

# Stephen Bell

Student/Parent Handbook



4133 Shadowleaf Drive 937-848-5001 ext. 5900

# *Stephen Bell Elementary School Student/Parent Handbook 2023-24*

*Welcome to Stephen Bell Elementary School. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.*

*Ginger Keeton, Building Principal 937-848-5001 ext. 5999*

*Whitney Knipfer, Counselor 937-848-5001 ext. 5911*

*Jenna Sandlund, Psychologist 937-848-5001 ext. 5910*

***The building opens at 8:05 a.m.  
School Hours are 8:15 a.m. - 2:55 p.m.***

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**BETTER  
TODAY  
THAN  
YESTERDAY...**



**...BETTER TOMORROW THAN TODAY**

**BELIEF**

**BEHAVIOR**

**OUTCOME**

**EAGLES DO  
THE RIGHT  
THING**

Make good choices  
(especially when it's hard)  
Own your  
behaviors/actions  
Be a part of the solution

Pride in your actions  
Be a problem solver

**EAGLES  
SOAR  
TOGETHER**

Think WE not ME  
Serve and empower  
others  
Respect Differences

Work Together  
Learn Together  
Achieve Together

**EAGLES  
PURSUE  
EXCELLENCE**

Hold yourself to high  
standards  
Be coachable  
Relentlessly pursue  
excellence

Be the best version of you  
Better today  
than yesterday,  
better tomorrow  
than today

## **DISTRICT VISION**

Bellbrook-Sugarcreek Schools will lead by providing a world-class education within a caring, supportive, and responsive community.

## **MISSION STATEMENT**

The Bellbrook-Sugarcreek School District empowers our learning community to be responsible decision makers and effective problem-solvers; persevere in the achievement of life goals; contribute to communities locally and beyond; and embrace learning as a lifelong process.

## **CULTURE**

Our culture is the heart of our school system. It makes Bellbrook-Sugarcreek Schools a special place to learn and work. Building and sustaining this culture requires intentional effort from everyone in our district. Because culture shapes behavior, it determines how effectively we execute our mission. Success depends on our ability to work together and learn in a constantly changing environment. Culture helps everyone in the district align around a common set of beliefs and behaviors that ultimately determine how we prepare our students for the future. Our beliefs drive our behaviors. Our behaviors produce results.

Please follow this [link](#) for additional information.

## **EQUAL OPPORTUNITY FOR ALL**

The educational programs and activities of the School District, and opportunities for employment with this School District, are available to all qualified persons without regard to race, color, religion, national origin, sex, marital status, or handicap, and persons over 40 are not denied employment opportunities on the basis of age, in full compliance with all applicable Federal and State statutes and regulations. 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 either of the School District's Compliance Officers.

Jenness Sigman, Manager of Business 937-848-5001 ext. 6101  
Todd Whalen, High School Assistant Principal 937-848-5001 ext. 2922

Complaints will be investigated and any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **ACCEPTABLE USE POLICY WITH TECHNOLOGY**

Click on this link to see the district policy:  
<http://www.sugarcreek.k12.oh.us/techresources.aspx>

## **ANNUAL NOTIFICATION: Rights Pertaining to Student Records**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; 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 can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter

Consistent with the Protection of Pupil Rights Amendment (PPRA), 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, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

## **ANNUAL NOTIFICATION: Rights Pertaining to Student Records cont.**

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

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 principal.

## **ATTENDANCE**

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. It is the responsibility of the parent/guardian to cause the child to attend school. (ORC 3321.03)

### Absence Categories

#### *Medically Excused:*

1. Doctor or dental appointments with a written statement from a physician: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.

2. Extended absence verified by a written statement from a physician. Physician's excuses may only medically excuse absences or tardies to school for the specific date(s) the student was under direct medical care.

