

2021-22

MIDDLE SCHOOL

PARENT-STUDENT HANDBOOK

Hayward • Roosevelt • Schaefer



Every Student | Every Opportunity | Every Day

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Welcome from the Superintendent

Dear Families,

Welcome to the 2021-22 Academic School Year! Our Middle School teams are excited to greet students on the first day of school and guide them on their educational journey.

The purpose of this handbook is to keep parents, guardians and students informed of SCSD policies and procedures at the middle school level. Please take time to go through it with your student and keep it handy throughout the year for reference.

The middle school years are some of the most transformative in a child's life. It is my hope that your family will take advantage of the opportunity-rich environment that exists within our district to prepare students for the next level of learning. All three of our middle schools have a rich heritage in Springfield and are deeply connected to community resources.

Please connect with your building principals and teachers with any questions or concerns.

Have a great school year!

Sincerely,

Dr. Bob Hill, SCSD Superintendent

DISTRICT GOALS & OBJECTIVES

VISION STATEMENT

The Springfield City School district collaborates with its families and community partners to support college or career readiness and personal success for every student. Collectively we deliver a rigorous, opportunity-rich and student-centered education that inspires lifelong learning.

VALUES STATEMENT

Student-centered - We make every decision in the interest of student success.

Collaborative – All staff build inclusive relationships with one another and with our students, parents and community partners. We communicate and support teamwork at all levels and across the district. We are all educational leaders.

Curious – All staff are engaged in continuous learning, seeking to do everything that we do better. We are interested in improving ourselves. We engage and inspire our students.

Diverse – We respect and embrace the diversity of our students, our staff and the community.

ACCIDENTS

Accidents must be reported to the supervising staff member or office at the time of the incident.

AFTER SCHOOL ACTIVITIES

Students must be in attendance no less than half the school day to participate or attend any of the after-school student activities. Please remember that all school rules apply to any school function that may occur on or off school property. Violation of school rules may result in a student or students being removed from attending such activities. *Students who skip detention may not participate in after school activities.* (Refer to **Extra-Curricular Activities**)

APPOINTMENTS (DOCTOR, DENTAL, ETC.)

Appointments should try to be scheduled after school whenever possible. Parents are required to sign the student out of school. If it is not possible to schedule after school, the student must bring a signed note from the service provider.

ATTENDANCE ABSENCES

When a student is absent any part of the school day, the parent or guardian must contact the office on each day of the absence. The student is required to bring a signed note when they return to school after the absence if no call is received. After 10 absences, a doctor's note is required.

Regular attendance of students in school is in the personal interest of students and their parents and the professional interest of educators in the school system. A student cannot gain full benefit from the academic, social, physical and vocational education opportunities provided if his/her attendance is sporadic. Such a student risks grade retention and failure to graduate from high school.

The law of the State of Ohio requires that school attendance shall be compulsory from age 6 through 18. Kindergarten attendance is considered essential. Students, parents and school officials have a legal obligation to abide by and enforce the State attendance law.

Primary responsibility for regular school attendance rests upon parents. Teachers and administrators will use all possible means to communicate with, counsel with and enforce upon parents (using civil authorities when necessary) their legal and moral obligation to assure that their children attend school regularly.

In order to encourage regular school attendance and motivate student learning, school staff should take all necessary steps to: 1) provide a quality K-12 educational program; 2) institute desirable individualized and alternative programs to meet the needs of different types of students and 3) create a positive climate for students living and learning in the schools. The most important lesson which every teacher must teach every student is the value of becoming educated and the desire and habit of coming to school and to classes regularly.

From the Springfield City School District Policy and Regulations File: JE

CAFETERIA

Breakfast and lunch are free to all students in the SCSD. Breakfast is served every morning at 8:20 a.m. Students must arrive no later than 8:40 a.m. in order to be served unless they arrive late on a school bus. Middle schools observe a closed lunch policy.

CARE OF THE BUILDING

Everyone should take pride in our school buildings and school grounds and do everything possible to keep them clean and attractive. Please be a thoughtful citizen and pick up paper or rubbish when you see it instead of walking by. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. Acts of vandalism may be prosecuted.

CELL PHONES

Cell phones are not to be used or carried during the school day. Possession of or usage of a cell phone during school will result in, but not limited to, the confiscation by a staff member. The student's parent or guardian will be asked to pick up the phone in the office. Continued violation of the cell phone policy will result in confiscation until the end of the school year.

CHANGE OF ADDRESS OR PHONE NUMBER

Any change of address or telephone number must be promptly reported to the office.

CHEATING

Cheating consists of work a student copies from any source other than that which is permitted. To plagiarize means to take ideas, writings, etc. from another and pass it off as one's own. Students will only be given credit for their own work.

CLASSROOM RULES

The middle schools believe that every student can behave appropriately in school. Each classroom teacher has a discipline plan for his or her classroom. Students will be informed of each set of room guidelines, rewards and consequences.

CODE OF CONDUCT

*See Appendix A

CONFERENCES WITH ADMINISTRATORS

The building administrators are aware of and oversee all curricular and discipline issues. If you need to talk with an administrator, please make an appointment with the school office in advance, if possible.

CONFERENCES WITH TEACHERS

Conferences between parent and teacher are an important factor in understanding their child's development and progress. Conference times are scheduled on the district calendar in the fall and late winter. You may arrange a conference at other times by calling the school for an appointment.

CONFISCATED ITEMS

All items must be claimed by the last day of school. After that, any item not claimed will be disposed of.

CORRIDOR PERMITS

Students are required to have a signed corridor permit or a student agenda when traveling throughout the building unless they are accompanied by a staff member. Students who abuse hall passes may be placed on a restricted hall movement status. The restricted status allows a student to leave the classroom setting only for an emergency situation.

COUNSELING / GUIDANCE

Guidance services are available for every student in the school. These services include help with school planning, testing, career information, study organization, group guidance, and other home, school or social concerns.

