A Note From the Principal…

 It is my pleasure to welcome you to a new school year at

Springcreek Primary School. The staff has worked hard to prepare for another great year of learning! We look forward to working with you and your child and trust that you will find Springcreek an excellent place to learn and grow.

 This handbook has been prepared especially for you and the students. It is intended to explain some of the important procedures and policies concerning the operation of our school and district. We hope that the information in this handbook will be helpful in answering questions that you might have about your child‘s school day. Please contact us at 773-6540 if you have any additional questions.

 This Handbook also contains many Board of Education

Policies that we are required to share with parents each year. If you have any questions about Board policy – all policies can be found on the Piqua City Schools web page at www.piqua.org.

 Thank you for reading this handbook with your child. Making certain that you and your child are familiar with school procedures will help to ensure a positive relationship between home and school. Please complete the last page and return it to the office by September 2, 2015.

I am looking forward to a great school year!

Mrs. Strehle

 ***Principal***

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### Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

### Attendance

Regular school attendance and good work habits are critical to school success. Some class work can be made up, but there is no substitute for daily classroom participation and activities. Missing school or arriving late is very disruptive to the learning process.

The Missing Child Act places the responsibility of reporting your child‘s absence on you, the parent. You are required to call the school office at 773-6540 before 9:00 AM to report your child absent. If you do not call in, your child will be documented with an unexcused absence. We are required to make contact with you if your child is not in school and is not excused that day. Students arriving after 8:45 AM will be documented as tardy.

In accordance with statue, the Superintendent (or his/her designee) shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a phone call to the school office or a written statement of the cause for such absence. Failure to call or provide a written statement of the cause of such absence within 24 hours of the student‘s return to school will classify the absence as Unexcused. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence and/or prolonged absence.

Arrangements to make up work must be made with the classroom teacher and completed in a timely manner. Students who miss over nine (9) days per semester or eighteen (18) days per year may not pass their classes or grade level unless the following is verified.

The Board considers the following factors to be reasonable excuses for time missed at school:

Personal illness

Recovery from an accident

Quarantine of home

Serious illness/Death of a relative

Required court attendance

Observation or celebration of a bona fide religious holiday

Emergency set of circumstances which in the judgment of the Superintendent (or his designee) constitute a good and sufficient cause for absence from school. This would include, but not be limit to:

Family vacations. Family vacations need to be taken with immediate family and need to be arranged prior to the vacation. The student must make arrangements with the teacher(s) to make up all work and tests within a timely manner. The loss of instructional time may negatively impact a student‘s grade. A student may be excused for up to five (5) days for a family vacation. Any vacation days accumulated beyond five (5) during one (1) school year will be counted as unexcused.

Excessive unexcused absences and unexcused tardiness may be grounds for intervention or disciplinary action as appropriate, and may result in a court referral. After five (5) excused absences, the School Administrator may require a doctor‘s statement for further absences due to personal illness. Any further absences not accompanied by a doctor‘s excuse may be counted as ―Unexcused.

Habitual Truant: A habitual truant is a student of compulsory school age who is absent without legitimate excuses from the school the student is supposed to attend for:

1. Five (5) or more consecutive days.
2. Seven (7) or more school days in one school month.
3. A total of twelve (12) or more school days in one school year.

2. Chronic Truant: A chronic truant is a student or compulsory school age who is absent without legitimate excuse from school the student is supposed to attend for: a. Seven (7) or more consecutive school days

1. Ten (10) or more school days in one month.
2. Fifteen (15) or more school days in one school year.

Following are some guidelines to use for deciding whether you child should be called in and excused from school:

\*Vomiting or diarrhea within the last 24 hours.

\*Active head lice or nits (until treated and all nits removed)

\*Strep throat – until after 24 hours of treatment, (or a doctor‘s note).

\*Scabies…until 24 hours of treatment (or a doctor‘s note)

\*Pink eye…until 24 hours of treatment (or a doctor‘s note)

\*Chicken pox… until all pox are scabbed over and dry

\*A severe cold with constant sneezing and/or persistent cough

\*Impetigo….open, seeping sores around the mouth and nose…until 24 hours treatment (or a doctor‘s note).

\*A rash accompanied by other symptoms such as sore throat, temperature, and or swollen or tender glands.

### Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the entire school day in order to benefit from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the day.

As agent responsible for the education of the children of this District, the Board of Education shall require that the school be notified in advance of such absences by the personal request of the student‘s parent, which shall state the reason for the tardiness or early dismissal. A tardy or early dismissal is considered excused when the school is provided with a medical excuse. Other justifiable reasons shall be determined as excused by the building principal. Whenever possible, parents should make dental appointments when school is not in session.

Repeated infractions of Board policy on attendance may result in disciplinary actions being taken including, but not limited to suspension or expulsion. The Board of Education authorizes but does not encourage the Superintendent (or his/her designee) to suspend a student from a particular class or from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absences. In keeping with this philosophy, the Board of Education supports efforts to provide alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

### District Attendance Regulations

1. When a student is absent from school, a parent/guardian is to phone the school that morning explaining the reason for the absence. If this is not done, the student must give the school office a written excuse signed by the parent/guardian upon returning to school. If a parent has phoned in, no note is required.
2. Students arriving up to two (2) hours after the start of the school day will be recorded as Unexcused Tardy unless a medical excuse is provided or the building administrator deems the tardy excusable. Excessive unexcused tardiness may result in a court referral for failure to send a child to school for the full length of the school day.
3. Students arriving after two (2) hours from the starting time of school will be recorded as half (1/2) day absent.
4. Students signed out for (2) or more hours within the school day will be recorded as half (1/2) day absence. Students signed out less than two (2) hours within the school day (except during the student‘s assigned lunchtime) will be recorded as Unexcused Tardy unless a medical excuse is provided or the building administrator deems the early release as excused.
5. Four and one-half (4½) hours attendance is required to be counted present all day.
6. If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order to inform the school of any limitations in rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.
7. No student who has a medical disability which may be incapacitating may be released without a person to accompany her/him.
8. No student shall be released to anyone who is not authorized such custody by the parents.
9. In order for any elementary student to be released from school a parent (or authorized adult) must sign the student out in the school office.