*Excused:*

Student is absent from school with parents' knowledge and the reason is deemed valid under the law. Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence. The following are VALID reasons for absence from school:

1. Personal illness: The attendance office may require a physician's note. On excessive absences, a letter may be sent to the parent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Illness in the family: Instances will be discussed and determined by the attendance office.
3. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
4. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by the student's religion. If observance of such a holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
5. Vacation: Please see Vacation Policy.
6. Subpoena to court: Documentation from court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.
7. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence.

*Unexcused:*

Student is absent from school with parents' knowledge, but for a reason deemed to be unacceptable under the law.

*Truant:*

Student is absent from school and/or any part of class without parents' and/or school official's knowledge or permission. The student may not be permitted to makeup work for unexcused absences and disciplinary action may be taken. Continual school truancy may be filed with the Juvenile court.

Absence from school procedures

Parents or guardians MUST phone the school before or within one hour of the school day start time to report student absences. After that time period, a phone call will be made to a parent/guardian. In the event that phone contact is not made, a signed note from a parent or guardian explaining the reason for the absence MUST be submitted on the student's return to school. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.



### Attendance prior to a school function

Students, unless excused by the administration in advance, must be in attendance the entire day in order to attend dances or any other scheduled school event. Lunch does not count as a class period. See Extra/Co-Curricular Code of Conduct for attendance requirements for participation in athletic contests, musical contests and performances.

### 65-hour absence policy

Up to 65 hours of absence excluding “medically excused absences” but including tardies, from school per school year for the reasons identified as “Excused Absences” may be documented by a parent note. Medical notes shall be required for every absence after 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both. The physician’s written excuse or court documentation must be received within three days of the absence. Again, physician’s excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care.

### Make Up Work

Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon administrative approval. Students may not receive credit for work missed due to the following reasons: 1. Truancy 2. Skipping class 3. Any unexcused absence.

### Family Vacation/Leave Request Policy

1. Please email the administration at least one week prior to the days of absence.
2. Vacation requests shall not be granted to students who have accumulated 65 hours or more of absence and all absences due to vacation or family leave will accumulate towards the 65-hour threshold.

### Extended Absence/Home Tutoring

This service is provided for all students who will be out of school for an extended period of time due to illness verified by a doctor. The student's guidance counselor facilitates home tutoring.

### Early Dismissal Procedures

Each time a child leaves school, he/she is missing vital teaching and learning time. All early dismissals will accumulate toward the 65-hour threshold. If it is necessary for a child to leave school early:

A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early. Parents/guardians must sign out their student in the main office.

### Truancy Defined

Excessive Absences are defined as follows: 38 or more hours in one school month (30-day period) with or without a legitimate excuse; 65 or more hours in one school year with or without a legitimate excuse.

### Procedures for Excessive Absences

1. The district will notify the student's parents in writing within seven (7) days of the triggering absence. 2. All absences excluding medical absences after the 65 hours will count toward habitual truancy.

Habitual Truancy is defined as follows: 30 or more consecutive hours without a legitimate excuse; or 42 or more hours in one school month (30-day period) without a legitimate excuse; or 72 or more hours in one school year without a legitimate excuse.

### Procedures for Habitual Truancy

1. Within seven (7) days of the triggering absence, the school will do the following: a. Make three (3) meaningful attempts to secure the student's parent/guardian's participation on the absence intervention team (mail Parent Invitation and complete "Attempts to Contact Parent" page); b. Select members of the absence intervention team.

2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;

3. Within fourteen (14) days after the assignment of the team, the district will develop the student's absence intervention plan;

4. If the student does not make progress on the plan within 61 days OR continues to be absent without legitimate excuse while the absence intervention plan is in effect, the district will file a complaint in Juvenile Court. Membership of the Attendance Intervention Team (AIT) shall be as follows: 1. A representative from the school or district. 2. An additional representative from the school/district who has a relationship with the student. 3. The student's parent/guardian. 4. The student.

## **BEHAVIOR AND EXPECTATIONS**

Basic Policy for Behavior: We believe that an atmosphere must prevail in the schools where learning can flourish--an atmosphere free from uncertainty, discrimination and oppression, but also free of fear, disorder or disruption--an atmosphere where each student will be safe from harm to his/her person, and property.