DRESS CODE

Students are reminded that certain dress is not acceptable at school. We believe that proper attire fosters positive behavior and a healthy school climate. The following dress code applies to all students; dress expectations will be enforced:

1. Clothing and accessories will not be distracting or disruptive.
2. Clothing and accessories will not interfere with the rights of others.
3. Clothing and accessories will not be vulgar, suggestive, or offensive.
4. Clothing and accessories will not advertise or promote the use of alcohol, tobacco, drugs, gangs or weapons.
5. Clothing and accessories will not disrespect ethnic, cultural, gender, sexual, or religious differences.
6. Clothing will not be comprised of pajamas or resemble undergarments.
7. Shirts or blouses must be of sufficient length to meet the waistband at all times. No bare midriffs are permitted. Muscle tops, half-shirts, tube tops, halter tops, off-the-shoulder shirts, shirts with spaghetti straps or low cut shirts of any design are not acceptable. **No cleavage should be visible.**
8. During school hours, no hats, scarves, kerchiefs and non-religious head coverings are to be worn inside the building.
9. Appropriate shoes must be worn at all times. Slippers and shoes with wheels are not permitted.
10. Shorts, dresses, and skirts must be of knee length. Underclothes should not hang out of pants/shorts. **Spandex, leggings, tights, etc. cannot be used as pants or shorts.**
11. Pants must fit properly around the waist.
12. **Clothing must be free of holes above the knees.**
13. Purses, backpacks or book bags are not permitted and must be stored in student lockers.
14. Coats are not permitted and must be stored in student lockers.

It is understood that not all unacceptable attire can be listed or described here; therefore, building administrators will make the final decision regarding the appropriateness of clothing and accessories. Violators may be penalized, sent home to correct the problem, or required to call home to have appropriate clothing delivered.

EMERGENCY MEDICAL AND REGISTRATION FORMS

All parents are asked to complete a Registration Form and an Emergency Medical Form for each child during the first week of school. Failure to do so will result in disciplinary action. The forms must include at least one current telephone number and address where the parent may be reached in case of an emergency. State law requires this form. Students will only be released to persons listed on the Registration Form. Any changes to the information should be reported to the school as soon as possible.

EMERGENCY DRILLS

Students will be instructed on the quickest methods to exit the building in all emergencies. During Fire Drills, students will move from the building and line up according to respective classes. During a Tornado Drill, students will move by class to designated areas in the building and kneel. During a Code Red Drill, all students will stay away from the doors and windows. Everyone is to remain quiet during any type of emergency drill.

EMERGENCY NOTIFICATION

In the event the schools are closed because of weather conditions or mechanical failure, it will be announced on local radio and television stations and the Springfield City School website. Please do not call the school for information related to early release, cancellation or 2-hour delay.

Our district uses a call system for prompt telephone notification in emergencies and closings. Please make sure we have your current phone number(s).

EXTRACURRICULAR ACTIVITIES

Students must be in attendance at school no less than half the school day of an event in order to attend or participate. *Students who skip detention may not participate in after school activities.* All school activities on or off the property are subject to all school rules. Students who violate any rules will be disciplined accordingly and may be removed from attending such activities.

FIELD TRIPS

Field trips of an educational nature are encouraged in order to satisfy the exploratory nature of the middle school philosophy as well as to enable our students to gain those experiences that they may not otherwise have. Permission slips will be distributed to participating students in advance to be taken home and signed by parents. Only a signed permission slip turned in by the deadline will be accepted. Written notes or phone calls will not be accepted. Because of the nature or destination of some field trips, students may be required to maintain certain academic and/or behavioral standards for a specific length of time prior to the field trip.

END OF THE YEAR FIELD TRIPS & ACTIVITIES

Middle schools have established end of the year field trips and activities to reward students for the academics and/or behaviors throughout the school year. The following guidelines have been established for student participation:

1. No suspension (in or out of school)
2. No court referrals
3. No more than 40 detentions for the school year 4. No more than 10 unexcused absences.

***** ALL STUDENTS HAVE A RIGHT TO APPEAL *****

GRADING SYSTEM

Grades are assigned based on four nine-week periods. Report cards are issued a week following the close of each grading period. The final report card of the year will be mailed the week following the close of school. Interim progress reports are sent home with students midway through each grading period.

GUIDELINES FOR TROUBLING SITUATIONS

Parents are asked to instruct their children on what procedures to follow if a troublesome situation occurs on the way to school, while at school, or on the way home from school.

1. If you know of impending troubles, notify school officials.
2. Avoid the conflict area at all costs. It only makes matters worse for a group of students to stand and watch two students who may be fighting. It also prevents them from walking away from a fight.
3. Be wary of rumors. From past experiences, students will believe almost anything if it was told by a friend. Do not assume anything.
4. Remember to recognize that your fellow students have rights the same as you have, and judge other students accordingly. (Do unto others, as you would have them do unto you.)

HARASSMENT

One type of misconduct that happens more in the middle school years than at any other level is harassment. Harassment can be physical or verbal in nature (i.e. teasing, pushing, and sexually suggestive comments). Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students. It is especially important that students help us stop this and other types of misbehavior. We need your cooperation and help in making this a safe, orderly, and friendly school for all students. If you see something wrong, let your teachers, counselor, or a principal know about it.

HOMEWORK POLICY

The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans, educational practices, grade level and the student's ability to complete the homework assignment. Homework is to be properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program and is age appropriate. It is not used for disciplinary purposes.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Homework is considered practice and it should therefore not account for more than 15% of a student's grade except as may be determined jointly by a teacher and principal, or as otherwise provided for by law, rule or regulation. However, students may be assigned a project that requires work outside of the classroom going beyond regular homework and would not be accounted for as homework. Then the teacher may assess this type of project using a rubric, checklist or other tools.