***B IS FOR ………..***

### BULLYING (See Board Policy 5517.01)

Springcreek Primary and the Board of Education is committed to providing a safe, productive and nurturing educational environment for all of its students. Everyone deserves to feel safe and enjoy their learning experience at Springcreek Primary School, and we encourage positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school‘s control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education‘s Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student‘s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (can include but not limited to internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student‘s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Instances of bullying can also be reported online at [www.publicschoolworks.com](http://www.publicschoolworks.com) or through [www.piqua.org](http://www.piqua.org)

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate

administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall 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, and they shall be promptly forwarded to the building principal for review, investigation, and action.

### BUSINESS PARTNERS

The Buckeye Insurance Group has served as our school business partners since 2006. We are looking forward to working with the members of Buckeye to provide many unique and exciting activities for your child including volunteering, Lunch Buddies and donations to the school.

Piqua Kiwanis Club and Greene Street United Methodist Church are also a very active supporters of Springcreek Primary School.

***C IS FOR ………..***

### CAFETERIA DEBIT ACCOUNT

A cafeteria debit account is like a bank ATM account. The student‘s identification number will be used to deduct the cost of lunch purchases from the money that has been deposited in a student‘s cafeteria account. (Please note that this is a debit account, rather than a credit account. When making deposits, please take into account any outstanding charges; charges will be cleared as deposits are made). Students may ask daily how much money is left in their account; and parents may call anytime between 9:00 to 1:00 (avoid lunch period, please) to check on the account balance.

Money can be deposited to a student‘s account in any amount and can cover a week‘s, month‘s or semester‘s lunch purchases. Checks are accepted for the exact amount of deposit and should be made payable to Piqua City Schools. Please carefully read the pamphlet sent home with your child entitled “Cafeteria Debit Account”.

### CAFETERIA CHARGE POLICY

Charges are limited to two (2) regular meals at Piqua City Schools. After two charges, a parent must send money to clear the account or send a packed lunch until the charges are paid. If a student does not do so, they will need to call their parent to bring money. Students are not allowed to charge a la carte items or breakfast. Parents will be notified daily of lunch charges through a One-Call or note.

### BREAKFAST/LUNCH INFORMATION

The Piqua City Schools operate a daily breakfast and lunch program. Students get a nutritious meal for the lowest possible price. Lunch prices are $2.05 per day. Breakfast is $.95 and extra milk is $.50. Springcreek has a closed lunch hour. Pupils who bring their lunch may buy milk. **PLEASE DO NOT SEND SODA**. Breakfast will not be served on days when there is a delay or late arrival.

Parents are welcome to come and eat a school lunch with their child. If you plan to eat with your child, please call the school in the morning so we can let the cafeteria know. Adult lunches are $2.60.

**NO FAST FOOD LUNCHES MAY BE BROUGHT IN FOR STUDENT’S LUNCH.**

### 2015 - 16 CALENDAR

Students’ First Day August 24 Monday

Labor Day/District Closed September 7 Monday

2 Hour Early Dismissal October 20 Tuesday

End of 1st Grading period October 23 Friday

1 Hour Early Dismissal October 28 Wednesday

P/T Conferences October 28 Wednesday

P/T Conferences October 29 Thursday

NO School October 30 Friday

Thanksgiving Break begins November 25 Wednesday

Thanksgiving Break ends – District Closed November 27 Friday

Holiday Break Begins December 21 Monday

Resume Classes January 4 Monday

End of 2nd Grading Period January 14 Thursday

Teacher’s Records Day – No Classes January 15 Friday

Martin Luther King Day – District Closed January 18 Monday

2 Hour Early Dismissal January 26 Tuesday

1 Hour Early Dismissal February 10 Wednesday

P/T Conferences February 10 Wednesday

P/T Conferences February 11 Thursday

No Classes February 12 Friday

President’s Day – No Classes February 15 Monday

End of 3rd Grading Period March 24 Thursday

Spring Break Begins March 25 Friday

Spring Break Ends March 29 Tuesday

Spring Break Begins (Good Friday) April 15 Friday

Classes Resume April 19 Tuesday

Memorial Day – District Closed May30 Monday

End of 4th Grading Period – Last Student Day June 2 Thursday

2 Hour Early Dismissal June 2 Thursday

Graduation May 3 Friday

Make Up Days: June 6-10 Mon-Fri

### CHANGE OF ADDRESS

Parents or guardians must notify the school immediately if there is a change in address, phone number or contact people. This also applies to changes in the daycare provider or babysitter (if applicable).

### COMMUNICABLE DISEASE

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. For purposes of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C);
5. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveals the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

### COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District‘s Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District‘s computers, network and Internet services/connection are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their files and records of their online activity while on the Network. The full policy can be found on the district‘s website.