Behaviors and Responsibilities: It is the responsibility of each student to assume control of his/her actions. We expect students to comply with the rules.

- Each person shall act courteously and show respect to those with whom he/she comes in contact--students, staff and other employees, volunteers, and visitors.
- Each person shall respect school property, including taking care of books, desks, and using equipment for its intended purpose.
- Every effort shall be made to maintain the original condition of property. The person(s) responsible for damaging property shall restore it or be assessed the cost of repairing same.
- Each person shall respect the property of others. Permission must be requested before using things belonging to another person.
- Students are expected to bring to school only items needed for enriching the school program.
- Students will not participate in rough play to cause harm to others.

### Playground, Recess, and Lunch Expectations:

- Students are to stay within sight of the supervising adult and remain within playground boundaries at all times.
- Recess will be outside unless the wind chill is below 25 degrees.
- The cafeteria supervisor will dismiss the students one table at a time after tables have been cleared.
- All students are expected to eat a balanced lunch every day. Snacks should not be purchased until the student has eaten most of his/her lunch.

### Consequences of Inappropriate Behavior:

There are various ways to modify inappropriate behavior. Positive approaches will be utilized whenever possible. However, in cases where punishment is determined the best approach, the following range of consequences could be used. These are listed in ascending order of severity. It is the responsibility of school personnel to determine, in each individual case, the most appropriate approach for modifying behavior. Logical consequences will be applied depending upon the situation and needs of the student.

- Verbal reminding
- Removal from group activity or time out/loss of certain school privileges such as recess, assemblies, or field trips
- Discipline Notice Ticket
- Conference with the pupil, parent, and teacher
- Sent to see the principal \*
- Parent, pupil, teacher, principal, other personnel conference
- In-School Studies
- Out-of-School suspension (It is the student's responsibility to complete all assignments while suspended from school in order to receive credit. Students will be given the appropriate time to complete and turn in class work.)
- Expulsion from school

\* A student may be sent to the principal at any time during these steps. In addition, the principal may assign lunch detention to be served immediately. Parents will be notified depending on the severity of the behavior.

### **BIRTHDAYS**

A birthday is a very special day for our students and a day to be shared with friends. Parents should contact the student's teacher prior to the "special day" to be sure it is convenient to send a goodie bag to school. A goodie bag may include small items kids enjoy. For safety reasons, we are not accepting food for birthday celebrations. We ask that you not send invitations to private birthday parties to school. We request that NO balloons or flowers be delivered for students during school time. All schools are latex-free buildings; NO balloons are permitted.

## **BUS TRANSPORTATION (937-848-4029)**

Kindergarten through Grade 2 only. For the safety of all students, we are asking parents to be visible from the bus stop for students in grades K-2. It is permissible to have another adult or an older family member with the student. The bus driver will not drop off students unless there is someone visible from the bus stop. If no parent/guardian is visible, the student will then be brought back to the bus compound for someone to pick up at that location. We know these are busy times and often parents can't get back in time for their student. This procedure helps put a safety plan in place to support our children.

Each student is expected to follow the school policy, bus rules, and guidelines set by the Board of Education, Administration, and State of Ohio. Students should be at their bus stop (place of safety) at least five (5) minutes prior to the scheduled arrival time.