Relative to homework:

- Teachers are to assign work that is worthy of the effort students are expected to put forth.
- Teachers are to make sure the directions for the homework are perfectly clear and that the assigned work is doable.
- Teachers should talk to their colleagues about homework assignments that have the highest effectiveness.
- Teachers are to pay special attention to students who are not completing homework or are struggling to finish work successfully.
- Since too much homework may negatively impact its effectiveness, teachers should assign homework judiciously, deliberately, and moderately. The purpose of homework is not to create excessive demands on student time but to build on student skills and knowledge.
- The quality of homework assignments is more important than the quantity of work a student is to complete or the amount of time a student must put in to complete the work at home.

- Homework should be designed at the independent level; it should reinforce or extend concepts, content, and processes that have been studied in class under the guidance of the teacher. Parental assistance should not be an expected or required component for successful completion of homework.
- Homework results should be used as formative assessment data and influence instructional decisions.
- Students should receive feedback from the teacher or classmates and have the opportunity to respond to that feedback.

From the Springfield City School District Policy and Regulations File: IK

LOCKS/LOCKERS

Each student will be assigned a locker at the beginning of the school year. Students are responsible for keeping their lockers locked at all times. Students are not permitted to use any locker other than their own or give their locker combination to any other student. Students are permitted to use their locker four times each school day -- before homeroom, before lunch, after lunch, and after school or with a pass signed by teacher/advisor.

Separate lockers may be provided for students during their physical education classes and to all athletes. Lockers are to be cleared of all items by the last day of school. Any remaining items will be disposed of.

Lockers are school property and may be inspected at any time by school administrators. Students are not to put objects in lockers that deter the normal operation of the lock.

MAKE-UP WORK

When returning to school after an absence, it is the student's responsibility to see teachers about make-up work. A student will be given as many class periods to make up the assignments as classes missed. This can be extended at the discretion of the teacher for unusual circumstances.

MEDICATIONS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
7. All dental prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy except that no person would be liable in civil damages for administering or failing to administer the dental treatment, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."

This policy, adopted by the Springfield City Board of Education, does not otherwise apply to or regular conduction of such dental disease prevention programs sponsored by the Ohio Department of Health.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Auto Injectors

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

From the Springfield City School District Policy and Regulations File: JHCD

PERFECT ATTENDANCE

A student missing any part of the school day may not qualify for perfect attendance. A student who accumulates the equivalent of one-half day or who is frequently tardy to school will not qualify for perfect attendance. A student assigned to In-School Suspension cannot qualify as having perfect attendance.

PERSONAL PROPERTY

Coats, book bags, instruments and other items of value should be labeled with the student's name. It is best not to bring anything of value, especially large amounts of money. School officials assume no responsibility for lost items. If you lose something, check first with your teachers; then get a pass to look in the LOST AND FOUND.

RESTROOMS

Restrooms are located throughout the building. Students may use them during class change times and at lunch. A student may request a corridor permit from his/her classroom teacher or a teacher initialing their student agenda during other times.

SCHEDULE CHANGES

All schedule changes must be approved by the principal. Teachers, guidance counselors, parents, or administrators may initiate schedule changes. Since any schedule change is liable to disrupt a number of classes or have other hidden implications, requests for changes are considered very carefully. Reasons for which schedule changes might be approved include:

1. To improve class load balance.
2. To change grouping if recommended by a teacher.
3. To improve a discipline situation.

SCHOOL RESOURCE OFFICER

Middle schools will have the aid of a Springfield Police Officer in the building. The role of the officer is to help provide a safe and secure school environment. The School Resource Officer (SRO) will act on several different levels. The officer will be a mentor/problem solver in some situations. The officer will educate students and classrooms about law matters. The officer will aid in crime prevention, and, in cases where it is warranted, the SRO is responsible for enforcing the law when it has been broken. The SRO is also to act as a positive role model for the students and help to encourage more cooperation between the police department and students.

SCHOOL DETENTION (GENERAL)

Students will receive a 24-hour written notice for the purpose of informing parents and to make transportation arrangements.

SCHOOL DETENTION (TEACHER)

Students are expected to serve teacher detention when it is issued. Students will receive 24 hour written notice to inform parents and to make transportation arrangements. Students who fail to serve detention with a teacher will be issued general detention. Students who have both teacher and general detention are to serve both by first reporting to teacher detention and then to general.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including purses, book bags, gym bags, etc.) of a student with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of the law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction. Student lockers are the property of the district and random searches of the lockers and their contents may be conducted.

SECURITY

To ensure the safety of our students, all doors will be locked during the day. Please ring the doorbell at the main entrance of the building to gain access.

STUDENT ACCELERATION

The Board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording students access learning experiences more commonly provided to older peers. Among these experiences are early entrance into kindergarten, whole grade or content area skipping, and early graduation from high school.

Any student residing in the District may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist or a parent or legal guardian of the student to the principal of his/her school for evaluation for possible accelerated placement.

Copies of this policy and referral forms for evaluation for possible early entrance, whole-grade acceleration, individual subject acceleration and early high school graduation are on the district web site and made available to District staff and parents at each school building. The principal of each school building or his/her designee solicits referrals of students for evaluation for possible accelerated placement annually, and ensures that all staff he/she supervises are aware of procedures for referring students for evaluation for possible accelerated placement.

STUDENT ARRIVAL / DEPARTURE

For your child's safety, we encourage students to arrive after 8:30 a.m. **There is no supervision prior to this time.** Permission to attend a meeting or to go to a classroom will be granted only with prior written arrangement from a teacher or staff member.

School ends at 3:45 p.m. **Students are to exit the school premises immediately following dismissal. There is to be no loitering.** The exception is any student participating in a supervised after school activity. If a parent is having a transportation issue, a building administrator needs to be contacted so that a plan can be put in place.

STUDENT RECOGNITION

High expectations and standards for student success in the areas of academics, behavior and social development are recognized by award programs to provide incentive for student efforts.

