	<i>200</i>
<i>First Grade</i>	<i>Mrs. Lauren VanVorce</i>	<i>211</i>
	<i>Mrs. Kristina McCormick</i>	<i>205</i>
	<i>Mrs. Carole Hollar</i>	<i>209</i>
	<i>Mr. Josh Buerger</i>	<i>206</i>

Second Grade	Mrs. Kayla James	210
	Mrs. Alyssa Cook	208
	Mrs. Michele Brown	212
Third Grade	Mrs. Jennifer Huber	309
	Mrs. Rebekah Stemen	311
	Mrs. Sydney Koenig	312
Fourth Grade	Mrs. Anna Thompson	304
	Mrs. Tressa Mulholland	310
	Mrs. Rachel Abel	307
K-4 Physical Education	Mr. Shane Falke	Gym
K-4 Music	Mrs. Rebekah Ricker	301
K-4 Art	Mrs. Emma Fosnaugh	103
1-4 Technology	Mr. Mike Graham	300
Intervention Specialist	Mrs. Daniele Hurst	204B
Intervention Specialist	Mrs. Priscilla Willrath	306
Intervention Specialist	Mr. Devon Cook	204A
Title I / Reading Center	Mrs. Jennifer Stephenson	303
Title I / Reading Center	Mr. Trenton Smith	303
Speech Therapy	Mrs. Rachel Koester	Central Office
Psychologist	Mrs. Heidi Hollar	Central Office
Nurse	Mrs. Christina Erickson	Clinic
Cafeteria Supervisor	Mrs. Mrs Abby Stemen	Café
Head Cook	Mrs. Paula Ball	Café
Playground Monitor	Andrea Tucker	
Custodians	Mr. Zach Stemen, Supervisor	

SCHOOL HOURS

8:25 A.M.	(K-4) Busses arrive, students may enter building
	(K-4) Breakfast available
8:45 A.M.	(K-4) Morning Classes Begin
3:35 PM – 3:40 pm	Dismissal K-4 th

Lunch Times

	Regular	1 Hr Delay	2 Hr Delay	3 Hr Delay	Early Release
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Kinder	10:55	11:05	11:10	12:00	10:45
First	11:30	11:20	11:40	12:15	11:35
Second	10:45	11:30	11:55	11:50	11:00
Third	11:50	11:55	12:05	12:35	11:15
Fourth	11:15	10:55	11:30	12:25	11:45

****PLEASE DO NOT PERMIT YOUR CHILD TO COME BEFORE 8:25 AS THERE ARE NO TEACHERS ON DUTY.****

CAFETERIA INFORMATION

Students may purchase their lunch from the school, or bring their lunch with them.

Lunch money is to be sent in an envelope marked with the student's name, grade and teacher. Money will be applied to their account.

K-4 CHARGE POLICY: Once a student has charged three lunches the student will not receive the regular lunch. The student will receive a peanut butter sandwich and a carton of milk. The student will be charged for the carton of milk. The student will be receiving a peanut butter sandwich and a carton of milk until their negative balance is paid in full. To help parents keep a positive balance on their students lunch account they can view the balance through PaySchools on our school website, or you may call the Food Service Supervisor at 419-647-4111 x3206. If your student does have a charge you will be sent home a green charge slip on Tuesdays and Thursdays. There are no charges available for breakfast.

******No exceptions.******

MILK

*Milk will be available in the cafeteria for those children who carry their lunches. The price is **75 cents** per carton. Students on the free/reduced lunch program must pay for milk with their packed lunches; it is not included in the program.*

LUNCH VISITORS

*Students are welcome to have visitors under normal circumstances for lunch during the **first full week of each month**. Visitors should call (419) 647-4113 to make lunch reservations **if visitors are being permitted** and will check-in and check-out with the office. Visitors are not permitted on the playground*

ABSENCE AND ATTENDANCE POLICY

PARENTS: Spencerville Local School District

SUBJECT: Senate Bill 321 Ohio's Missing Children's Act

Absence Reporting – Senate Bill 321

Requires notification of a student's parents, custodial parent, guardian, legal custodian, or other person responsible for the child when the student is absent from school.

State law requires all persons between the ages of six and eighteen to be in school. Regular attendance is vital to success in school and is an indication of the type of worker a person might become. Regular attendance is so important that if one should miss 7.5% or more of the class time the danger of failure and/or loss of credits. It should be evident that it is not possible to make up a class once it has been missed. Tests and other written work may be

made up later with a valid excuse, but the absentee loses lectures, video presentations, etc. It is our judgment that a large part of the value of a course is derived from classroom participation. A student who misses a large amount of school time is missing a vital part of his/her educational experience.

As stated before, development of good attendance habits and a good attendance record is extremely important in preparing for the world of work. Regular and punctual attendance of students enrolled in Spencerville Schools shall be required. This includes a minimum of tardiness to school and class. The following regulations are established to insure that students develop regular attendance habits.

REPORTING AN ABSENCE

Spencerville's Procedure for Reporting an Absence

Step 1: Parent calls in or emails (using the building secretary's school e-mail) reporting that their child will absent, including reason for the absence.

- **Either call the school phone or e-mail the appropriate building secretary via their school e-mail. Personal text or social media outlets will be not accepted.**

Step 2: School calls parent after the teacher reports the student absent if a call has not been received from the parent/guardian.

Step 3: School emails the parent/guardian's FinalForms confirmed email if no one can be reached.

- **Note – if no contact is made on the day of the absence and/or prior to the absence, the absence will be unexcused. There will be a 48-hour grace period upon the student's return to provide a note detailing the date(s) and the reason for the absence or the absence will remain unexcused.**

If you have any questions, please call the office at 419.647.4113.

EXCUSED ABSENCES may be issued for the following:

1. *Personal illness – Doctor's note may be required.*
2. *Doctor's appointment, dental appointment, court appearance, etc. Proof of such appointment may be required.*
3. *Quarantine of home*
4. *Death of a relative. Limited to 5 days unless reasonable cause may be shown by the parent/guardian for a longer absence.*
5. *Illness in the family.*
6. *Vacation – Students who plan a vacation of 5 or more consecutive days during the school year are required to complete a vacation approval form at least two weeks in advance and submit it to the office. Students are required to make up all work missed while they are gone. If possible, assignments can be collected from the teachers by the student prior to leaving. When doing assignments in advance is not possible, students will need to confer with each of his/her teachers to determine when make-up assignments are due.*

To Receive an Excused Absence

Parent/Guardian contact must be made with an excused reason.

Once a student reaches ten full days of absences, he/she may be required to provide a medical doctor's note in order for the absence to be excused.

In the case of excused absences, students will have the same number of periods they were absent to make up the work missed. For example, if a student misses two periods of a class, that student will have two periods starting the period he returns to class, in which to make up all work missed. Failure of the student to make up the work in the time allowed will result in zeroes for the work. If a test was assigned while the student was absent, the one period for each period policy, will be in effect. A teacher or principal may grant an extension of time for make-up at his discretion if he feels there are extenuating circumstances.

UNEXCUSED ABSENCES Include:

1. *Oversleeping*

2. Car trouble
3. Missing the bus
4. Shopping
5. Hair, beauty shop or tanning booth appointment
6. Baby sitting
7. Suspension from class or school
8. Expulsion from school
9. Truancy
10. Other absences not listed as excused

When a Student is Absent:

*The Board of Education believes in the importance of trying to decrease the number of **MISSING CHILDREN**.*

Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The primary responsibility for the supervision of a student rests with his/her parent(s) or guardians(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s) / guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his designee, is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school.

The parent or other responsible person shall be notified by telephone or written notice shall be mailed the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses as well as emergency telephone numbers.