- Students not sitting properly on a seat will receive three (3) warnings before a formal write-up.
- Students must stay seated until the bus is at a complete stop and the airbrake is on. Three (3) warnings before a formal write-up.
- Students must be respectful of drivers at all times. First offense will result in a formal write-up. The Building Principal will be notified. Parents will be called or notified.
- Students not at their assigned "safe spot" before the bus arrives and after drop off will result in formal write-up. A parent will be notified.
- Students attempting to board another bus without proper permission and paperwork will result in formal write-up and sent to the authorized bus. The Building Principal and parents will be notified. To ride another bus, students must submit a request to the transportation office 72 hours in advance.
- Verbal altercation or foul language will result in an immediate formal write-up and one (1) day suspension of bus privileges. The Building Principal will be contacted for any further discipline.
- Physical altercation or touching someone in an unkind way will result in an immediate formal write-up and at least three (3) days suspension of bus privileges. The Building Principal will be contacted for any further discipline. Parents will be notified.
- Any act of vandalism, marking or destroying any part of a bus will result in a formal write-up. Parents will be billed for replacement or repair. The Building Principal will be contacted for any further discipline.
- Throwing of any object inside or out of the bus window will result in formal write-up and possible suspension of bus privileges. Principal and parents will be notified.
- Possession or use of tobacco, drugs, or alcohol will result in immediate suspension of bus privileges and referral to the Building Principal and Superintendent for further discipline. Parents will be notified.
- Carrying of weapons will result in immediate suspension of bus privileges and referral to Building Principal and Superintendent for further discipline. Parents will be notified.

## **CHANGES OF ADDRESS/ENROLLMENT INFORMATION**

All changes of enrollment information must be reported to the school office immediately and changed in Final Forms. This includes, but is not limited to: name, address, phone, email address, health status, emergency contacts, guardianship, and custody or other court orders. Failure to do so may result in withdrawal procedures.

## **COMMUNICATIONS**

Teachers, administrators, counselors, and other staff will communicate with parents via email, [Remind app](#), or by phone. Please keep contact information current in Final Forms. Also, be sure to follow the district on social media.

## **CONTRABAND/PHONES/NON-ACADEMIC ITEMS**

Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous, harmful, or disruptive are not permitted in the school and possession will result in disciplinary action. Scooters, wheels on shoes and skateboards are not permitted. Headphones, Ipods, MP3 players, smartwatches may not be used during classes without teacher permission. Phones should be turned off or kept on silent mode during school hours. Phones cannot be accessed during class unless given permission by the teacher. Phone use is not permitted in restrooms and locker rooms. Students should also not bring large amounts of money to school. The school will not be responsible for lost/stolen items/damaged items. Students are responsible for safely securing items of value.

## **DRESS (STUDENT)**

Student dress and appearance reflects in both a positive and negative way upon the school and the student body. Dress, which is distracting to the educational process or presents a health or safety hazard (as determined by the building administration), will not be allowed. Violations may result in disciplinary action or removal from school or school activities. The following are examples of dress styles that are unacceptable:

- Hats, bandanas/scarves, blankets or hoods worn in the building.
- Failure to wear shoes.
- Clothes that do not adequately cover the body; i.e. no halter tops, bare midriffs, mesh clothing, spaghetti straps, miniskirts. No short shorts (min. of 4 in. inseam). Sleeveless tops should be at least 2 inches wide on the shoulder.
- "Sagging" pants or shorts worn below the normal waistline.
- Clothing or jewelry which expresses any profanity, hate messages, sexually suggestive pictures or phrases, and/or is degrading.
- Clothing or jewelry that advertises alcohol, drugs, tobacco or weapons.
- Coats worn in the classrooms except with teacher permission.

The administration will make the determination on whether dress items or accessories are disruptive to the educational process.

## **DRUGS**

No student shall use, possess, have in their locker, access to, sell, intend to sell, transport, give away, or conceal any drugs or paraphernalia that is commonly associated with drugs. Such articles shall include but not be limited to pipes, papers, clips, and all look-alike drugs, etc.

The School has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The possession, sale, distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. It is against the law, if you are under 21 years of age, to possess any tobacco substance. A student possessing tobacco will be suspended and may be referred to the police department. Many drug abuse offenses also are felonies.

Students considered to be "under the influence" will be confronted with the indicators, and if there are no apparent reasons for this condition the student may be suspended and the police will be notified.

## **EMERGENCY CLOSING OR DELAYS**

Emergency closings or delays are reported to Dayton area television stations as soon as possible (listed as Bellbrook-Sugarcreek Schools). Families SHOULD also sign up to be notified via the [REMIND app](#). In the event of a delay, students are not to arrive at school before the delayed starting time. Generally, no one is available to answer the school phone during closings or delays.