### CONFERENCES

All parents will be scheduled for a conference with your child‘s teacher in November and February.

 Please feel free to contact your child‘s teacher any time during the school year to schedule conferences if you are concerned about your child‘s progress. Your child benefits from your interest and concern.

### CONTINUOUS IMPROVEMENT PLAN

Each building in our district is required by state law to have a Continuous Improvement Plan and from that plan develop a yearly action plan. Goals will be developed with staff and parent input. You will receive information about the specific goals in the Fall.

Part of continuous improvement efforts always includes a parent involvement goal.

What you can do to help:

* Please plan to attend parent meetings that will be scheduled throughout the year to provide you with activities, ideas, and methods for working with your child and our staff to provide the best possible education for your child!
* Check your child’s book bag and folder DAILY!
* Set aside time DAILY for reading.
* Set aside a regular time daily to do homework. I realize how hard this is, but if you stress how important this time is, and try not to let other things interfere, you are sending a strong message to your child that you think school is very important!
* Communicate daily with your child! After school, or at the dinner table, or before bed time, ask your child to tell you about what they did/learned in school that day. Do not accept “nothing” as an answer. If your child does not volunteer information, then ask lots of questions! Ask specifically about each subject; ask if they had any special classes that day.

 ***D IS FOR ………..***

### DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s), eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Piqua City Schools 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 our 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, military recruiters must be given access to directory information if other agencies are given access. If a parent requests directory information withheld, it will be withheld from all agencies.

If you do not want Piqua City Schools to disclose directory information from your child‘s education records without your prior written consent, you must notify the District in writing by September 2, 2015. Piqua City Schools has designated the following information as directory information:

Student‘s name

Participation in officially recognized activities and sports

Address

Telephone listing

Weight and height of members of athletic teams

Photograph

Degrees, honors, and awards received

Date and place of birth

Major field of study

Date of attendance

Grade level and/or the most recent educational agency or institution attended

### DRESS CODE

Anything that disrupts the educational process will be prohibited. Please keep in mind that how students dress correlates with their academic achievement. Shorts may be worn throughout the school year. Length of shorts must be of appropriate length. However, if your child chooses to wear shorts in cold weather, they will be expected to go out for recess. Warmer clothes will not be provided.

Tank tops, muscle shirts, spaghetti strap tops, mid-riff tops are not to be worn to school. All tops must be waist length.

Clothing with unacceptable language or graphics that depict violence or inappropriate items (drugs, tobacco, etc.) is not allowed.

Sandals will be permitted only if they have a heel strap. Flip-flops or slings will not be allowed. This is for your child‘s safety. Sandals without a heel strap are not safe on the climbing equipment or in the graveled or mulched areas.

Please remember that students enjoy running and climbing on the equipment at recess. Shoes that have a high heel or slick bottom are not safe for your child to wear at recess. Also, students are not to wear chains or clothing that is loose. Pants should not ride low at the waist so that underwear is visible.

### DISCIPLINE

Creating a safe and comfortable environment for our students is of ultimate importance to each of us. Proper student behavior in the classroom, halls, and assemblies on the playground, and to and from home is our goal. All school guidelines and policies will be in compliance with the Board of Education adopted policy. Rules will be clearly defined and explained to each student by their classroom teacher. Classroom teachers will assume the primary responsibility for discipline in the classroom and will devise their own discipline systems. Assistance will be provided by the principal when needed. A cooperative effort between home and school is the best way to address any problems that may occur.

### STUDENT CONDUCT~ Policy 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one‘s work; achievement within the range of one‘s ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

 A. allows teachers to communicate effectively with all students in the class;

1. allows all students in the class the opportunity to learn;
2. has consequences that are fair, and developmentally appropriate;
3. considers the student and the circumstances of the situation; and
4. enforces the student Code of Conduct/Student Discipline Code accordingly.

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. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

### Student Discipline

The building principal, the classroom teacher and the other professional staff members are responsible for setting guidelines and administering these guidelines in an effort to ensure student safety and discipline in the building, on the school grounds, on field trips, at extracurricular activities, to and from school during the lunch period.

Classified employees (secretaries, teacher aides, library aides, cooks, custodians, bus drivers, etc.) are responsible to the administrators for supporting the discipline code by referring problems which develop to the administrators. In the absence of the administrator, such problems are to be referred to a professional staff member.

Discipline problems on school buses shall be referred to the administrator of the building the students attends. Field trips are an extension of the classroom.

The school staff will work with parents and the community to maintain proper student safety and discipline to and from school. Where misbehavior exists, the appropriate administrative action will be taken.

Behaviors/Misbehaviors which could result in discipline action could include, but are not limited to the following:

Use or possession of alcohol, drugs, or cigarettes, cheating, disrupting, fighting, use or possession of firearms or weapons, forgery, harassment, horseplay, lying, profanity, repeated violations of any type, sexual harassment, trespassing, theft, vandalism or destruction of personal or school property

### STUDENT DISCIPLINE ~Policy 5600

The Board of Education acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially-acceptable behavior;
2. respect the person and property of others;
3. preserve the degree of order necessary to the educational program in which they are engage;
4. respect the rights of others;
5. obey constituted authority and respond to those who hold that authority. The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:
6. relate in kind and degree to the infraction;
7. help the student learn to take responsibility for his/her actions;
8. be directed, where possible, to reduce the effects of any harm which may have been caused by the student’s misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended

from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules

### REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS Board Policy [5610](http://www.neola.com/piqua-oh/search/ag/ag5610.htm)

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, ―Suspension/Expulsion of Disabled Students.‖] Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct 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 District official or employee, or the property of such official or employee.