A Honor Roll: A student must have a grade point average of 3.67 to 4.33

Principal's List: A student must have all A's with no grade below A-

B Honor Roll: A student must have a grade point average of 2.67 to 3.66

The following scale of grade equivalents is used to average grades:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
F = .00			

The following scale is used to convert a number value to a letter grade:

A+	=	98 - 100	A	=	93 - 97	A-	=	90 - 92
B+	=	88 - 89	B	=	83 - 87	B-	=	80 - 82
C+	=	78 - 79	C	=	73 - 77	C-	=	70 - 72
D+	=	68 - 69	D	=	63 - 67	D-	=	60 - 62
F	=	Below 60	Failing					

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and

4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

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

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students have the right to advise the District, in accordance with such regulations, if they refuse to permit the disclosure of directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or, where warranted, in a health or safety emergency, etc.).

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

From the Springfield City School District Policy and Regulations File: JO

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Springfield City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Springfield City 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 the Springfield City School District 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.¹

If you do not want Springfield City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Springfield City School District has designated the following information as directory information for former students who have graduated or who have not been enrolled as a student in the District within the previous twelve (12) months:

- **Student's Name**
- **Student's Address**
- **Date & Place of Birth**
- **Dates of Attendance**
- **Participation in officially recognized activities and sports**
- **Student's Height & Weight, if member of an athletic team**
- **Student achievement awards or honors**
- **Date of graduation**

TARDINESS (TO SCHOOL)

Students are personally responsible for being at school on time and in their homerooms before the 8:45 a.m. tardy bell. A student tardy to school is unexcused except for appointments (note from the provider is required). Oversleeping, car problems, etc. are not excused for being tardy. Tardiness to school will result in school detention. Students receive three free tardies per semester. Habitual offenses may result in court mediation or other disciplinary action.

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).

TARDINESS (TO CLASS)

Students who are late to class will be issued school detention.

TECHNOLOGY: COMPUTER USE AND INTERNET SAFETY POLICY

The Board recognizes that technology can greatly enhance the instructional program. Computers, at the building level, and use of the District network or on-line services network are to support learning and to enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner.

The District has a detailed policy called the Responsible Use Policy, EDE-R, which includes very important information about the use of District computers, network, other technology items, and the Internet. A copy of Policy EDE-R is provided to each family at the start of each school year. It is also available online, on the district website, under the "Board" tab and under each school's "School Documents" link.

Failure to adhere to this policy and the guidelines will result in the revocation of the user's access privileges and/or other disciplinary actions as deemed appropriate. Students will have limited access to District technology, and very limited access to District computers or networks unless the parent or guardian agrees, in writing, to the Responsible Use Policy.

From the Springfield City School District Policy and Regulations File: EDE

TECHNOLOGY (1:1 Student Laptop Policy)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available. The Springfield City School District Board of Education provides technology so that students may acquire the skills and knowledge to learn effectively and live productively in the 21st Century.

The electronic device issued to a student is like any other teaching and learning tool provided to the student by the Springfield City School District. Students are expected to show proper use and respect for the device.

Please refer to the Student Laptop Agreement and Responsible Use Policy in the package of forms provided to each student at the beginning of the school year.

TELEPHONE USE AND MESSAGES

Office telephones are for school business and may be used by students only in cases of emergencies with the permission of the office staff. Phone messages from home will be given to students only in case of an emergency.

TRANSFER / WITHDRAWAL

Parents should notify the office secretary of a transfer to another Springfield City School or a withdrawal to another school district. The student will need to turn in textbooks, library books, or any other school materials. Records will not be released if there are any outstanding fees or fines.

TRANSPORTATION: BICYCLE

Racks are provided for students who ride a bike to school. All bikes should be parked in the racks and LOCKED for protection. School officials assume no responsibility for the security of the bikes.

TRANSPORTATION: BUS

Students who live at least two miles from their middle school are provided with free bus transportation. Students must board and leave the bus at their designated stop. A student may only ride his/her assigned bus. Students are expected to follow all bus rules. A student may lose the privilege of riding the bus if he/she does not follow the rules. See Appendix B.

TRANSPORTATION: DRIVING

Middle school students, even if they hold a valid driver's license, are not permitted to drive to school.

VANDALISM

Vandalism of any kind may be deemed as criminal behavior. If a student commits vandalism on school grounds, on school transit or at any school-sponsored event, they will be disciplined by a school official and may also face criminal charges. Disciplinary action can include but is not limited to such things as losing the privilege of attending district-sponsored activities, detention, in-school suspension or expulsion.

VISITORS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To ensure that no unauthorized persons enter buildings, all visitors must first report to the school office to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.

From the Springfield City School District Policy and Regulations File: KK

If you would like to visit your child's classroom, please make arrangements with your child's teacher.

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, military status, ancestry or disability.

The Board's nondiscrimination policy applies to all personnel practices, such as the following: hiring, upgrading, promotion, demotion or transfer, recruitment and recruitment advertising, layoff or termination, discipline, rates of pay or other forms of compensation, selection for training, overtime, extracurricular activities and job assignments.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

From the Springfield City School District Policy and Regulations File: AC

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

From the Springfield City School District Policy and Regulations File: JB

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to the provision of a free, appropriate public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations.

In keeping with the requirements of the Ohio Department of Education for compliance with the *Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities*, the Springfield Board has selected the narrative version of the Model Policies and Procedures, which is incorporated by reference into this policy.

Copies of these Model Policies and Procedures are available by contacting the Special Education Office at 505-2855.

From the Springfield City School District Policy and Regulations File: IGBA

CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student and parent of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final. The Board's policy regarding bus riding privileges must be posted on school buses and made available to students.