## **ENROLLMENT**

New students under the age of 18 must be enrolled by their parent or legal guardian. To register a new student, parents should view procedures on the district website. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations (see page 27 for more information)

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building guidance counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

## **ENROLLMENT cont.**

Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **FIELD TRIPS/ASSEMBLIES**

Field trips and assemblies may be held with the aid of donated funding during the year. These may be professional or student-prepared presentations. Students are to use courteous group manners. Displaying positive reactions to the presenters is expected. Behavior during classes and at field trips/assemblies determines the individual student's privileges to attend future field trips/assemblies. If the student's permission slip to attend field trips/assemblies/movies is not returned on time, the student will not be permitted to participate in the activity. All students are expected to ride the bus to and from school. If a student goes to and/or leaves a field trip with the parent, the parent will sign their child out. No child will be permitted to leave from a field trip with an adult who is not their parent. No siblings are permitted to attend field trips. Students attending a Field Trip for a class in which they are not enrolled in will be counted as an unexcused absence.

## **GUIDANCE/SCHOOL COUNSELOR**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretations of test scores, and help with personal problems. Children are referred to the counselor by teachers, parents or the principal. A parent who feels their child could benefit from these services should contact the school office for more assistance in arranging for counseling.

## **HARASSMENT/BULLYING/CYBERBULLYING**

Harassment, intimidation, or bullying toward a student for any reason, including their sexual orientation, gender identity, or membership in any other population or group whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and violence within a dating relationship. 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 School District, including activities on school property, on a school bus, 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.

### Definitions

Harassment, intimidation, or bullying means:

- any intentional written, verbal, electronic, 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); or
- violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) 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).

**General**  
Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, or bullying should immediately report the situation to the principal, assistant principal, or the counselor/teacher. The student or student's parent/guardian may also report concerns to teachers and other school staff who will be responsible for notifying the principal or assistant principal. Complaints against the building principal should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation or bullying directed toward a student. Reports may be made to those identified above. All complaints about harassment, intimidation, or bullying shall be promptly investigated. 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 suspension or 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying, the principal or designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal or designee will report the act of harassment, intimidation or bullying to one of the Anti- Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harrassment.

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 harassment, intimidation, or bullying 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 harassment, intimidation, or bullying. Retaliation may result in disciplinary action as indicated above.



## **HARASSMENT/BULLYING/CYBERBULLYING cont.**

Deliberately making false reports about harassment, intimidation, bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The School District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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).

When the identity of the complainant is known, 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 principal or designee shall notify the custodial 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, acts of harassment, intimidation, and/or bullying by a specific student are verified, the principal or designee shall notify the custodial parent/guardian of the perpetrator of that finding.

## **HEALTH SERVICES**

The goal of school health service in Bellbrook-Sugarcreek Schools is to promote an understanding of positive health practices with the desired outcome of maintaining and improving the state of health in the school community. This goal will be accomplished through a program of providing minor emergency care, monitoring contagious diseases, identifying health needs through screening programs, enforcement of state rules and regulations regarding immunizations and providing current information about diseases, illnesses and health practices.

## **HEALTH SERVICES cont.**

### Health Clinic

A nurse is assigned to each building. The school nurse is available for consultations and handles any medical emergency that may occur during school hours. Please consult your school nurse should your child have medical/medication needs during the school day. The office staff and the nurse work closely together to manage all student medical needs. Students will be sent to the clinic for first aid and assessment of illness/injury by the nurse. After assessment of illness/injury, the student will return to class as soon as able. If they are unable to return to class, the parent/guardian will be notified by the nurse or a member of the office staff. The office staff assists the nurse if she is working in another building or completing necessary nursing tasks throughout the building.

Bellbrook-Sugarcreek Schools has partnered with SchoolCare for the documentation of health services. Parents can download an app and there is a parent opt-in option, where parents can see their student's visits to the clinic and case management services. SchoolCare will also help parents with access to care if needed. SchoolCare is FERPA and HIPAA Compliant.