### DRUG PREVENTION ~ Board Policy [5530](http://www.neola.com/piqua-oh/search/ag/ag5530.htm)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, drug shall mean:

1. all dangerous controlled substances as so designated and prohibited by Ohio statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. anabolic steroids;
6. any substance that is a ―look-alike‖ to any of the above.
7. a student who represents himself/herself as having possession of drugs/paraphernalia.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes. The Superintendent shall prepare guidelines for the identification and regulation of drug use in the schools. Such guidelines shall:

1. emphasize the prevention of drug use;
2. may provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

* 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;

* 1. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
	2. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
	3. promotes positive emotional health, self-esteem, and respect for one‘s body;

* 1. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;

C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral my only be made to qualified and properly licensed individuals or programs.

1. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to student and provide procedures to direct student and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;

1. require the notification to parents and students that compliance with the standards of conduct is mandatory;
2. provide a periodic review of the School District’s program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
3. may provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting student’s academic, social, and emotional well- being in the educational setting which may negatively affect behavior and interfere with their ability to learn;

K. establish means for dealing with students suspected of drug use or suspended of possessing or distributing drugs in school and ensure that the District’s policy and administrative guidelines on Search and Seizure Policy 5771, and AG **5771,** Suspension and Expulsion Policy 5610.01and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District‘s locker rooms used by students in grades 7-12.

**DUE PROCESS**

### DUE PROCESS RIGHTS Policy 5611

The policy related to Due Process Rights is available online if your child were to be suspended or recommended for Expulsion. This policy explains your child‘s right to due process.

***E IS FOR ………..***

### EARLY DISMISSAL

If there is an early dismissal due to an emergency or weather related, you will be notified through One-Call. It is important for you to keep your One-Call information up to date.

### EMERGENCY MEDICAL AUTHORIZATION

We are required by law to have on file a signed statement from the parent or guardian of each student indicating his or her preference of and permission for medical treatment. Please complete this form thoroughly and return to school promptly. Students will not be allowed to go on field trips unless this form is on file. Also, be sure to notify our office if there are any changes to this form during the school year.

### EMERGENCY SITUATIONS AND RELEASING A CHILD FROM SCHOOL

At the beginning of each school year, parents need to complete and return a Parent Authorization Form (yellow paper). This form gives us permission to take your child on any excursion off of school property or field trips. It permits us to seek medical care if needed. It also lists persons who will be permitted to take your child off school grounds. It is in the best interest of your child, that we will not release a child from school to any person not listed on this form. Only a legal guardian or designated adult may sign out a child. When a child is released from school the adult will be required to sign a form and the emergency form will be checked to verify that the person is authorized by you to do so.

It is critical that information on the Emergency Medical Form be current. Any time there is a change in address, phone numbers, employment, daycare providers, custody, or visitation rights, please contact the school immediately so we can be sure our records are accurate.

Our Board of Education has adopted the following policy in respect to the release of students from school during the school day. Please read it carefully.

Permission for a student to leave school when school is in session will require approval by the principal or a person specifically designated by them to exercise that authority. The authority will give primary consideration to the best interest of the student. The request will not be approved without a parent‘s or guardian‘s written permission. The policy is in accordance with the Ohio Revised Code (ORC 3312.20). At the beginning of each school year, parents are to complete and return a parent authorization form to the school indicating the name of the custodial parent. Parents are to notify the school of any changes in custody during the course of the current school year. If there is a divorce between the natural parents, a copy of the divorce decree, which states who has custody of the child, must be provided to the school. The legal guardians of the student must notify the school in writing if a person other than the legal guardian is picking up a child during the school day.

The legal guardian or their adult designee must come into the school building to sign permission for student‘s release.

In an emergency situation, the legal guardian must notify the school by phone.

### EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the School District‘s Compliance Officer:

David Larson

Assistant Superintendent

937-773-4321

***F IS FOR ………..***

### FAMILY NIGHT

Several Family Nights will be held throughout the school year. This is an excellent opportunity for you and your child to gain reading and math skills.

###  FEES

Student fees for the 2015-16 school year are $40.00. We encourage you to pay your fees as soon as possible. We will accept weekly, monthly or quarterly payments. You may use a credit card to pay school fees. Grade cards will not be given to the student until fees are paid in full, or payment of $10.00 per quarter is received. Failing to pay school fees can result in the child not receiving his high school diploma.

### FOLDERS

Each Springcreek student will receive a take-home folder to be used for the purpose of transporting work samples, notes, homework, etc. between home and school. With the proper care it is expected that this folder will last through the school year. If a folder is lost or damaged a replacement folder can be purchased at school for $1.00.

***G IS FOR ………..***

### GOALS

Each year the staff reviews data and develops goals as part of our Strategic plan. Parents are welcome to give input on the goals. The goals will be developed and posted on the school web page and communicated to parents through various newsletters, projects and activities. Also, classroom goals are developed and celebrated throughout the year.

***H IS FOR ………..***

### HEAD LICE/PEDICULOSIS

It is the responsibility of the student‘s parents/guardians to treat active head lice and nits to prevent the spread of it. Please note the following procedures: The child‘s parents/guardians will be notified by school personnel following the detection of head lice on their child(ren).

Upon notification, the parents/guardians will remove their child from school and treat the child with appropriate pediculicide shampoo and completely remove all nits. The parent is to bring the child to the school where the school nurse is the following day to be examined.