DISMISSAL DUE TO APPOINTMENT

If a parent/guardian wishes to have their student leave the school grounds during school hours, a written request or phone call is to be submitted to the office prior to the dismissal. Leaving school without permission is classified as truancy. A parent/guardian must sign in and sign out throughout the office when their student leaves and returns any time during the school day.

CHILDREN LEAVING SCHOOL

*If a student is dismissed from school in any manner other than by school bus, **he/she is to be dismissed only through the school office.** Parents are to come directly to the office upon arrival in the building.*

*A student will be dismissed only with proper permission from his parent or guardian. **A student will not be dismissed to anyone except a parent** without prior permission from the parent or guardian.*

CHRONIC AND EXCESSIVE ABSENCES / HABITUAL TRUANCY

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering the knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;

- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Chronic Absenteeism

- **Chronic absenteeism** as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts do not have to wait until a child has missed 10 percent of the school year to offer supports to the student and his or her family.

Habitual Truancy

- **Ohio Revised Code Section 2151.011(B)(18) defines habitually truant** students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”
- Districts should keep in mind that truancy is different from chronic absenteeism. Truancy only counts absences without a legitimate excuse. Also, when a child is habitually truant, the district is required to follow several administrative procedures and legal solutions to ensure the student attends school regularly.

PERFECT ATTENDANCE

- In order for a student to be awarded with perfect attendance at the end of the school year, he/she will need to be present all days without and absence and/or tardy, whether excused or unexcused. Field trips, college visits and/or school related events will not be considered as absences.

Excessive Absenteeism

Ohio Revised Code Section 3321.19(C)(1) defines excessive absences as a child of compulsory school age who “is absent without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.” A district should proactively utilize its intervention strategies with students who meet the standard for being excessively absent so that the district can get the student the support he or she may need to get to school every day to prevent the student from becoming truant.

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse
Chronic Absenteeism	--	--	10% with or without legitimate excuse

Spencerville Procedures:

When a student is **excessively absent** from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence.
2. A letter will be mailed home and will require the student
3. The student will follow the district's policy for addressing excessive absences; and
4. The district may refer to the student and family to community resources as appropriate.

When a student is **habitually truant** from school, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

GETTING ASSIGNMENTS WHEN ABSENT

Students, who have been absent for two days or more, can obtain assignments by contacting the office. **Parents should call by 10:00 am in order to pick up assignments at 2:45 pm that day.** If homework is requested three (3) times and returned incomplete or not picked up, requests will not be honored again until the following school year.

MAKE-UP WORK FOLLOWING AN ABSENCE

The basic rule to follow is that a student is given an amount of time to make up work missed during an absence which is equal to "the number of days absent plus one."

The first day a student returns from an absence is to be considered a "contact day" with his teachers. It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and appropriate arrangements for make-up.

If a student is absent only on the day a test or quiz is given, the student is to take the test or quiz the day he returns to school. If a student is absent at least one day prior to the day a test is given he is to make arrangements for a make-up with the respective teacher(s) the day he returns to school.

Students not making up work missed during absences according to these guidelines may be given an "F" or "0" for work not completed.

FIRST DAY

We request that all children ride their assigned buses (see the section on bus information) and you do not bring your child to the school by car. This will help the traffic problem and at the same time allow your child to become familiar with the bus procedures from the opening day. We have personnel assigned to escort all children to their rooms from the buses so there will be no lost little ones on our opening day.

VISITING THE SCHOOL

ALL VISITORS TO THE SCHOOL MUST REGISTER IN THE OFFICE UPON ARRIVAL. This policy exists for the protection of our students. **When bringing items to school for your child, please bring them to the school office.** They will be delivered to the student's room. Whenever coming to the school for a visit, please stop at the office to report in. At-will travel through the building is not approved.

It is asked that parents desiring to visit their child's classroom for any specific purpose contact the teacher prior to the visitation to make necessary arrangements. This may be done through the office.

SENDING NOTES TO SCHOOL

It is important that parents keep the school informed of alterations in their children's normal schedule. Notes of explanation must be sent to the child's teacher explaining situations such as:

- 1. Absence (see page 7.)*
- 2. Requesting early dismissal for appointments*
- 3. Change in transportation*
- 4. Required medication by a doctor*
- 5. Remaining after school for activities or meetings.*

*All notes should include the current date, and parent's signature. **Please use proper student and parent names – no nicknames, please.***

When occasions present themselves that necessitate your children leaving school prior to dismissal, please notify the school office of the pick-up time and then stop in to sign your child out.

FIELD TRIPS

*Elementary students do participate in field trip experiences. Parents will be notified of the impending field trip and a parent permission slip will be sent home and must be signed and returned if the student is to participate in the activity. Students will be expected to travel **to and from** the field trip by school transportation.*

SAFE SCHOOL ZONE

All areas of Spencerville Local Schools are protected by video surveillance.

EMERGENCY DRILLS

Periodically, fire and severe weather drills are conducted to make people aware of the methods employed during emergency situations. Directions for evacuation of the building are posted in each room. Exit as quietly and efficiently as possible after closing windows, turning off all energy sources and closing the door. In the event of severe weather, an announcement will be made or "runner" (if no electricity) will be dispatched. Students are to proceed in an orderly fashion to an interior wall to stand or sit. Classes will be kept intact and silence maintained. Due to the important significance of these activities, students are to explicitly follow teachers (or other board employees) directions. Failure to comply may result in severe discipline actions.

File: ECA-R

BUILDINGS AND GROUNDS SECURITY

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

- 1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.*
- 2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on District property*

3. *The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.*
4. *The use of cameras is subject to District policies concerning the confidentiality of student and staff records.*
5. *Surveillance cameras are used only to promote the order, safety and security of students, staff and property.*

Portable Metal Detectors

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.

1. *The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.*
2. *The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.*
3. *If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc., and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.*
4. *If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student into a private room and removes the object from the student in the presence of an adult witness of the same sex.*
5. *If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.*

SCHOOL CLOSING OR STARTING DELAYS

Occasionally during the winter months the weather conditions may cause schools to have a delayed opening or a complete close-down. In either of these events the school superintendent will notify major radio and television stations in the area to apprise you of the situation. Do not call the school, but rather listen to your radio on days in question. School lines must be kept open for emergencies.

There are 4 possible procedures:

1. *Dismiss school (closed) for the day. This plan will be used in extremely hazardous weather.*
2. *Delay school opening by **one** hour. This plan is to be used if weather and road conditions are bad but not hazardous, or when conditions may improve by waiting. If #2 is put into effect, our school will open one hour later than usual and pupils who ride buses will be picked up one hour later than usual. Dismissal times will be at the regularly scheduled times.*
3. *Delay school opening by **two** hours. This plan is to be used if weather and road conditions are bad but not hazardous, or when conditions may improve by waiting. If #3 is put into effect our school will open two*

hours later than usual and pupils who ride buses will be picked up two hours later than usual. Dismissal times will be at the regular scheduled times.

4. *Delay school opening by three hours. This plan is to be used if weather and road conditions are bad but not hazardous, or when conditions may improve by waiting. If #4 is put into effect, our school will open three hours later than usual and pupils who ride buses will be picked up three hours later than usual. Dismissal will be at the regular scheduled times.*

Calamity Days

Students receive 5 calamity days. The next cancellation days will be "remote cancellation days." This means that students will be required to work from home, rather than add make-up days to the end of the year. Your student will be required to log into Progressbook to access and complete assignments. It is the expectation that the assignments will be completed on the day they are assigned. However, your child will have one extra day to complete these remote cancellation assignments. Failure to complete the assignments will result in a "0" for the missing work. Assignments will be posted to Progressbook by 10:00am.

SCHOOL DISTRICT ALERT SYSTEM

Spencerville Schools is offering an alert feature to school alerts such as delays, cancellations, early dismissals, as well as, potential problems that as a parent/student you should be made aware of instantly. This service is provided by the school district at no cost to parents; however standard text message fees may apply according to your cellular plan. You may sign up online for email and/or text messages to your computer or cell phone at www.SpencervilleBearcats.com and click on Quick Links.