After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

From the Springfield City School District Policy and Regulations File: JFCC (Also EEACC)

FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES

The Board operates a food service program in its schools. Food is prepared on-site in each elementary, middle and high school.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The Ohio Department of Education, Office for Safety, Health and Nutrition, in partnership with the United States Department of Agriculture, administers the National Child Nutrition Programs through the National School Lunch, School Breakfast, Special Milk, After School Care Snack and Government Donated Food (Commodity) Programs among others.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. To be eligible for reimbursement and government-donated foods, participating schools and agencies must prepare and serve meals that meet federal nutrition requirements.
2. The reimbursable meal must be priced as a unit and available to all students regardless of their ability to pay.
3. Meal service for lunch must be between 10:00 a.m. – 2:00 p.m.
4. Schools may choose one of four menu-planning options: Nutrient Standard Menu Planning (NSMP), Assisted NSMP, Traditional or Enhanced. A computerized nutritional analysis using USDA approved software is required to use NSMP. Traditional and Enhanced patterns are planned using minimum quantities of milk, meat or meat alternate, vegetables and/or fruits, grains and breads.
5. Any student under age 21 who is enrolled in an eligible school or RCCI may participate.
6. Additional benefits may be available to a student when his or her guardian submits a Free and Reduced-Price School Meals Application. Based on the household size and income, the student may be eligible for meals free or at a reduced price. Schools may charge no more than 40¢ for a reduced-price lunch,

30for a reduced-price breakfast. Schools set their own prices for meals served to students who pay the full meal price (paid full-price); though they must operate their meal services as non-profit programs.

7. A District Wellness Program is in place and enforced.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a- la-carte food prices. The Food Services Supervisor sets these prices without Board approval.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except as permission having been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for providing written communication of any special dietary needs of their child, including food allergies, to the District. Students with special dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods that must be omitted from the student's diet), and the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food- allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life- threatening food allergies and the management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

From the Springfield City School District Policy and Regulations File: EF/EFB

SPRINGFIELD CITY SCHOOL DISTRICT CODE OF CONDUCT

General Guidelines for Discipline

The Springfield City School District's Board of Education adopts guidelines and policies based upon the federal and state laws that guarantee certain rights for parents and students. Accordingly, individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

The code of conduct applies to all Springfield City School District Students:

- While they are being transported to or from school, at public expense, on a school bus, a school-sponsored vehicle;
- While they are at a Springfield City School District bus stop as it relates to all District property and vehicles;
- While they are on school ground before, during, and after school hours;
- When they are engaged in a school-sponsored activity on the school premises or away from school premises;
- At all times whenever a student's conduct is related to school or school activities.

It is the responsibility of the school principal (or designee), faculty and school staff to help students and parents understand and follow the *Student Code of Conduct*. Parents are encouraged to read and discuss this handbook with their children in order to help them be more successful at school.

Vision for a Positive School Climate

The purpose of the Springfield City School District Student Code of Conduct is:

- To provide clear and explicit expectations and rules governing student behavior, activities, and discipline;
- To provide a framework for building a safe and orderly learning environment;
- To identify guidelines for teaching and encouraging positive behaviors necessary to meet the district's behavior initiative; and
- To describe methods of corrective instruction and consequences for responding to violations of the rules.

Springfield City School District *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level 1, 2, or 3), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. The building administrator has the discretion to determine which Level a student's behavior falls, regardless of where the definition is located within this document, based on the facts and circumstances of each individual situation. Persistent violations or offenses, (two or more either all Level 1 or in combinations with Level 2), of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

Springfield City School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damage property, impede the orderly conduct of the school program, or interfere with the orderly implementation of the desegregation plan. All provisions of the special education laws (IDEA) are considered to govern the administration of discipline in Springfield City Schools District. Consequently, some provisions of this handbook may not apply in some cases where a student's program is determined by an approved Individual Education Plan (IEP).

Springfield City School District Schools will have a safe and orderly learning environment as evidenced by positive student behavior, reduction of suspensions, and increased student learning performance indicators.

Rights of Students and Parents

In public schools, parents and students have certain rights given by federal and state laws. The Springfield City School District's Board of Education adopts guidelines and policies based upon these federal and state laws. Accordingly, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

Every Springfield City School District Student and Parent have the right to due process of law.

- Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and an opportunity for an informal hearing.
- Before a student is expelled, the student and parent have the right to receive written notice of the reason for the proposed expulsion and an opportunity for a formal hearing. In both instances, parents will be given the opportunity to appeal the disciplinary action.

As a Springfield City School District student, you have the right to expect:

- A free education in a positive learning environment.
- That the school you attend will be a safe and secure place.
- That you will not be subjected to discrimination.
- That you will be provided with the school rules and regulations.

As a Springfield City School District student, you have the personal responsibility to:

- Know and obey rules and laws which govern their conduct while at school or on school property.
- Do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities.
- Respect the dignity and worth of yourself, your fellow students, teachers and school staff.
- Respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline.
- Behave in a way that does not disrupt the educational process or lead to physical or emotional harm.
- Learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behavior.

The examples listed throughout the Student Code of Conduct are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action. Similarly, a student's rights in regards to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the welfare of all students. Lockers/cubbies and desks are property of the school system and are on temporary loan to students and are subject to examination by school personnel at any time.

The Student Code of Conduct Applies to all Springfield City School District Students:

- On school grounds before, during and after school hours
- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- On a school bus, a school-sponsored vehicle, or at a Springfield City School District bus stop as it relates to all District property and vehicles
- Whenever a Springfield City School District student represents his or her school
- At all times, whenever a student's conduct is related to school or school activities

Level 1 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
BE SAFE	<ul style="list-style-type: none"> • Stay in assigned area • Follow directions • Obey classroom/school rules 	<ul style="list-style-type: none"> • Class disturbance • Leaving classroom or assigned location without permission • Violating Local School Rules
BE RESPECTFUL	<ul style="list-style-type: none"> • Follow school rules • Demonstrate positive social skills 	<ul style="list-style-type: none"> • Profanity • Class disturbance
BE RESPONSIBLE	<ul style="list-style-type: none"> • Be at school on time and attend regularly • Follow the expected dress- code 	<ul style="list-style-type: none"> • Excessive tardiness • Clothing does not follow the dress code
<p>Possible Corrective Strategies</p> <p>Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p>		
<ul style="list-style-type: none"> • Reteach the behavioral expectation • Mandatory student conference • Parent contact/conference • Loss of Privileges • Require the student to complete a community service task/special assignment • Have the student choose a method of apologizing to making amends to those harmed or offended • Time out • Provide a reflective activity to think about what happened • Detention, during which the student completes the work • Buddy Room (i.e. partner class) • In School Suspension 		<ul style="list-style-type: none"> • Building level behavioral curriculum activities • Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors • Turn clothing around and send home a dress code violation notice, request parents bring a change of clothes or send students home to change clothing and return to school • Referral to Truancy Officer or Guidance Counselor • Referral to Court Mediation Process • Referral to Intervention Assistance Team (IAT) • Alternative Learning Center • Out-of-School Suspension for up to 10