Students are allowed 1 excused day of absence due to head lice each occurrence. Missing 2 or more days will result in an unexcused absence.

If the child should still have any lice or nits, they will not be allowed to return to school until all are removed.

**HARRASMENT**

### ANTI-HARASSMENT General Policy Policy [3362](http://www.neola.com/piqua-oh/search/ag/ag3362.htm)

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.
4. Any form of Sexual Harassment

### HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 937-773-4321.

### HOMEWORK POLICY

Students are expected to complete their homework and return it to school on time. Homework is assigned to reinforce skills and concepts that have been taught. If your child is having difficulty completing the assigned homework, please notify the teacher.

***I IS FOR ………..***

### Intervention

Our Intervention Specialist operates to serve children with academic, social or behavioral problems that cannot be successfully dealt with at the classroom level. Parents are encouraged to be a part of the intervention process. If for some reason your child would be referred to the Response to the Intervention Team you will be notified.

### ILLNESS/INJURY AT SCHOOL

In the event that a child becomes ill or is injured, the child should first ask permission of the teacher, and then report to the office. The office will determine the best method of dealing with the child‘s condition.

As a general rule, students will not be sent home unless there is a fever present or they are vomiting. The office will contact parents or guardians if their child is ill or seriously injured. Students are not to contact parents directly, nor are they to leave the building unless directed to do so by the office.

If a student becomes ill during the day, the secretary will refer to the Parent Authorization Form that parents complete at the beginning of the school year. If we are unable to contact either parent at a local emergency number, we will refer to this Parent Authorization Form for other contact people. We will not dismiss students to individuals who are not listed on this form. Please make sure you keep our office informed of any changes in contact people and/or phone numbers.

1. ***IS FOR ………..***

It is a **Joy** for us to serve your child at Springcreek.

1. ***IS FOR ………..***

**K-Kids** is a leadership group that is available to any third grade student. The club meets once a month to plan community and school projects. K-Kids are sponsored by Piqua Kiwanis.

1. ***IS FOR ………..***

### LIBRARY INFORMATION

Springcreek has an automated program for library check out. Each student will be assigned a number and will be able to check out books more frequently.

With this program, students will be able to return a book that they complete and get a different one right away. Buildings that have been using this system have found an increase in the number of books students read. It is still extremely important that students be responsible for books that they check out.

Encourage your child to put our school library books in their book bags when they are finished reading them for the night. Students will be charged for lost/damaged books if they are not returned in a reasonable length of time. Once a fee for a lost/damaged book is deposited, it cannot be returned if the book should be found, so please make every attempt to keep track of library books and have your child return them as soon as they are finished. Grade cards will be withheld if lost book fees aren‘t paid.

### LOST AND FOUND

We strongly suggest that parents write their child‘s name on their coats and book bags and make a periodic check of your child‘s personal belongings. Students should check the lost and found area in our café as soon as he/she discovers something missing. Items in the lost and found will be kept one month and then disposed of or donated to charity.

***M IS FOR ………..***

### MEDICATION ADMINISTERED AT SCHOOL

If at all possible, the parent or guardian should administer all medications at home. If this is not possible, then we will follow the policy of the Piqua Board of Education as follows:

All medication is to be brought directly to the school office, preferably by the student‘s parent or caregiver.

Medication must be in the original container in which they were dispensed by the pharmacy.

The school nurse, principal, secretary, or designated person will dispense the medication.

The Authorization to Administer Medication form signed by the doctor who prescribed the medication must accompany all medication. It is a good idea to take this form with you to the doctor in case medication is to be given during the school day. A copy of this form is included in the back of this handbook. This form must include student‘s name and address, when the medication is to be given, instructions as to how the medication is to be given and any side-effects of the medication. (Forms can be faxed to the doctor‘s office if one is not available during your visit). Parent or guardian must also complete their part of this form.

Medication cannot be given unless this form is completed in its entirety and these procedures are followed.

No over the counter drugs (aspirin, cold medicines, cough syrup or drops, etc.) can be taken at school unless the medication form is filled out and signed by a doctor.

A student may possess and use an inhaler at school. An Authorization to Administer Medication form must be completed by the physician and parent, and the student‘s name must be on the inhaler. The teacher, principal and parents will decide on the best location to keep the inhaler (for example, in student desk, teacher desk, office, etc.)

### MISSON STATEMENT

 Springcreek Primary School Mission Statement:

 **WE ARE HERE TO LEARN AND DO OUR BEST.**

***N IS FOR ………..***

### NURSE

The school nurse is scheduled to be in the building each day from 8:20 a.m. to 3:55 p.m. If your child has chronic health conditions, allergies or takes medications regularly be sure to let the nurse know!

### NEWSLETTER

A school wide newsletter will be sent home monthly.

Some teachers may also send home their own newsletters. These can be received as a paper copy or electronically.

***O IS FOR ………..***

### OPEN ENROLLMENT

The Board permits Open Enrollment to schools in the district. At this time, the following timeline will be followed:

March 1 – Applications are available at the Piqua Board of Education or school

April 1 – First day to file completed applications at the Piqua Board of Education

May 15 – Last day to file completed applications at the Piqua Board of Education June 30 – Last day to notify applicants of action accepting or rejecting application

July 15 – Last day for parents to be notified by receiving district of acceptance.

All open enrollment students must apply and be approved annually.

Completed applications will be dated and timed as space will be filled on a-first-come-first –serve basis.