COLD WEATHER POLICY

All children are to go out recess at the time provided as long as:

1. *It is not determined to be too cold to go outside for any length of time.*
2. *It is not raining.*
3. *The ground is not covered with wet, sloppy snow.*

Children are never out for more than 15 minutes at recess at a time and often this is shortened when the wind-chill factor makes it uncomfortable to stay out. Children will be expected to be dressed for the weather each day.

*We are often faced with the problem of what to do with a child who wants to stay in. If you feel that your child is unable to take part in the recess activities as outlined in the cold weather policy, a note stating such should be sent to the child's teacher on the specific day your student is to stay in. Notes will not be honored for more than one day at a time except under unusual circumstances. **Your cooperation in limiting requests for your child to stay in except after an illness or other limited times will be appreciated.** Daily requests extending past three (3) school days will require confirmation from a physician. Thank you in advance for your cooperation.*

ELECTRONIC DEVICE POLICY

Cell phones/iPod/iPad/Smart Watch or any other electronic devices: Should not be brought to school unless needed for an after-school activity. If brought to school, they should be turned off and kept in your bookbag. If this policy is not followed, the following discipline may be administered: device given to principal and held for parent pick-up, loss of recess, or after school detention.

Students are permitted to use personal communication devices (e.g., cell phones, tablets, headphones) while riding the school bus, provided that all of the following conditions are met:

1. **No Audible Noise:** *Devices must be kept on silent or used with headphones. No sound may be played aloud.*

2. **No Disruption to Driver:** *Device use must not interfere with the safe operation of the bus or distract the driver in any way.*
3. **Respect for Privacy:** *Students may not take photos, record audio, or video of other students or the driver. The privacy and dignity of all bus occupants must be respected at all times.*

Violation of these rules may result in loss of device privileges on the bus and/or further disciplinary action in accordance with district policy.

DRESS CODE

The primary purpose of this code is to maintain a high degree of decency and safety within our school. If you suspect that something you are wearing is inappropriate, then it probably is. Let common sense be your guide.

- A. *All students must wear shoes or sandals.*
- B. *All apparel with inscriptions of the following is unacceptable:*
 1. *Obscene or profane words or pictures.*
 2. *References to drugs, alcohol, or tobacco.*
 3. *Sexually suggestive materials.*
 4. *Any clothing gang related.*
- C. *The following types of clothing and dress are considered inappropriate:*
 1. *Hats, caps, and hoods*
 2. *No sagging pants.*
 3. *Sunglasses (unless prescribed by a physician).*
 4. *No midriff shirts or plunging necklines.*
 5. *All shirts must have sleeves that cover the shoulders.*
 6. *Shorts must be an appropriate length reaching the individual student's mid-thigh or longer.*
- D. *The final decision regarding the appropriateness of dress, will be made by the school administrators, since no dress code can be all-inclusive.*
- E. *A student that shows a disregard for appropriate dress and refuses to abide by this set of guidelines will be considered insubordinate and asked to change.*

WEBSITE PHOTO USAGE PERMISSION

During the course of your student's school year, pictures may be taken of your student to be used on the Spencerville Local Schools website as created by staff/students. To use your student's pictures on the school website, a parent or legal guardian must grant permission. Parents will be given the option to grant or refuse the use of their student's photo at the beginning of each school year. Spencerville Local Schools cannot be held responsible and has no control over photographs used by other media outlets.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. *The right to inspect and review the student's education records within 45 days after the day that Spencerville Local Schools receives a request for access.*

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's education records that the parent or eligible student*

believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Spencerville Local Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spencerville Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in

the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- *In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))*

- *To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))*

- *To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))*

- *To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))*

- *To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))*

- *To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))*

- *To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))*

- *Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))*

Family Educational Rights and Privacy Act (FERPA)

Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Spencerville Local Schools, with

certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's

education records. However, the Spencerville Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Spencerville Local Schools to include this type of information from your child's education records in certain school publications. Examples include:

- *A playbill, showing your student's role in a drama production;*
- *The annual yearbook;*
- *Honor roll or other recognition lists;*
- *Graduation programs; and*
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.*

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can

also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Spencerville Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of school. Spencerville Local Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

Student's Name, Address, Telephone Listing, Electronic Mail Address, Photograph, Date and Place of Birth, Major Field of Study, Date of Attendance, Grade Level, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Degrees, Honors, Awards Received, The Most Recent Educational Agency or Institution Attended, Student ID Number, Used ID, or Other Unique Personal Identifier Used to Communicate in.

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

SPENCERVILLE SCHOOLS RULES OF CONDUCT

Scope of Jurisdiction

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 connected to activities or incidents that have occurred on the 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 an official or employee.

Rule 1: Disruption of School

A student shall not use violence, force, noise, threat, intimidation, fear or any conduct which would cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

A student shall not cause or attempt to cause a situation before, during or after any school function, school event or official school business that could result in student or staff injuries. Any incident having a direct impact on the educational process being disrupted as a result of such behavior is considered inappropriate, and the school has the right to be involved in such case. School employees, while performing their duties to resolve the problem, will be covered by the provision dealing with the "Assault on a School Employee" rule in the Rights and Responsibilities Student Handbook. While this list is not intended to be exclusive, the following acts — when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school — illustrate the kinds of offenses encompassed here (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of the building or corridor or room; (3) setting fire to, attempting to set a fire or damaging any school building or property; (4) inducing or causing panic; (5) firing, displaying or threatening use of firearms, explosives, including fireworks or other weapons, on the school premises for any unlawful or unauthorized purpose; (6) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or any lawful meeting or assembly on the school campus; (7) preventing students from attending a class or activity; (8) planning, encouraging or engaging in any hazing activities; (9) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; (10) continuously making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class; (11) gambling which is prohibited on school premises; (12) electronic or digital devices and any other nuisance items that are of no educational value and which interfere with teaching and learning or which disrupt any facet of the school day or after school activities are not to be brought to school. Such items may be confiscated; (13) obscene profane language/drawings/writings; (14) pornographic material; (15) sexual acts; (16) plagiarism, bribery, forgery, lying, cheating, extortion; (17) willful disobedience; (18) running from school authority; (19) threatening, intimidation and harassment.

Rule 2: Damage, Destruction, Stealing or Unauthorized Use of School and/or Private Property

A student shall not cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function or event off school grounds. Damage, unauthorized use of or theft involving any property shall be a basis for a suspension up to ten (10) days or expulsion from school. Schools may not be held responsible legally for damaged, stolen or lost property of students. Schools, however, will make a reasonable effort to recover the property or determine the party or parties responsible for the damage done. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their custody or control.

Rule 3: Assault on a School Employee

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee:

- 1. on the school grounds before, during and after school hours or*
- 2. on the school grounds at any other time when the school is being used by a school group or*
- 3. off the school grounds at any school activity, function or event or*
- 4. as identified in Scope of Jurisdiction.*

Rule 4: Physical Abuse of a Student or Other Person Not Employed by the School

A student shall not cause or attempt to cause bodily injury to any person:

- 1. on the school grounds before, during and after school hours or*
- 2. on the school grounds at any other time when the school is being used by a school group or*
- 3. off the school grounds at any school activity, function or event or*
- 4. as identified in Scope of Jurisdiction.*

A. Fighting: *A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or a prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between two or more parties shall be considered a participant.*

Disciplinary action:

Step 1: 3 school day suspension from school with a parent contact and possible police report

Step 2: 5 school day suspension from school with parent contact and possible police report

Step 3: 10 school day suspension from school with a recommendation for expulsion and possible police report

NOTE: Depending upon the investigation and the student's past discipline record, any steps may be waived by the administration.