Definition of Terms for Level 1 Behaviors

Level 1 Behaviors- (conduct that impedes the orderly operation of classrooms, schools and/or district vehicles) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section. A student found to have engaged in behavior that is classified as a Level 1 offense may be removed from the building.

Disturbance

Acts, behaviors, or conduct in the classroom or in the school or upon school grounds that disrupts the educational process. See *Board Policy JFC and Student Handbook "Unacceptable Types of Student Conduct: Administrative Regulations"*.

Dress Code

Dressing or grooming in a manner that disrupts the teaching or learning of others as determined by local school communities; including, but not limited to, ski masks; hats; doo rags; bare midriffs; clothing with drug, alcohol, sex, vulgar or hate messages; skirts or dresses above mid-thigh; pants worn below the waist line; or any full-face covering(s) are prohibited. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students or constitute a health threat to the individuals or other students. Dress and grooming will not be such as to disrupt the teaching-learning process. Head gear that impedes identification is not permitted. At a time when a student's personal hygiene and/or dress is inappropriate for the occasion, the student may be asked to turn their clothing around and have a dress code violation slip sent home, request that the parents bring a change of clothes to school or required to return home to change and return to school, or be put in the custody of the parent or guardian to make suitable adjustment appropriate to the school atmosphere. (Fulton Elementary School students only: Refer to school uniform policy.) See *SCSD Board Policy JFCA and the Student Handbook "Dress and Grooming"*.

Excessive tardiness & Early release

The repeated failure to report, without an acceptable excuse, to school, classroom, other instructional areas after the "tardy bell" or leaving school prior to the release of school. See *Board Policy JE/JED/JEDA/JEDB and the Student Handbook*.

Profanity

Swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds. See *Board Policy JFC, and the Student Handbook "Unacceptable Types of Student Conduct: Administrative Regulations"*.

Violating Local School Rules

Noncompliance with established procedures for playground activities, hallway behavior, proper assembly conduct, use of the lunchroom facilities, and/or codes of conduct that are specific to respective buildings and school buses/vehicles. Students who act as an accessory to (e.g., assisting, planning, participating, and/or encouraging) any violation of school rules are subject to the same corrective action as students, who are actively involved in committing such offenses. See *Board Policy JFC and the Student Handbook "Unacceptable Types of Student Conduct: Administrative Regulations"*.

Level 2 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 1)
BE SAFE	<ul style="list-style-type: none"> • Keep your hands & feet to yourself • Be aware of your surroundings • Remain in assigned area • Solve problems peacefully 	<ul style="list-style-type: none"> • Fighting • Threats to staff/students • Inciting a fight or contributing to a disruptive situation • Leaving school without permission
BE RESPECTFUL	<ul style="list-style-type: none"> • Consider the feelings of others • Accept and respect others when the answer is no • Use polite words • Use impulse control 	<ul style="list-style-type: none"> • Insubordination • Inappropriate contact • Verbal Abuse
BE RESPONSIBLE	<ul style="list-style-type: none"> • Tell the truth • Follow school rules • Take care of school property • Keep your school clean 	<ul style="list-style-type: none"> • Forgery/Falsification • Violations of School/Class Rules • Inappropriate Use of Electronic Devices • School Disturbance • Destruction of School Property • Inappropriate Internet Use
<p>Possible Corrective Strategies Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p>		
<ul style="list-style-type: none"> • Restitution • Require class-by-class check-ins with staff member for a set period of time • Arrange linkage with counseling agency • Create a home/school communication system 		<ul style="list-style-type: none"> • Complete a Functional Behavior Assessment/Behavioral Plan • Identify mentor & establish a schedule of activities related to school performance • Out-of-School Suspension for up to 10 school days • Also include Corrective Strategies listed in Level 1

Definition of Terms for Level 2 Behaviors

Level 2 Behaviors- (serious misconduct) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student found to have engaged in behavior that is classified as a Level 2 offense may be removed from the building.

Destruction of School Property

Loss, destruction, defacement, inappropriate use of textbooks, media center materials, computers and/or computer related materials. All students are required to comply with the district's internet acceptable usage guidelines. *See Board Policy JFC/JFCB and the Student Handbook "Unacceptable Types of Student Conduct: Administrative Regulations".*

Fighting

The physical altercation between two or more students. *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Forgery/Falsification

Acts, not limited to, falsifying school records, forging signatures, making or providing false statements, cheating, counterfeiting, plagiarism, bribery, and/or using an unauthorized computer user ID or password, or unauthorized use of teachers' manuals or textbooks. *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Inappropriate Bus Behavior

Any behavior or action that distracts a bus driver, causes a dangerous situation or disturbs the orderly operation of a bus. Students must comply with the Ohio Department of Transportation (ODOT) regulations posted on the bus. Eating, drinking, being out of seat, transporting of animals or glass containers, spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency are prohibited. State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. *See Board Policy JFCC/EEACC and the Student Handbook "Student Conduct on School Buses".*

Inappropriate Physical Contact

No fondling, touching, or kissing in school facilities, on school grounds, at school related activities, or while on buses transporting students to and from school related events. *See Board Policy AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Inciting to Fight and/or Contributing to a Disruptive Situation

The promotion to engage another student in physical conflict and/or continuous harassment and/or the promotion of misconduct for any purpose. *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Insubordination