The parent is responsible for all transportation to and from the school of Open Enrollment. Open Enrollment can be denied due to class size.

### ONE CALL NOW

One Call Now is an automated phone system we use to deliver group messages to parents. You will be asked to provide the primary number at which you will receive these automated messages. These messages can include early morning calls informing parents of school delays or cancellations.

***P IS FOR ………..***

### PARTIES

The parents and teachers help organize and arrange parties for the students throughout the year. This year‘s parties will be on or near Halloween, Christmas and Valentine‘s Day. If you do not want your child to participate in these activities simply let your child‘s teacher know and provisions will be made. Birthday treats can be shared in the classroom with teacher permission. If you want to provide a small treat, please make arrangements in advance with your child‘s teacher. Sharing of gifts is not permitted under school board policy.

Please consider sharing “healthy” snacks as an alternative to sugary treats.

### PLAYGROUND/RECESS RULES

Treat others with respect

Do not interfere with games taking place in designated areas. Keep hands and feet to yourself.

Do not grab or pull on other‘s clothing.

Use appropriate language.

Follow directions given by adults.

Stay in sight of a teacher

Ask permission before entering building

All tag is to be played in grassy areas

Do not pick anything up off the ground—this includes stones, sticks, plants, etc.

Inside Recess Rules:

You must be sitting (on floor, at desk, or table)

You must be doing a quiet activity

Do not use scissors

Winter-time Rules:

1. No throwing snow or ice
2. Build snowmen only in designated area Do not destroy someone else‘s creations

Lining Up to Enter Building

When recess is over, walk quickly to line up—DO NOT RUN. No shoving or crowding people in front or behind you.

Remain quiet while entering building.

### PARENT MENTOR LIBRARY

The district has a grant which pays for a Parent Mentor. The goal of the parent mentor is to help parents, especially those whose children receive special education services.

The parent mentor is available to offer assistance and answer questions. Her office is located at Wilder Intermediate School.

As part of the program, a parent resource and lending library is available for all parents.

Books and resources on many topics are available for checkout. You may call the Parent Mentor at 773-2017 for more information.

### PROMOTION, ACCELERATION, AND RETENTION

 Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement based on instructional objectives and mandated requirements for the current grade
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

1. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s) course(s) in the student will skip
2. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
3. Potential for success in the accelerated placement based on sufficient proficiency at current level
4. Social emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

1. Failure to demonstrate proficiency in mathematics and reading
2. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
3. Scoring at the below basic level on any State-mandated assessment test A student will be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year **AND** has failed two (2) or more of the required curriculum subject areas in the current grade.
4. Failure to meet the requirement set forth in the Third Grade Reading Guarantee Law.

Even if she/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if he/she attained a score below a basic level of skill on the reading section of the State-mandated assessment test. This requirement does not apply to any student who is legitimately excused from taking the State-mandated assessment test. A student is academically prepared to be promoted to fifth grade, or a plan for intensive intervention during the fifth grade has been developed.

1. ***IS FOR ………..***

**Quiet** in the hallways so students in the classrooms can learn.

1. ***IS FOR ………..***

### RECORDS: CONFIDENTIALITY

Student records are confidential and are protected by the Privacy Act. Only the school staff and the child‘s natural parents or legal guardians have access to the records. Directory information on the child is not protected by the Privacy Act. Directory information includes name, address, phone number, electronic mail address, photograph, date and place of birth, and dates of attendance, participation in officially recognized activities and sports, and student achievement awards/honors. Parents may request the school not release this information.

Directory information is provided to the following for the purpose of providing educational products or services for or to students: curriculum and testing agencies, fundraising activities such as book clubs and magazines, and services providing recognition programs and school approved memorabilia.

### PARENTS’ ACCESS (ORC 3319.321)

Parents requesting access to their child‘s records must be granted access within 45 days of the request.

Parents have the right to receive copies of their child‘s records. The school may charge the actual cost of duplicating the records.

Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.

Parents have the right to an opportunity for a hearing to challenge the contents of those records.

### REPORT CARDS

Students receive a report card at the end of each grading period. The report card is based on the State of Ohio Common Core Standards. The report cards are generated from a web-based program. After passwords and codes are established, parents will be given a password which will enable you to enter a website and access your child‘s progress report at any time.

### RELEASE OF STUDENTS FROM SCHOOL

Legal guardians of students must notify the school in writing if a person other than a legal guardian is picking up their child during the school day. In emergency or unexpected situations, the guardian may call our school office to give permission.

### RETURNED CHECKS

If you write a check and it is returned due to insufficient funds or dishonored in any way, you will be expected to make restitution. You will also be charged any additional fees associated with the return of the check, including any charges incurred by Piqua City Schools from the banking institution with which we do business.

***S IS FOR ………..***

### SAFETY DRILLS

Every year fire drills, tornado drills, lock down drills and evacuation drills are performed according to state regulations.

### SCHEDULE

|  |  |
| --- | --- |
| 8:00 a.m.  | Office Opens  |
| 8:20 a.m.  | Teacher Day Begins and Students Arrive  |
| 8:40 a.m.  | First Bell Rings  |
| 8:45 a.m.  | Tardy Bell Rings – School Starts  |
| 11:30 – 12:15 p.m.  | First Grade Lunch and Recess  |
| 11:40 – 12:40 p.m.  | Second Grade Lunch and Recess  |
| 11:40 – 12:40 p.m.  | Third Grade Recess and Lunch  |
| 3:30 p.m.  | Dismissal  |
| 3:55 p.m.  | Office closes and Teacher work day ends  |

**Schedule Changes:**

Change of schedules due to: Snow days, Delays, Cancellations or Staff In-service

Sometimes our normal routine is disrupted by weather conditions that may delay the start of school, cause an early dismissal, or cause school to be cancelled. In the event you suspect that there may be a delay in the start of the school day or an early dismissal, you are advised to listen to any local radio or TV station for current weather information relevant to the school schedule. When in doubt you may call the school. If school is on the regular schedule, someone will be available to respond to your call. A recorded message may give updated information regarding any change in the normal schedule. You will also be notified through One-Call Now, an automated phone messaging system.