B. Assault: *An assault, by definition, is the type of altercation where one student, with little or no provocation, physically attacks another student. First violation penalty may be waived.*

Disciplinary action:

Step 1: 10 school day suspension from school, parent conference, and possible police report

Step 2: 10 school day suspension from school with recommendation for expulsion and possible police report

Rule 5: Weapons and Dangerous Instruments

Section 2923.12 ORC — states that “No person shall knowingly carry or have concealed on his/her person or concealed ready at hand any deadly weapon or dangerous ordnance.”

A student shall not possess, handle or transmit any deadly weapon or dangerous ordnance as defined by the Ohio Revised Code or Village of Spencerville ordinances, nor shall a student possess, handle or transmit any instrument or object capable of inflicting bodily harm that can be considered a weapon or dangerous ordnance; nor shall a student possess, handle or transmit an object that is indistinguishable from a deadly weapon or dangerous ordinance:

- 1. on the school grounds before, during and after school hours or*
- 2. on the school grounds at any other time when the school is being used by a school group or*
- 3. off the school grounds at any school activity, function or event or*
- 4. as identified in Scope of Jurisdiction.*

This rule does not apply to normal school supplies and other commonplace items; however, under certain circumstances, these objects may be used with the intent to inflict bodily harm and will be considered a dangerous instrument.

In Accordance with 3314.751 of the Ohio Revised Code:

Rule 6: Tobacco

A student shall not smoke, use or possess tobacco or tobacco substitutes, including e-cigarettes and vapor pens, in any form within school buildings, on school grounds, school buses, field trips or at any extracurricular activity but not limited to sporting events, interscholastic activities or other school activities or programs.

Rule 7: Narcotics, Stimulant Drugs, Counterfeit Drugs and Alcoholic Beverages

In accordance with the applicable provisions in law, Chapter 2925 ORC drug offense, a student shall not possess, use, transport, purchase, offer for sale, give to another or be under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, anabolic steroids, intoxicants of any kind or possess, use, transport, purchase, offer for sale or give to another any known counterfeit-controlled substances or substances which represent a controlled substance or which might be construed to be a controlled substance.

A. *The following procedures will be followed in dealing with the chemical use or abuse situations:*

- a. The principal may suspend up to 10 days and/or recommend to the Superintendent of schools that the student be expelled up to 80 days and/or prosecuted.*
- b. The principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange for a conference.*
- c. The principal will notify the parent(s)/guardian(s) in writing.*
- d. The principal will notify the appropriate counselor, prevention coordinator, and school nurse.*
- e. The student may be given the choice of becoming a part of an intervention group or getting an assessment from a trained chemical dependency counselor. The school assumes no financial responsibility for the assessment or treatment as a result of the assessment.*
- f. The contacted agency or counselor will notify the school principal or superintendent that the client has made contact and is willing to comply with the appropriate assessment process. Based on the data the student is being*

evaluated and appropriate procedures agreed upon are being followed, a recommendation may be made to lower the student's original suspension or expulsion.

g. If a student agrees to attend a chemical education program, suspension or expulsion may be lowered. A contract to ensure attendance and participation must be signed by the student, parent(s)/guardian(s), and administrator. If the student fails to meet his/her responsibility, the balance of the original suspension or expulsion will be reinstated. Compliance with the standard of conduct is mandatory.

B. Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion.

Rule 8: School Violations

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. **Students shall not act in a verbally abusive manner or in a disrespectful and demeaning fashion to either staff or fellow students.** Excessive class cutting and tardiness to school or class shall be considered school violations. (See unexcused absences.) No student shall **leave the school premises** while school is in session without the permission of the building principal and/or superintendent and/or principal's designee.

*****Students shall not commit any other action not specifically mentioned above that is detrimental to the education of that student or to other students or that is detrimental to the proper atmosphere to insure sound education. It is the intention of the Board of Education to treat and punish severe offenses more severely than lesser offenses.**

THE FINAL DISPOSITION OF ANY PROBLEM WILL BE DETERMINED BY THE ADMINISTRATION, WITH DUE CONSIDERATION FOR THE WELFARE OF THE STUDENTS AND ANY OTHER RELEVANT FACTORS INVOLVED.

DISCIPLINE OPTIONS

Students attending Spencerville Local Schools are provided with qualified instructors and administrators, appropriate facilities and appropriate educational materials. They, too, have responsibility relating to the total instructional program afforded them and their peers. Each student is expected as a part of this responsibility:

- a. To extend full cooperation to each staff member.
- b. To cooperate in the care and protection of the building, its equipment, supplies and instructional materials issued.
- c. To refrain from having in his/her possession or being under the influence of or trafficking in alcohol or illegal drugs while in school or on school property or in attendance at a school sponsored function, both home and away.
- d. To abide by all regulations established by the school regarding students.
- e. To never come on school property with a dangerous weapon in his/her possession.
- f. To attend school only during those hours in which he/she participates in classes or supervised extracurricular activities
- g. To understand that rules (a) through (g) above apply at all times – whether school is in session or not.

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use, to recommend or to authorize other certificated personnel to use any or all of the following disciplinary measures to correct student behavior.

- 1) Conferences

- a. *Student-teacher conference*
 - b. *Student-teacher-administrator conference*
 - c. *Student-administrator conference*
 - d. *Parent-teacher conference*
 - e. *Student-parent-teacher conference*
 - f. *Parent-teacher-administrator conference*
 - g. *Student-parent-teacher-administrator conference*
 - h. *Parent-administrator conference*
- 2) *Referral to counselor*
 - 3) *Referral to psychologists*
 - 4) *Referral to professional assistance or to an alcoholic/drug program for out-patient treatment of in-patient treatment*
 - 5) *Clinical Conference (all staff members associated with student)*
 - 6) *Clinical Conference with parent*
 - 7) *Removal from a specific class*
 - 8) *Detention*
 - 9) *Emergency Removal*
 - 10) *In school intervention*
 - a. *In school Intervention/Assistance for elementary grades*
 - b. *In school Intervention/Assistance program (ISIP) for middle schools*
 - c. *In school Intervention/Assistance program (ISIP) for high schools*
 - 11) *Community Service*
 - 12) *Suspension- The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.*
 - 13) *Out of school intervention program (OSIP) for middle and high schools*
 - 14) *Juvenile Court Referral*
 - 15) *Expulsion (Up to 180 days) The superintendent is required to develop conditions for the student to be reinstated. The conditions must be provided in writing to the Board, student, and parents/guardians at the beginning of the expulsion period. Conditions for reinstatement MUST include an assessment to determine whether the student poses a danger to self or other students or school employees. The assessment must be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the district. At end of expulsion period, superintendent shall assess student to determine whether student has shown sufficient rehabilitation to be reinstated. Superintendent shall consult with "multi-disciplinary team" in making this determination; team selected by superintendent. Expulsion may be extended for an additional 90 school days upon determination of superintendent. Student who meets conditions during the expulsion period may have expulsion reduced as determined by superintendent. Student or student's parent may request superintendent to complete an early assessment to determine reinstatement. No later than 15 school days after expulsion (or 10 school days for student who has IEP), superintendent in consultation with student and student's parent (and IEP team, if applicable) shall develop a plan for continued education which may include alternative setting, home instruction, enrollment elsewhere.*

The school employee, if acting within the guidelines of the stated policy, will have the unqualified support and ratification of the superintendent and the board of education.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

SEVERE CLAUSE

*The following are considered **severe disruptions**:*

- 1. The child willfully harms or endangers another student or staff member.*
- 2. The child willfully destroys property of another student, or teacher or the school.*
- 3. The child willfully refuses to do what is asked.*
- 4. The child failed to show up for an assigned detention.*

CONSEQUENCES: *The child will immediately be removed from the classroom (i.e., sent to the principal's office, sent to In-School Suspension room, sent to another room.)*

In the case of severe misbehavior or misconduct, the teacher and/or principal may use but is not limited to the following options: detention, Saturday School, in-school suspension, out-of-school suspension or expulsion.**

***The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designee by filing a notice in writing to the Superintendent within fourteen (14) calendar days of the formal written notice of suspension to the parent, guardian or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.*

PERSONAL CARE PRODUCTS

The use of body sprays, colognes, perfumes, and deodorants, and any other personal care products with spray-on applications are prohibited on school premises including in classrooms, hallways, restrooms, locker rooms, and on school buses. Students may use personal care products that are applied with roll-on or stick application.