All forms will be completed in FinalForms. It is imperative that parents provide current phone numbers throughout the school year in case of illness or emergency.

### Communicable Diseases

Emphasis on perfect attendance frequently encourages students to be in school when potentially contagious to others. Please take into consideration the following conditions that may require a student to be excluded from school:

- Fever (elevated oral temperature of 100.4 degrees or above) – readmitted after temperature is normal for 24-hour period of time, without fever reducing medications (such as Tylenol or Advil).
- Upper respiratory symptoms with coughing, green/yellow nasal discharge, or body aches, may indicate the flu or an infection, especially if accompanied with a fever.
- Vomiting and diarrhea may also be signs of a communicable disease, especially with multiple episodes. Students should be excluded from school until symptom free for a 24-hour period.
- Conjunctivitis (pink eye) – readmitted after treatment for 24-hours with antibiotic eye medication and/or no evidence of discharge in the eye unless determined to be allergic conjunctivitis.
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin.
- Head lice until initial treatment is completed and all live lice are removed from hair and/or by the discretion of the school nurse.

Please report your student's specific contagious illness to the office personnel in order to monitor potential exposures within the classroom and to provide accurate information on reports to Greene County Combined Health District. Please let the school know of any changes in your student's medical condition.

## **HEALTH SERVICES cont.**

### Health Screenings

In the interest of student health and in promoting positive health practices, the district shall conduct a program of health screenings as mandated by state law and recommended by local health care practitioners. The screenings shall be conducted during the school year as follows:

- Vision: School-aged children shall be screened at six grade levels–K, 1, 3, 5, 7 and 9. Students may be screened in additional grade levels as needed or requested.
- Color Deficiency (K boys only)
- Hearing: School-aged children shall be screened at seven grade levels–K, 1, 3, 5, 7, 9 and 11. Students may be screened in additional grade levels as needed or requested.
- Postural (Scoliosis or Kyphosis): Grades 6, 7 and 8.

### Immunizations

Students enrolled in preschool through grade 12 are required to have written proof on file that they have been immunized. To be in compliance with current Ohio law, students in grades K-12 will need the following vaccinations:

- Diphtheria, Tetanus, Pertussis: Four (4) or more of DTaP or DT or any combination • Tdap: Grades 7-12 only – one (1) dose of Tdap vaccine booster
- Polio: Three (3) or more doses of Polio (IPV or OPV) or four (4) doses if combination of IPV and OPV received
- MMR: Two (2) doses of measles, Mumps and rubella (MMR)
- Hepatitis B: Three (3) doses of Hepatitis B (HBV)
- Varicella: Two (2) doses of Varicella vaccine for grades K-7 and one (1) dose required for students in grades 8-11.
- Meningococcal (MCV4): One (1) dose required for grades 7-8; two (2) doses of MCV4 for grade 12 unless 1st dose given on or after the 16th birthday

Students who are not in compliance are to be excluded from school attendance no later than the fifteenth school day after admission unless otherwise exempt. An [immunization exemption form](#) (linked) must be on file if a child is not fully immunized due to medical/religious/personal reasons. Exclusion from school may happen in the event of a communicable disease outbreak for those students who are not fully immunized.

### Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed within the FinalForms account in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. If parents do not complete FinalForms, this may jeopardize a student's educational program.