### STAFF

PRINCIPAL CONNIE STREHLE

ASSITANT PRINCIPAL JON SHOFFSTALL

KINDERGARTEN AMY DAVIS

 SARAH HAIGHT

 NICOLE RICHARDSON

 HOLLY ROHR

 ALISSA WESBECHER

 STACY WIDNEY

FIRST GRADE LEAH BAUMHAUER

 STEPHANIE FRIEND

 KENSEY KAHLIG

 LACEY ASHTON

 ERIN MONNIER JUDITH NICHOLL

SECOND GRADE GEORGE CRICKMORE

 KRISTIE DANKWORTH

 JEN DYAS

 KAREN FRANCIS

 MICHELLE ROBBINS

 ALLISON SUBLER

|  |  |  |
| --- | --- | --- |
| THIRD GRADE  |   | JULIA HALE |
|   |   | KATIE MOTTER  |
|   |   | APRIL PRESSER AMANDA REDINBOJACKIE THASE-BURCHANGELA YOUNCE |
|   |   |  |
| ART  |   | SUZY SPANGLER  |
| VOCAL MUSIC   |   | KRISTEN GEPHART  |
| PHYSICAL EDUCATION   |   | JENNIFER SMITH |
| SPEECH-HEARING   |   | HEATHER BARHORST  |
| RESOURCE TEACHER  |   | MELINDA JANSON |
|   |   | STACI CASTLE |
|   |   |   |
| TITLE TEACHER  |   | SARA WATSONHMARY CRYSTAL WILLIAMS  |
| GUIDANCE COUNSELOR   |   | LAUREN WOODALL  |
|  |  |
| LIBRARY AIDE KG -1STLIBRARY Y AIDE 2ND – 3RD  |  SUSAN HOPKINS  TERRI BURKHOLDER  |
| SECRETARY KAREN GEARHARDT SECRETARY JIM PALMER |

|  |  |
| --- | --- |
| NURSE   |  KERI SCOTT  |
| COOKS  |   |
|   |  CINDY STALEY LISA SEAS  |
|    |  |
| CUSTODIANS  |   |  RICHARD CRUIKSHANK  MARK DEAL SCOTT STREMMELL   |
|  |  |  |

### STUDENT PRIVACY ACT STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION Board Policy [2416](http://www.neola.com/piqua-oh/search/ag/ag2416.htm)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents;
2. mental or psychological problems of the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

### STUDENT RECORDS Board Policy ~[8330](http://www.neola.com/piqua-oh/search/ag/ag8330.htm)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). "Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

1. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student’s parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
2. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;
4. request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident she/he must notify a staff person immediately.

State law requires that all student have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

Supply List 2014-15

Supply lists will be distributed at Open House, posted online at [www.piqua.org](http://www.piqua.org) and in area stores.

|  |
| --- |
| **Be sure to have your child’s name on book bag, sweatshirts, jackets, coats, etc,**  |
| **before coming to school the first day!** |  |

***T IS FOR ………..***

**TELEPHONE**

The telephone in the office and classroom is for emergency use only. Students are not permitted to have or use cell phones during school hours or on a bus.

### TITLE IX COORDINATOR

Any member of the school community who believes that he/she has been subjected to sexual harassment or harassment based on race, national origin, disability or religion should report the incident to the Building Principal, the Immediate Supervisor or to any

school personnel. The Board of Education has designated the Assistant Superintendent as the Title IX Coordinator who is responsible for identifying, preventing and remedying prohibited harassment. He, David Larson, may be contacted at 719 East Ash Street, Piqua, Ohio or by calling the Board Offices at 937-773-4321.

### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District‘s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board office upon request.

### TRANSPORTATION

Bus routes are based on a singular pickup and drop off point. Students will not be left at a bus stop at which no adult is present to pick up the child. If it appears no adult is at the bus stop, the student will be returned to school or the Board of Education and the parents will be contacted and be responsible for picking up the child. You should be at the bus stop at least 5 minutes before the designated time, as pick and drop off times can vary from day to day.

All students are encouraged to ride the bus. Students riding the bus will be dropped off directly in front of the building and report to their classrooms. Students will enter and exit through the front doors if being transported by a bus.

All students being dropped off/picked up by an adult will enter through the doors behind the building. All parents, relatives and daycare providers are asked to remain in their cars and continue the flow of traffic.

Bus transportation is a privilege. It can be withdrawn if a child or parent exhibits any behaviors which may put others at risk of serious harm.

Any changes to a bus route, requires a 72-hour advance notice. Please contact the Board of Education to make changes.

### SAFETY RULES: BUS

Students are expected to abide by all safety rules when riding the bus. The bus driver or principal will contact parents if a problem arises. Students must remember to respect the bus driver just like their teacher or principal, and behave on the bus as they are expected to behave in their classrooms. Please go over the following rules with your child:

Observe the same conduct as in the classroom.