PLAY GROUND GUIDELINES K-4

Every person has the right to enjoy his/her recess time doing activities of his/her choice.

Our choice of activities should be determined by what is reasonable (safe for self and others and without interference to another person's responsible freedom.

*If you are uncertain about appropriateness of an activity, talk to the playground supervisor before you begin an activity. **Students are not to argue with the playground monitor. Any incidents of arguing will result in the student immediately being sent to the office.***

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

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 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 both, 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 or a school-sponsored activity. 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, are inconsistent with the educational process and are prohibited at all times. 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 and/or bullying. 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 hazing and/or bullying activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: January 19, 1995]

[Re-adoption date: September 19, 2002]

[Re-adoption date: August 20, 2009]

[Re-adoption date: December 16, 2010]

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LEGAL REFS.: ORC 117.53

3313.666; 3313.667

3314.03

3319.073

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. School Personnel Responsibilities and Complaint Procedures Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated

communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, website postings or comments and instant message;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and;
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

COMPLAINTS

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action. Susan [Wagner/wagners@svbearcats.org](mailto:Wagner@svbearcats.org) or Brian Woods/ woods@svbearcats.org

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous

complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

INTERVENTION STRATEGIES

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification. Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services.

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply. The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

[Approval date: August 20, 2009][Re-adoption date: December 16, 2010]

Parents: Please use this information as **guidelines** only for when your child is ill. If you have any questions, contact the school or the nurse. Christina Erickson – ericksonc@svbearcats.org, 419.647.4112 ext. 3105.

SCHOOL GUIDELINES ON COMMUNICABLE DISEASES

I. Chickenpox (Varicella)

A. Exclude from school until all lesions are dry and crusted, approximately 7 days, including weekends.

II. Conjunctivitis (Pinkeye)

A. May return to school with a physician's written note.

- **Bacterial-** if antibiotics are ordered, exclude from school until 24 hours of antibiotic treatment is completed
- **Viral-** exclude from school until discharge ceases

III. COVID-19 (Novel Coronavirus)

A. Is spread through respiratory droplets of an infected person, usually by being within 6 feet of a contagious person who coughs, sneezes, or talks and contact occurs by touching mouth, nose, or eyes or inhaling the infected droplets.

B. Symptoms may appear within 2-14 days after exposure and include fever, cough, and shortness of breath. Other symptoms may include sore throat, chills, diarrhea, and loss of smell and taste. Many infected people have no symptoms.

C. Exclusion from school, full quarantine, movement restrictions, and contact tracings will be coordinated through the Allen County Public Health (ACPH) and Ohio Department of Health (ODH).

D. PLEASE DO NOT send your child to school if showing symptoms of fever, cough, or shortness of breath- please contact your family physician or call ODH's COVID-19 hotline at 1.833.427.5634 or COVID-19 Community Call Center at 419.226.9000.

IV. Ebola

A. Is spread through direct contact with the blood or body fluids of a person sick with Ebola, contact with contaminated objects, or touching someone one has died from Ebola.

B. Exclusion from school, full quarantine, movement restrictions, and active monitoring will be coordinated through the ACPH and ODH. This includes travel to any country impacted by Ebola within 21 days with uncertain direct contact or uncertain exposure.

V. Fever

A. If your child's temperature is 100 degrees Fahrenheit or higher, he/she should remain home until fever free for 24 hours without use of fever reducing agents such as ibuprofen or acetaminophen. This may be extended to 72 hours with COVID-19.

VI. Fifth Disease

A. Exclude from school only if child has a fever or is uncomfortable. The child is not communicable after the rash appears.

B. Pregnant family members should notify their physician if exposed due to a very small risk of fetal loss, particularly in first half of pregnancy.

C. Recommend good handwashing after contact with any secretions.

VII. Impetigo- *blister-like lesions which later develop into crusted pus- like sores. Usually found around the nose and mouth.*

A. Exclude from school until 24 hours of antibiotic treatment and there is no longer a discharge.

VIII. Influenza (Seasonal & H1N1)- *abrupt onset of fever, chills, headache, sore muscles, runny nose, sore throat, and cough. May also have diarrhea & vomiting.*

A. Exclude from school until fever free without fever reducing agents for 24 hours.

IX. Lice

A. Exclude from school until treatment kills all live lice; recommend a non-pesticide product.

B. Must be checked and cleared for return to school by the nurse. Parent must bring child into clinic for check and not allowed to ride the bus till cleared.

X. Measles-German Measles-Mumps

A. Readmission to school with a physician's examination and written permission slip signed by the physician:

- **Measles-** *exclude from school for at least 4 days following onset of rash.*
- **German Measles-** *exclude from school 7 days following onset of rash.*
- **Mumps-** *exclude from school for 9 days following onset of swelling*

XI. Meningitis

A. Readmission to school with physician's examination, treatment, and written permission slip signed by the physician:

- **Bacterial Meningitis-** *exclude from school until adequately treated by a physician, minimally 24 hours of antibiotics. Must be under physician's care.*
- **Viral Meningitis-** *exclude from school while has fever. Must be under physician's care. Strict handwashing after toileting required since child may excrete virus in stool for 1-2 months.*

XII. MRSA- Methicillin Resistant Staphylococcus Aureus

A. Unless directed by a physician, students with MRSA infections should not be excluded from school.

B. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and secured with a clean, dry bandage. If the bandage becomes wet or soiled, it must be changed as soon as possible with the edges of the bandage taped and wrapped with gauze or ACE wrap.

C. Students and athletes must be under a physician's care.

XIII. Rash

A. Skin rashes of unknown origin should be evaluated by a physician before the child returns to school.

XIV. Ringworm- *flat, ring-like rash on skin. Scalp ringworm has scaly patches of temporary baldness.*

A. Exclude from school until 24 hours of appropriate antifungal treatment completed. Treatment for scalp ringworm requires a prescription antifungal medication. Exclude from contact sports until lesions are gone. For scalp ringworm, do not share hair items. A return-to-school slip from the physician is required for scalp ringworm.

XV. Scabies

A. Exclude from school until treated with proper medication- requires a prescription medication. A return-to-school slip from the physician is required. It is recommended that all family members be treated at the same time as the student.

XVI. Scarlet Fever/Strep Throat

A. Exclude from school until 24 hours of antibiotic therapy completed and until without fever or vomiting for 24 hours.

B. Child may return to school after the school receives a note or phone call from physician.

XVII. Shingles (Herpes Zoster)

A. Exclusion from school not required as long as all lesions are covered by clothing or a dressing until lesions have crusted.

B. Good handwashing encouraged.

XVIII. Vomiting and Diarrhea (Intestinal Viral Infections)

A. Exclude from school until without vomiting, diarrhea, or fever for a full 24 hours.

References- Ohio Department of Health Communicable Disease Chart- 11/2000, Ohio Department of Health Crosswalk for Ebola Exposure and Risk Intervention – 10/31/14.