## Policy for Administering Medications

The policy concerning administering medication to students is a requirement of State law. Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all prescribed and non-prescribed medications are to be given by the parent at home. If it is necessary to dispense any medication during regularly scheduled school hours and/or school sponsored activities, it will be done in accordance with the following procedures:

1. The appropriate person(s) appointed by the building principal will supervise the secure and proper storage and dispensing of medications. A prescribed drug must be received at the school office, in person, from the parent /guardian in the container in which it was dispensed by the licensed health professional.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the licensed health professional's order. (parent/guardian should file Form: CO 0880-1 at the school office.)
3. The person(s) designated by the principal must receive and retain a statement complying with Ohio Revised Code and is signed by the licensed health professional who prescribes the drug. (Form: CO-0880-1)
4. If any of the information originally provided by the licensed health professional changes. A new form CO-0880-1 must be placed on file. Plus, a new one is to be filed for each school year.
5. No person who is authorized to dispense a prescribed drug and who has a copy of the most recent licensed health professional's statement would be liable in civil damages for administering or failure to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No school person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions to administer the drug. (Legal References: O.R.C. Sections 3313.711, 3313.712, 3313.713, 4729.01)
7. Only in special circumstances as determined by the physician and parents, students may carry certain emergency medications such as an Epi-pen, rescue inhaler or Glucagon on their person. However, parents should also provide the school clinic a back-up in the event that the medication is misplaced, left at home or the student requires an additional dose. Form CO-0900, Authorization for Student Possession and Use of Medications, must be completed by physician and parent.
8. Cough drops are permitted. For safety reasons, please notify the classroom teacher and the school nurse if your child needs cough drops. Parent/guardian may provide your child with their own cough drops or non-mentholated/pectin lozenges are available in the health clinic.
9. The Board of Education recognizes that at times students may benefit from parent-recommended over-the-counter (OTC) medications for symptomatic treatment of minor illness, allergy or pain. Under this policy, administration of OTC medication(s) may be allowed, with parental consent only. Form: CO-0870 Authorization for Administration of Non-Prescription/Over-the-Counter (OTC) Medication must be completed and submitted by parent/guardian to administration of medication. The OTC medication form is available in FinalForms and can be updated at any time.

## **LIBRARY MEDIA CENTER**

Students are encouraged to use the media center. Learning the proper use of the various facilities is necessary so all students can benefit from the resource center. Computers, and a learning atmosphere, in addition to numerous books and periodicals, are available to assist those who need help. Parents should be aware that fines are assessed for books lost or damaged.

## **LOST AND FOUND**

Students who have lost items should check with the office or the Lost and Found area and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **LUNCH**

Lunch is available for purchase each day. Sodexo is our food service provider. Students are not permitted to purchase food if there is a negative balance in their food account. Payments can be made to the student's lunch account via the district website or by sending in money. Free/Reduced lunch request forms are available on the district website.

## **MESSAGES AND DELIVERIES**

Messages and deliveries from home MUST be left in the school office. Students will be called out of class only in an emergency. Students will be permitted to use the school office telephone for emergencies only. This helps children learn to plan ahead and keeps phones available for school business.

## **PHONES**

Personal phones should be turned off or kept on silent mode during school hours. Phones cannot be accessed during class unless given permission by the teacher. Teachers may require that phones be turned in at the start of the class period. Phone use is not permitted in restrooms and locker rooms. The use of any device, including cellular camera phones, to take unauthorized pictures is prohibited. When circumstances warrant, cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the student code of conduct or Board of Education Policy. Violations of this policy can result in disciplinary action. Failure to hand over a cell phone when requested by staff (including battery, SIM card, etc.) will be treated as insubordination and additional discipline will be issued. Confiscated cell phones will only be returned to a parent or guardian.

## **PROGRESS BOOK**

Students and their parents can access their grades online at <https://parent.mveca.org> or on the district's website [www.sugarcreek.k12.oh.us](http://www.sugarcreek.k12.oh.us).

## **REPORT CARDS**

Bellbrook-Sugarcreek Schools will provide a hard copy of the report cards for students in grades K-5. Parents may access online report cards via Progress Book for students in grades K-12. If you need assistance to access your child's account, or do not have computer access, please contact the school. The purpose of the report is to improve parent/teacher communication and to inform the parent of specific classroom problems. Parents wishing to arrange a conference with a teacher should contact the teacher by phone or email.

## **SAFETY**

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, they must notify a staff person immediately. Fire, tornado and disaster drills are conducted in accordance with state law. An evacuation plan is posted in each room. Students should become familiar with the plan and drill procedures. Students are expected to be orderly, move in a safe/timely manner, and cooperate with all instructions being given.