Refusal to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/disruptive behavior). *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Leaving School without Permission

Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal's designated representative and/or not reporting or returning to class or school activities. *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Possession of Electronic Devices

Devices that impede or interrupt the educational process including, but not limited to, video games, beepers, cellular phones, radios, CD/tape players, MP3 players, laser pens and others. *See Board Policy JFCK and the Student Handbook, "Possession of Electronic Device: and "Unacceptable Types of Student Conduct: Administrative Regulations".*

Possession of Tobacco or Tobacco Products

Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district. The use of or the possession of any form of tobacco or tobacco products while in or upon the school premises or in any area under the control of the District or at any activity supervised by any school within the district. *See Board Policy JFCG/JFCI and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Repeated Violations of School Rules

Persistent offenses (two or more) either all Level I or in combination with Level II or violations of the criminal laws. *See the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Threats to Staff

Any threat by word or action to do violence to a staff member or his/her property, or the performance of any act that creates a well-founded fear within the staff member. *See Board Policy AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Threats to Student

Any threat by word or action to do violence to another student or his/her property, or the performance of any act that creates a well-founded fear within the student. *See Board Policy AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Verbal Abuse

Swearing, cursing and/or any profane or insulting remarks or gestures directed at any Springfield City School District staff member, volunteer, visitor, student, teacher or bus driver in school buildings, on school buses/vehicles or on school grounds. *See Board Policy AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Level 3 Behaviors & Intervention Strategies

School Wide Behavioral Expectations	Examples of Expected Behavior	Infraction of Behavioral Expectations (Level 3)
BE SAFE	<ul style="list-style-type: none"> • Treat your body, as well as others, with respect • Ask for help if you are not safe • Solve problems peacefully 	<ul style="list-style-type: none"> • Arson • Assault/Battery • Bullying • Gang Behavior • Use/Possession/Distribution of Weapon • Use/Possession/Distribution of Alcohol and Drugs
BE RESPECTFUL	<ul style="list-style-type: none"> • Accept refusals gracefully • Consider the feelings of others • Accept and respect others when the answer 	<ul style="list-style-type: none"> • Extortion • Sexual misconduct • Racial, ethnic or sexual harassment
BE RESPONSIBLE	<ul style="list-style-type: none"> • Obey laws • Choose the right time to celebrate • Stay out of other people's property • Ask before borrowing 	<ul style="list-style-type: none"> • Gambling • Vandalism • Use/Possession of Explosive devices • School disturbance • Bomb Threats/False Alarms • Loitering/Trespassing • Theft/Attempt/Possession • Conduct Outside of School Hours or Away from School
<p>Possible Corrective Strategies Multiple options may be selected from the list below depending on the individual students' needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.</p>		
<ul style="list-style-type: none"> • Mandatory administrative referral • File charges if law is broken • Work with juvenile court • Out of School Suspension for up to 10 school days • Recommendation for out of school expulsion for up to 80 school days or more depending on the offense • Also include Corrective Strategies listed in Levels 1 and 2 		

DEFINITION OF TERMS FOR LEVEL 3 BEHAVIORS

Level 3 Behaviors - (illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards). A student found to have engaged in behavior that is classified as Level 3 may be removed from the school immediately and recommended for expulsion.

Arson

Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school. *See Board Policy JFC and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Assault/Battery

An attack, whether physical or with an instrument, that is designed as or used as a weapon on any staff member(s) or student(s) who has not participated in or provoked the action or any act causing physical abuse or injury. Such behavior shall not be limited to occurrences on school property, in school buses/vehicles or at any school-sponsored activities. *See Board Policy JFC/KGB and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Bomb Threats/False Alarms

Making a false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses. *See Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Bullying

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. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. However, bullying that is sufficiently severe, persistent, or pervasive to rise to the level of harassment need not be intentional to constitute harassment, and depending on the pervasiveness or severity of the behavior, may not have to occur more than once to amount to harassment. The behavior causes either mental or physical harm to the other student. This behavior is prohibited on school property or at a school-sponsored activity. 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 students are permitted to plan, encourage or engage in any hazing and/or bullying. *See Board Policy JFCF and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations".*

Racial, Ethnic or Sexual Harassment

Unwelcome sexual advances or comments, including request for sexual favors, unwanted or offensive touching, racially derogatory comments, jokes, slurs, or remarks. *See Board Policy ACAA Harassment/Discrimination.*

Conduct Outside of School Hours or Away from School

Any conduct outside of school hours or away from school that may adversely affect the educational process or endanger the health, safety, morals, reputation, and/or well-being of other students, teachers, or other employees of the school system. *See Board Policy JFC and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations"*

Use/Possession of Explosive Devices

Handling, using, threatening to use or transporting any explosive devices/ items that eject or release a spray, foam, gas, spark, fire, smoke, or odor. Items may include, but are not limited to, bullets; ammunition; fireworks; smoke bombs; paint bombs; stink bombs; homemade bombs including gasoline, kerosene, explosive or corrosive chemicals; or any explosive aids, devices and caps, or items which by virtue of their shape or design give the appearance of the aforementioned. *See Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Extortion

Solicitation of money or anything of value from another person in return for protection or in connection with a threat to inflict harm. *See Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Gambling

Betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Gang Behavior

Determined gang behavior(s) whether a member, imitator or by verbal admission that includes, but is not limited to, recruiting gang members; wearing gang colors; or using hand gestures/signals, graffiti, literature, names, rap, pictures, or other paraphernalia, whether in possession of or on the person, school grounds, school buses, or in a locker. See *SCSD Board Policy JFCEA and the Student Handbook, "Gang Related Activity."*

Intent/Sale, Distribution of Drugs or Paraphernalia

Attempting to sell or distribute any drugs including prescription and over-the-counter medicines, chemicals substances, and all other legal/illegal substances (including look-alike drugs). Drug related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in possession at school-related activities, buses, or in students' desks or lockers; neither shall they be found any place on any property of the Springfield City School District. See *Board Policy JFCG/JFCI and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Loitering/Trespassing