Coronavirus.ohio.gov-5/20

MEDICATION AND DRUG POLICY

Some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Board of Education strongly recommends medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy:

1. **Prescription drugs** to be taken at school **MUST** be dropped off by a parent, guardian or other authorized adult accompanied by a Medication Authorization Form (see page 36) completed and signed by the physician and parents.
2. **Over-the-counter medication** to be kept at school must be sent with a completed Medical Authorization Form (see page 36) signed by the parents. Aspirin is not recommended due to the risk of Reyes Syndrome and **will not** be given in the school setting unless ordered by a physician.
3. **All medications** whether prescription or over-the-counter **MUST** be brought to the school in the original labeled container in which it was dispensed by the prescribing physician, licensed pharmacist, or manufacturer. All medication will be inventoried upon receipt and locked in the clinic.
4. New request forms must be submitted each year and as necessary during the school year for changes in the medication order if any of the information changes.
5. School personnel (the school nurse or persons designated by the school policy) may administer medications during school hours if the above requirements have been met.
6. Information concerning a student's medication is shared only with appropriate school personnel when necessary.
7. Any medication not picked up at the end of the school year and taken home will be disposed of on the last day of school by the school nurse.

The school's role in the administration of this policy is one of cooperation with the parent and student; however, the responsibility for the administration of medication taken at school is that of the parent and the student.

REQUIRED IMMUNIZATIONS

Recommended Schedule of Immunizations:

For entrance into school, immunizations are required. It is requested that all students and parents, with the advice of their doctor, follow the schedule of immunizations for the protection of all members of our school community. Specific questions regarding immunizations may be directed to our school.

SHOTS	NUMBER OF DATES NEEDED
DtAP	5 dates...(if the 4 th dose was given prior to the 4 th birthday)
Diphtheria, Tetanus, Pertussos	
POLIO	4 dates...(4 th dose must be given after 4 th birthday)
RUBELLA	2 dates...(german or 3-day measles)
RUBEOLA	2 dates...(7-10 measles)
MUMPS	2 dates
HEPATITIS B	3 dates (the second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth) must not be administered before age 24 weeks.
VARICELLA	2 dates...(or knowledge of the month and year of chickenpox disease)
Tdap	(combined tetanus toxoid, reduced diphtheria toxoid and acellular pertussis booster, recommended every ten years after kindergarten)

The H. Influenza type b vaccine (HIB) vaccine is optional.

All shots must have month, day and year.

Any questions, please check with your Physician or Health Department.

Parents: Please use this information as **guidelines** only for when your child is ill.
If you have any questions, contact the school or the nurse.

INTERNET USE/MISUSE

Students have the opportunity to access a world-wide computer network called the Internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Students will be able to reach this world-wide network through a computer link to NOACSC. Parents will sign at the beginning of each school year refusing their student to have access to the internet at school, if they so choose. Student conduct when on the internet will include the following:
While working on the Internet, you are expected to follow the district's rules of Student Conduct and Ethics. Using your internet access for activities which are not related to education is not acceptable. Your use of the internet is a privilege and may be revoked at any time for misuse.

Each offense of our internet policy will be dealt with by the principal. However, the following minimal penalties may be enforced:

1st Offense – 4 weeks (20 school days) without internet access at school

2nd Offense – 10 weeks (50 school days) without internet access at school

3rd Offense – 1 calendar year (180 school days) without internet access at school

Parents will receive written notification of any violation of the Internet Usage Agreement.

BUS REGULATIONS: See Updates

Bus transportation is provided to student as a convenience to parents and pupils alike. Therefore, bus transportation is a privilege. Since no student is under obligation to ride the school bus to and from school, certain guidelines established by the transportation department should be followed by all persons riding the bus for any reason.

1. Bus drivers have the authority and are required by the Superintendent to assign seats.
2. There shall be no smoking, eating, or drinking permitted on the bus.

3. Pupils will not move about while the bus is in motion.
 4. Class projects such as glass objects, mobiles, large "box-like" wood – working projects and other objects of a hazardous nature will not be transported.
 5. Groups of students with luggage or sleeping bags will not be transported for the purpose of slumber parties, or church parties.
 6. Unscheduled pupils may not ride a bus without written permission from their principal.
 7. No animals will be transported.
 8. Items such as balls, cars, or other toys must be transported in a sack or other container while on the bus.
 9. Pupils are not to be discharged at any place other than their regular destination without written permission from their parents and the principal.
 10. Students must load and unload only at the building they attend unless they have a bus permission slip from their building principal.
 11. Profanity, vulgarity or abusive language will not be permitted on the bus.
 12. Excessive noise will not be permitted on the bus.
 13. Students must be absolutely quiet at railroad crossings.
 14. Alcohol, tobacco, or drugs will not be permitted on the buses.
 15. Pupils shall not refuse to follow the instructions or be disrespectful of the driver.
 16. Pupils will not put head, arms, or other objects outside the bus windows.
 17. No student will interfere with a bus driver's correction of another student's conduct.
 18. There will be no improper use of emergency exits.
 19. There will be no knives, firearms, gunpowder, or other dangerous items permitted on the bus.
 20. The students will not cause distractions that interfere with the driver's ability to control the bus.
 21. No student shall strike, push, or otherwise abuse another pupil while riding on the bus.
 22. There will be no destruction of bus property.
 23. Students are to wait in an orderly fashion at all bus stops and respect the property of others.
- *****Parents are responsible for their children's conduct at the bus stops.*******
24. Students are not to push while loading or leaving the bus.
 25. Each student shall wait for the driver's signal before crossing in front of the bus.
 26. Band instruments that are transported on the bus must be of a size that can be held in students' lap. If an instrument is of a larger nature (EG: saxophone, trombone, etc.) the student should sit next to a window and instrument placed on the floor in a vertical position between the student's legs. Instruments in no way should be placed on a seat which otherwise could be occupied by another student. Instruments should not be placed in the aisle which would make bus evacuation hazardous. Instruments such as tubas or drums will not be transported. If a disorder occurs on the bus, the driver shall safely stop the bus and not proceed until the situation is remedied. Any willful disobedience of the above safety regulations will be reported to the building principal for disciplinary action and/or suspension of bus privileges.
 27. Students are permitted to use personal communication devices (e.g., cell phones, tablets, headphones) while riding the school bus, provided that all of the following conditions are met:
 1. No Audible Noise: Devices must be kept on silent or used with headphones. No sound may be played aloud.
 2. No Disruption to Driver: Device use must not interfere with the safe operation of the bus or distract the driver in any way.
 3. Respect for Privacy: Students may not take photos, record audio or video of other students or the driver. The privacy and dignity of all bus occupants must be respected at all times.
- Violation of these rules may result in loss of device privileges on the bus and/or further disciplinary action in accordance with district policy.

STEPS OF DISCIPLINE:

BUS REGULATIONS/DRIVING PRIVILEGES

Revisions 10/21/2025

Discipline Steps by Driver

1. Verbal Warning from Driver and/or Change of Seat

2. Phone Call to Parent by Driver

3. Referral to Building Principal

Possible Principal Discipline Steps

1. Change Seats

2. Loss of Privileges (Recess, Lunch Detention)

3. Detention/Wednesday Day

4. Loss of Riding Privileges (3-5-7-10 days)

****If an offense is serious as determined by the superintendent or designee a student may be immediately removed from bus riding privileges****

When suspension/expulsion of a student from bus riding privileges is being considered, due process procedures as outlined in the Board adopted Discipline Policy will be followed.

TRANSPORTATION POLICY

Daily changes to bus routes will not be accepted. Weekly, monthly and yearly schedules will be accepted. All schedules must be submitted the Friday before or the Monday morning of the week the schedule is in effect. In the event you wish to pick up your student at the end of the day, please send a note in the morning or call the office at least one hour in advance.

Any request to be picked up or dropped off at a different route location must be approved by the transportation department. All stops must be on our existing routes for the current school year. Routes cannot be changed to accommodate stop requests.

It is requested, whenever possible, that all changes be sent in writing with your student to avoid any confusion.