Be courteous—no profanity, name-calling, or loud or unnecessary noise.

Do not eat or drink on the bus.

Keep the bus clean—take trash home with you.

Cooperate with and listen to the bus driver.

No tobacco products allowed.

Respect the bus—do not vandalize.

Stay in your seat.

Keep feet and items out of the aisle way.

Keep head, hands, and feet inside the bus.

Bus driver is authorized to assign seats, if so desired.

SAFETY SUGGESTIONS FOR BUS RIDERS

Leave home early enough to arrive at your bus stop on time.

Wait for the bus in a safe place—well off the roadway.

Do not push or shove in line while waiting for bus to arrive.

Be alert to traffic when leaving the bus.

Walk to your stop—avoid parents driving you.

Students should tell parents if someone is causing them trouble at the stop so the parent can wait at stop with them. It is the parent‘s responsibility to supervise their child after they exit the bus.

To assure the safety of all students on the bus, bus misbehavior will be taken seriously and consequences issued accordingly. Consequences for misbehavior could result in loss of recess privileges, detention, and/or loss of bus riding privileges. Notification to parents will be by written discipline reports; and if repeated offenses occur, by phone call or conferences. The third bus discipline report could result in suspension of bus riding privileges. Riding to school is a privilege and convenience. Failure of a student to follow the rules or direction of the bus driver could result in forfeiting the privilege of transportation by school bus.

NON-ROUTINE BUS PASSENGERS

Bus drivers will permit non-routine passengers to ride upon the presentation of a note signed by the parent and co-signed by the building administrator (or his designee). The information the note needs to contain is: child‘s name, place child is to get off, date, parent‘s name.

***U IS FOR ………..***

### UNBELIEVABLE

We will do everything we can to make this an unbelievable year for your child.

***V IS FOR ………..***

### VISITORS AND PARENTS ENTERING BUILDING

During the school day, all entry doors will remain locked. Visitors must come to the front door (door #1), press the intercom button, state the purpose of their visit, and then gain access from our office. Surveillance cameras are in place at these doors. ALL parents and/or visitors **MUST** check in at the office and receive a visitor‘s pass before going to classrooms or any part of the building. Building doors will be secured from 8:45 A.M. to 3:00 P.M.

### District Policy on Visitors: Policy [9150](http://www.neola.com/piqua-oh/search/ag/ag9150.htm)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Superintendent shall create such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

### VOLUNTEERS

Parents and adults are also needed and welcomed as volunteers. In the fall, there will be a form sent home for anyone interested in volunteering in our school. There are many things you can do to help at school or home. Please fill out the form and return it to the office. All volunteers must be fingerprinted and approved by the Board of Education. This can be done at the Board of Education at 719 E. Ash St. Please call 773-4321 to make an appointment.

***W IS FOR ………..***

### WEAPONS ~ Board Policy [5772](http://www.neola.com/piqua-oh/search/ag/ag5772.htm)

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

According to State Law and Piqua City Schools Board Policy, students are not permitted to have any weapons or dangerous objects (including look-alikes or toy weapons) on school property. Violation of this policy may result in suspension or expulsion from school.

Students are not to bring pocket knives, squirt guns, play guns, toys, laser pointers, radios, Walkman, cassette players, computer or electronic games, pagers, cell phones or other communication devices to school. Roller skates, inline skates, shoes that turn into skates, scooters, and skateboards should also be left at home. Recent problems have occurred with trading cards as well. We ask that all trading cards be left at home to prevent theft and/or conflict that may occur while trading. Please no make-up, perfumes or jewelry.

### CONCEALED CARRY (WEAPONS)

Unless otherwise authorized by law, pursuant to the Ohio Revised Code section

2923.122, no person shall knowingly possess, have under the person‘s control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

### WEATHER/EMERGENCY CLOSINGS

In the event of bad weather causing a delay or closing of school, parents will be notified by way of One Call Now. This a phone call generated from the Superintendent‘s office. Please inform the school office of any phone number changes during the year so this file can be updated with your correct phone number. TV channels 2, 7, 22, and the local cable channel 13 will also carry the information. Radio stations WPTW/WCLR, WHIO and other Dayton stations will also carry this information. PLEASE DO NOT CALL THE SCHOOL— watch television or listen to radio for information.

Please keep in mind that breakfast will not be served on days when there is a one- hour or two-hour delay

### WEB PAGE

Piqua City Schools has a web page which is filled with great information. Each school has a web page connected to that site. On Springcreek‘s web page I will post building newsletters and pictures of various school events and activities. Be sure to visit [www.piqua.org](http://www.piqua.org/)

***X Y Z IS FOR ………..***

**Zero** Tolerance.

The district has Zero Tolerance for fighting, violence, drugs and weapons. Students of any age who violate school rules in these areas will receive consequences in accordance with the student discipline policy. We want school to be a safe and nonthreatening environment for everyone!

 Recognition of Receipt of Handbook

 The information contained in the Springcreek Primary School Parent Handbook is very important. You are expected to read it and be familiar with the contents. To be certain that you have received and read the handbook, please complete the section below, detach and return it to your child‘s teacher by September 8th, 2015. If you have any questions about any information contained within the handbook please feel free to contact Mrs. Anderson.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*Please detach and return by Sept. 2nd \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I have received and read the Springcreek Primary School Handbook.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child‘s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child‘s Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# THE

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OF

SPRINGCREEK

PRIMARY SCHOOL

Student/Parent Handbook

2015 - 16

Principal

Connie Strehle