Refusing to leave any school property after being instructed by school staff or law enforcement staff or visiting/returning to school property during the instructional day without appropriate authorization. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Use/Possession/Distribution of Alcohol

Possessing, carrying, concealing, consuming, distributing or showing evidence of having consumed alcoholic beverages. See *Board Policy JFCH and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Use/Possession/Distribution of a Dangerous Weapon

Possession of, on or about their person (locker, desk, book bag, bus, etc.) or at school/school-related activities, a weapon, device, instrument, rattail comb, material or substance (designed as a weapon or used as a weapon) that is capable of causing death or serious bodily injury. This also includes, but is not limited to, gas repellent, stun gun, razor, chemical sprays, ax handles, or martial arts devices (e.g., throwing stars, nunchakus, darts, blackjacks, chains, clubs, metal/brass or any artificial knuckles, rings, pipes, studded or pointed bracelets. Possession of any knife (e.g., Bowie dirk, lock blade, hunting, pen, pocket, switchblade, box cutter, utility knife of any size) on or about their person (e.g., locker, desk, book bag or bus). This also includes any razor (e.g., straight, regular, retractable, double or single edge). Possession of a knife may result in an expulsion for one full year. See *Board Policy JFCJ and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Use/Possession/Distribution of Drugs

Possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. See *Board Policy JFCG/JFCI and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Racial, Ethnic or Sexual Harassment

Unwelcome sexual advances or comments, including request for sexual favors, unwanted or offensive touching, racially derogatory comments, jokes, slurs, or remarks. See *Board Policy JG/AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations" and "Sexual and Other Forms of Harassment."*

School Disturbance

Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Sexual Misconduct

Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/obscene material, possession/distribution of derogatory/offensive posters, cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities. See *Board Policy JG/AC/ACAA and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations"* and *"Sexual and Other Forms of Harassment."*

Theft/Attempt/Possession

The unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. *The Springfield City School District will not be liable for any loss, stolen or damaged items brought to school. See Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Use/Possession/Distribution of a Firearm

Possession of, on or about their person, handling, bringing to school/school-related activities, a gun (firearm). This includes, but is not limited to, loaded or unloaded firearms (e.g., pistol, blank pistol, signal/startup pistol, revolver, rifle, shotgun, pellet/B.B. gun, or look-alike firearm). Possession of a gun will result in an expulsion for one full year. The Superintendent may lessen this expulsion based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Vandalism

Destruction/damage/attempts/threat/vandalism or threats to destroy/damage/deface school, private, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Students must make restitution for damage to school property. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Violation of School Contract

Violations while on local school and/or system-wide contract, or violation of conditional enrollment in the school system. See *Board Policy JG and the Student Handbook, "Unacceptable Types of Student Conduct: Administrative Regulations."*

Glossary Behavior Contract

A school-wide/system-wide behavior contract by the school administrator or designee, Director of Student Services, or the Springfield City School District Board of Education outlining adherence to rules and regulations. Failure to abide by the Behavior Contract may result in further disciplinary action, including possible referral to the Director of Student Services for Expulsion. See *Board Policy JG and the Student Handbook, "Discipline."*

Detention

The detaining of a student outside of regular school hours, either before school or after school. See *Board Policy JG/JGB and the Student Handbook, "Discipline."*

Excused absence

An excused absence is defined by the Ohio law as personal illness, illness in the immediate family (mother, father, sister and/or brother), quarantine of home, death of immediate family member(s) (mother, father, sister, brother, grandmother and/or grandfather), an act of God, and those approved in advance by the principal upon written request by parent or adult. See *Board Policy JE/JED/JEDA/JEDB and the Student Handbook, "Attendance at School."*

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. See *Board Policy JGDA and the Student Handbook, "Discipline."*

Expulsion

Expulsion is the involuntary removal of a student from school by the Superintendent. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. (In the case of special education students, a manifestation determination hearing must take place. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. See *Board Policy JF/JFA/JG/JGE the Student Handbook, "Discipline" and "Due Process Rights."*

Expulsion Hearing

The Superintendent or designee will hear evidence presented by the student, parent(s)/guardian(s) and principal (i.e. witness statements). The Superintendent will consider recommendations ranging from returning the student to school, referring the student to an outside agency for intervention, referral to an alternate educational setting, suspension, expulsion, or permanent exclusion. See *Board Policy JF/JFA/JG/JGE the Student Handbook, "Discipline" and "Due Process Rights."*

In-School Suspension

Exclusion from regular classes assigned by the principal or designee to a setting in the school building where class assignments are completed. The student may not attend or participate in extracurricular activities while assigned to this setting. See *Board Policy JF/JFA/JG/JGD/JGE the Student Handbook, "Discipline" and "Due Process Rights."*

Out-of-School Suspension

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. See *Board Policy JF/JFA/JG/JGD the Student Handbook, "Discipline" and "Due Process Rights."*

Parent/Guardian Conference

An opportunity for school administrator(s) and parent(s)/guardian(s) to discuss issues related to student academics, behavior and/or discipline. See *Board Policy JG and the Student Handbook, "Discipline" and "Due Process Rights."*

Restitution

Parent(s)/Guardian(s) of students responsible for defacing or damaging school property/district vehicles are required to pay the cost of restoring or repairing the property. *See Board Policy JG and the Student Handbook, "Discipline" and "Student Fines and Charges."*

Student Conference

An opportunity for school staff and student(s) to discuss issues related to the student's academics, behavior and/or discipline. A written contract may be generated. *See Board Policy JG the Student Handbook, "Discipline" and "Due Process Rights".*

Timeout

The temporary isolation of the student within the classroom or from classmates to another supervised setting within the school. *See Board Policy JG and the Student Handbook, "Discipline."*

Truant*Habitual Truancy*

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

Chronic Truancy

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year. *See Board Policy JEDA and the Student Handbook, "Student Attendance at School."*