**Please contact the School Office with
ALL pick-up/drop-off change requests**

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

As a part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, the Board may utilize video cameras on all school vehicles transporting students to and from curricular, cocurricular and extracurricular activities.

The video cameras monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality and are subject to Board policy and administrative regulations.

The Superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.

[Adoption date: September 19, 2002]

[Re-adoption date: August 20, 2009]

[Re-adoption date:]

LEGAL REFS: Family Educational Rights and Privacy Act; 20USC 1232g et seq.

ORC 149.43

3313.20; 3313.47; 3313.66

3319.321

3327.014

CROSS REFS: EEAC, School Bus Safety Program

EEACC, Student Conduct on School Buses (Also JFCCO

(File: IGEBB)

Dyslexia Intervention and Supports

The Board believes in the importance of the development of English language skills and acknowledges the need to identify and support students impacted by learning disorders such as dyslexia, which complicate the language learning process. Dyslexia is a specific learning disorder that is neurological in origin and that is characterized by unexpected difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities not consistent with the person's intelligence, motivation, and sensory capabilities, which difficulties typically result from a deficit in the phonological component of language.

To assist the District in identifying students at risk of dyslexia and providing resources to assist those students in attaining grade-level reading and writing skills the Board directs the Superintendent/designee to implement dyslexia screening, intervention and professional development in accordance with State law and the provisions of the Dyslexia Guidebook that are statutorily required.

Dyslexia Screening and Intervention

The District:

1. *Establishes a multidisciplinary team including trained and certified personnel and a stakeholder with expertise in dyslexia identification, intervention and remediation to administer dyslexia screenings and intervention measures and analyze results.*
 - A. *2024-25 School year and beyond*
 - i. *• Administer a tier 1 dyslexia screening measure to all kindergarten students After Jan 1 of the current school year.*
 - ii. *• Administer a tier 1 dyslexia screening measure to students in grades 1-6 whose parent, guardian or custodian request or teacher requests and the student's parent, guardian or custodian grants permission for the screening measure to be administered.*
 - iii. *• Administer a tier 1 dyslexia screening measure to each kindergarten student who transfers into the District or school midyear during the school's regularly scheduled screening of the kindergarten class or within 30 days after the student's enrollment if the screening already has been completed.*
 - iv. *• Administer a tier 1 dyslexia screening measure to each student in grades 1-6 who transfers into the District or school midyear within 30 days of the student's enrollment.*
2. *Identifies a student as at risk of dyslexia based on the student's results on a tier one screening assessment and notifies the parent of such identification.*
3. *Continues to monitor the progress of each at risk student who has not been administered a tier two screening toward attaining grade-level reading and writing skills for up to six weeks in accordance with State law. If no progress is observed, the District notifies the parents and administers a tier two screening.*
4. *Provides parents of students identified by the tier two screening as having dyslexia tendencies with information about reading development, risk factors for dyslexia and descriptions for evidence-based interventions.*
5. *Provides a written explanation of the structured literacy program to parents of students demonstrating markers for dyslexia.*

6. Provides reports of screening measures results to the Ohio Department of Education.

Professional Development

The District complies with all professional development requirements for teachers in identifying characteristics of dyslexia and understanding the pedagogy for instruction of students with or at risk of dyslexia. Unless otherwise required by the Superintendent/designee, teachers who provide instruction in fine arts, music or physical education are exempt from these professional development requirements and trainings.

The Superintendent/designee establishes a Structured Literacy Certification process for designated teachers providing instruction to students in kindergarten through grade three.

Adopted: April 18, 2023

IGBA - Programs for Students With Disabilities

IL - Testing Programs

JB - Equal Educational Opportunities

Third Grade Reading Guarantee

Spencerville Elementary School Retention Policy

The State of Ohio has enacted the Third Grade Reading Guarantee. The state believes that the ability to read is the foundation of learning. Research shows that children who are not reading at a third-grade level by the end of grade 3 are likely to have trouble learning in all classroom subjects in higher grades.

The Third Grade Reading Guarantee requires all schools to:

- ▶ *Administer **reading diagnostics** to all K-3 students by Sept. 30 each year*
- ▶ *Develop individualized **Reading Improvement and Monitoring Plans** for students deemed “not on-track” (not reading at grade level)*
- ▶ *Provide **early intervention and support** in reading for at risk students at grades K-3*
- ▶ *Report **data results** to the Department of Education*
- ▶ *Retain 3rd grade students that **do not meet** the required **scaled score of 700 or a reading cut score of 50.***
Retention is a team decision with school staff and parents.

The State does allow us to provide an alternative reading assessment to meet the requirements of the Third Grade Reading Guarantee cut score. The alternative reading assessment is a standardized assessment(s) for reading determined by the Ohio Department of Education for the Third Grade Reading Guarantee. It allows a third grade student to take and demonstrate an acceptable level of reading performance for promotion to the fourth grade.

The alternative reading assessments are optional for districts to administer. Spencerville has chosen to use iReady benchmark results. Students who do not pass with a score of 700 are required to have additional reading instruction during the school day, which will occur during a designated intervention time.

Open Enrollment

Open enrollment applications are due April 1, 2026. For details, refer to the board policy at:

<https://go.boarddocs.com/oh/spencerville/Board.nsf/goto?open&id=BQPMNY547ED8>

Data Privacy (Senate Bill 29)

By August 1 of each school year, each school district must provide parents and students with direct and timely notice by mail, email, or other direct communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational records.

- The notice must:
- Identify each technology provider with access to educational records;
- Identify the educational records affected by the contract; and
- Include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a technology provider to access a student's educational records.

Parents and students must be given an opportunity to inspect a complete copy of any contract with a technology provider.

https://sdpc.a4l.org/district_listing.php?districtID=5067

Sincerely Held Religious Beliefs and Practices

A student in any of grades kindergarten through twelve to be absent for up to three religious expression days each school year to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The district shall not impose an academic penalty as a result of a student being absent as permitted in the policy. The policy shall also permit students to participate in interscholastic athletics or other extracurricular activities on days in which the student was otherwise absent for a religious expression day. Students are to be provided with alternative accommodations with regard to examinations and other academic requirements missed ... if not later than 14 school days after the first day of school, or 14 school days after transfer or enrollment, the parent or guardian provides the school principal with **written notice of up to three specific dates** for which alternative accommodations are requested, if an absence approved **conflicts** with an examination or other academic requirement on that date. The school principal **shall approve not more than three written requests per school year.** **See board policy**

Religious Release Time (House Bill 8)

- Spencerville Elementary collaborates with a Lifewise Academy to provide a released time course in religious instruction during their Library rotation for grades 1-4. See board policy:

<https://go.boarddocs.com/oh/spencerville/Board.nsf/goto?open&id=BQPMPN547EE9>

Parental Involvement (House Bill 8)

Spencerville Elementary must obtain authorization from parents/guardians prior to providing any type of health care service to student including physical/mental/behavioral health – except for emergency situations, first aid, unanticipated minor health care services or pursuant to IEP/Section 504 Plan. To opt out, refer to Final Forms.

Lost and Found

*There are many articles lost each year that are never claimed or found by the owner. Everything that can be marked (lunch boxes, articles of clothing, musical instruments, etc.) should have the child's full name on it to simplify the return to the owner should it be lost.
(After July each year Lost and Found articles will be given to one of the needy organizations in the area.)*

Hallway Access for Student Drop-off

If you bring your children to school, we ask that you please drop them off at the front door and allow them to walk to their classrooms on their own. We are asking that parents and guardians do not escort their children any further than the office.

"All visitors to the school must register in the office upon arrival. This policy exists for the protection of our students. When bringing items to school for your child, please bring them to the school office. They will be promptly delivered to the student's room. Whenever coming to the school for a visit, please stop at the office to report in. At-will travel through the building is not approved.

It is asked that parents desiring to visit their child's classroom for any specific purpose, contact the teacher prior to the visitation to make the necessary arrangements. This may be done through the office."

Dismissal Pick-Up Cards

*Dismissal for pick-ups is located in the west parking lot and parents are expected to park and pick up their students from the staff on duty. **We will continue using pick up cards this year. Please be kind to staff on duty who are enforcing this policy. Our intent is to simply ensure your child's safe departure from school.***

*All students will have 3 pick-up cards with their individual names on them. The **new set of cards** will be available for pick up in the student's homeroom class at the Back to School Fair. Anyone picking up a student **MUST** show the card with the student's name on it to the staff member on duty. If there is not a card presented to staff, then the student will be brought into the office. The pick-up person will be verified by the principal or secretary and the student will need to be signed out. We appreciate your support as we are trying to make our school more safe and secure.*

Acceptable Use Policy

Spencerville Local School District ACCEPTABLE USE POLICY

Definition and Purpose: The Internet is a vast, global communications network that provides users with access to an extraordinary array of information, services, and collaborative opportunities. It serves as an essential tool for modern learning, offering resources that span countless disciplines, perspectives, and educational needs. At Spencerville Local School District, the integration of internet access into classrooms and administrative functions is intended to advance the district's commitment to educational excellence. By equipping teachers, staff, and students with internet connectivity, the district seeks to enhance learning experiences through efficient resource sharing, adoption of innovative instructional strategies, real-time communication, and access to cutting-edge tools and content that support 21st-century skills. This connectivity empowers the school community to explore new ideas, engage in research, collaborate locally and globally, and develop the digital competencies necessary for lifelong learning and future success.

Access to the internet and district-owned devices is considered a privilege, not a right. These tools are provided to support the academic mission of the district by facilitating research, learning, and communication in an educationally appropriate manner. All use must align with

the district's values and educational objectives. Use of the network and devices is strictly limited to approved activities that promote educational success and responsible digital citizenship. Any misuse of internet services or devices—including unauthorized access, inappropriate content, or non-educational use—may result in disciplinary action, including suspension of access privileges or other consequences as outlined in the district's acceptable use policy. Network administrators may review all files, keystrokes, devices, and communications to maintain system integrity and ensure that users are using the network and devices responsibly.

Users should be aware that any activity conducted on district-owned devices or through the district's network is not private. All digital action whether browsing the internet, sending communications, or accessing file may be monitored, logged, and reviewed at any time by authorized personnel. This oversight ensures that technology is being used safely, responsibly, and in alignment with the educational mission and acceptable use policies of the district. By using district technology, users acknowledge that they have no expectation of personal privacy in their digital activity and understand that content may be subject to inspection, investigation, and, if necessary, disciplinary action.

Responsibilities: Code of Conduct The following list provides examples of acceptable and unacceptable uses of the Network. It is not exhaustive:

1. Avoid disrupting or significantly reducing network performance for others.
2. Obtain consent before accessing, modifying, or copying others' files or data; respect copyright laws.
3. Be ethical and courteous. Harassing, obscene, defamatory, or discriminatory messages are prohibited.
4. Access only educationally relevant content. Material deemed inappropriate (e.g., pornographic, violent, abusive, or threatening) is not allowed. The administration will determine what is considered inappropriate.
5. Do not bypass or disable internet filters or blocking systems.
6. Do not use personal email accounts or chat rooms on school equipment.
7. Do not change computer or internet settings without permission.
8. Hacking or attempting unauthorized access to the network is strictly forbidden.
9. The network may not be used for commercial activities.
10. Use network resources responsibly; do not engage in activities that waste bandwidth.
11. Protect personal information; never share your or others' addresses, phone numbers, or sensitive personal details.
12. Do not send or communicate credit card numbers, bank details, Social Security numbers, or other financial information.
13. Respect privacy: only use your own login credentials, and never share your username or password.

The student will not:

Restrictions: The Student Will Not

1. Mark, deface, or apply stickers to any district-owned device or its case. Personalization of school-issued cases is not allowed.
2. Destroy, tamper with, or abuse computer hardware or software in any way.
3. Reveal or share identifying personal information (e.g., files, addresses, or communications) with unknown individuals via email or the internet.
4. Attempt to bypass, disable, or alter internet filtering tools, device settings, or network configurations.
5. Access networks, accounts, or devices beyond their authorized limits, including using another person's credentials or secured wireless networks.
6. Share or attempt to obtain passwords. Students must protect their own login credentials and may be held accountable for unauthorized use resulting from sharing.
7. Use or access accounts belonging to others, including students or staff. Compromised accounts should be reported to a teacher or the Technology Department immediately.
8. Download, install, or introduce unauthorized programs, files, or games from any source. This includes malware, viruses, or other harmful software.
9. Tamper with, access without authorization, or vandalize computers, systems, or files. Intentional or negligent damage may lead to disciplinary action or legal consequences.
10. Access, store, or distribute materials inappropriate for a school setting, such as pornographic, obscene, violent, or vulgar content. Acceptable content aligns with resources provided by teachers, administrators, and the school media center.
11. Remove, obscure, or alter identification labels, such as asset tags, manufacturer labels, serial numbers, or model numbers on devices.
12. Avoid rough treatment – Screens and hinges can be damaged easily.
13. Do not open the screen past a 90° angle.
14. Never carry the laptop by the screen – Always close the lid and use two hands.
15. Remove all items from the keyboard before closing the lid (e.g. pens, pencils).
16. Keep food and liquids away from the laptop at all times.

Students are expected to follow these guidelines, along with all policies outlined in the student handbook. Failure to comply may result in disciplinary actions as detailed below.

Procedures for Use: Students may access the Internet only with teacher authorization and solely for educational purposes that align with the district's mission. Unauthorized use is prohibited. At all times, student Internet activity must be actively supervised by a staff member.

Penalties for Misuse Violations of the district's guidelines, prohibitions, or rules regarding computer use, software, or copyright policies may result in loss of network access and disciplinary action. Disciplinary measures may be imposed by a teacher, network administrator, or building principal.

Consequences may include, but are not limited to: • Restricted access to devices or network resources • Revocation of device and network privileges

Payment for device repairs and replacements

If a device is damaged, the student is responsible for paying repair / replacement costs according to the repair costs determined by Spencerville Local School District up to the full cost

of a replacement device. Replacement part costs vary by model and over time. The replacement cost of a device varies per model.

Disclaimer: The Spencerville Local School District denies any responsibility for the accuracy or quality of information obtained by network services; use of any such information is at the user's risk.

Early Entrance to Kindergarten

Spencerville Schools

Kindergarten Early Entrance Flowchart

Parent requests Kindergarten Early Entrance packet from Spencerville Elementary School Office if the child will turn 5 on or after the first day of school of the requested school year.



Kindergarten Early Entrance Application, Permission for Review and Kindergarten Readiness Checklist(s) are returned to the Elementary Office and forwarded to the School Psychologist or Elementary Principal. Timelines for the evaluation will start upon the district receiving the required documents.



Parent contacts Elementary Secretary to schedule an appointment for Kindergarten Screening. If the student scores in the above expected category on all 3 components of the kindergarten screener, then a referral is made to the Gifted Personnel or School Psychologist to conduct a norm-reference intelligence ability test from ODE's approved gifted vendor list.



If the child obtains a Full Scale I.Q. or General Conceptual Ability at the 95th% or higher, the child will be administered an academic achievement assessment for both reading and math.



If the student's reading and math composite scores falls at the 95% rank or higher, then the student will be admitted to kindergarten. If the child turns 5 on January 1st or later of the kindergarten year, then the Kindergarten Early Entrance Committee will meet with parents to complete the IOWA Acceleration Scale, and make a recommendation.

(See Board Policy on Acceleration, File: IKEB)