## **SCHOOL PICTURES**

Individual student photos are taken by the school photographer. Students and parents will be notified of the scheduled day for those photos to be taken. A make-up/retake date will be given as well. These photos will be available for purchase. In the elementary buildings, class pictures will be taken in the spring. Students and parents will be provided information to order school yearbooks.

## **SNACKS**

Due to the young nature of the students at Stephen Bell Elementary, teachers may elect to allow a daily healthy snack option in their classroom. This healthy morning/afternoon snack may be supplied by the parent and/or the teacher. We must take into consideration any student who has an allergy, as well. Snack examples may be pretzels, crackers, vegetables, fruit, etc.

## **STUDENT ACCIDENT INSURANCE**

Accident insurance is offered to the parents of all students. Forms are sent home with the student and should be returned as soon as possible. Child enrollment is voluntary and at parent expense. The school merely acts as a resource in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

## **STUDENT FEES**

The Board of Education has approved the fees for the school year. The fees are based upon the quoted costs of materials and instructional supplies at the time of approval and publication of the Student-Parent Handbook. Should it become necessary to increase/reduce any of the fees, announcements will be sent home with the student. An itemized list of materials is available upon request in the office. Student fees will be collected at the beginning of the year. Checks should be made payable to Bellbrook-Sugarcreek Schools or parents may use their credit card to pay in the school office or online via the website link. For more information, see the district website. Failure to pay fines, fees, or charges may result in the withholding of grades and credits. School fees for academic purposes will be waived for students who qualify for the Free Lunch program. School fees are reduced by 50% for those students who qualify for the Reduced Lunch program.

## **TEXTBOOKS / CHROMEBOOKS**

Textbooks and Chromebooks are school property. Students may be charged for any lost or damaged books/Chromebooks. Students are requested to cover all textbooks to reduce damage. Library fines are charged for books not returned to the library on time. If a student is having a problem with a Chromebook working properly, they should notify a teacher as soon as possible. Students should not attempt to repair damaged Chromebooks on their own due to potential warranty violations.

## **VISITORS**

Parents are always welcome but are encouraged to make an appointment to see teachers, the principal, or visit their child's classes. Students are not permitted to bring visitors to school.

All visitors, including parents, must register at the office immediately upon arrival. When bringing items to school for a student, it is requested that parents bring the labeled items to the office; they will be delivered by office personnel.

## **VOLUNTEERS**

Parents and community members who volunteer to work with our staff or students, must have a Background Check that is on file with the school office. Details regarding the Background Check will be provided by each school. Volunteers must also sign in at the office and wear a badge while in the building.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of 18. All outstanding school fees must be paid before records are released.

**RESOLUTION IN SUPPORT OF FIREARM SAFE STORAGE**

**FOR FAMILIES IN OUR COMMUNITY**

WHEREAS, evidence strongly suggests that community-wide secure firearm storage and responsible handling is an essential component to an effective strategy to keep schools and children safe;

WHEREAS, research shows that secure firearm storage practices are associated with a significant reduction in the risk of unintentional firearm injuries among children and teens;

WHEREAS, a high number of children and teens die by gun suicide each year, most often using guns belonging to a family member;

WHEREAS, the vast majority of active shooters are current students or recent graduates who obtained their guns from their own home, a relative's home, or from friends;

WHEREAS, across the country, lawmakers, community members, and local leaders are working together to increase public awareness regarding the benefit and responsibility of secure gun storage while highlighting the public safety risks of unsecured guns;


WHEREAS, keeping students, teachers and staff safe should be the highest priority of all adult stakeholders at our schools;

WHEREAS, in order to continue with preventative measures to increase student and school safety;

NOW THEREFORE, BE IT RESOLVED, that the **Bellbrook-Sugarcreek Local Board of Education** directs the Superintendent and staff to update the Student Handbooks to emphasize the critical importance of firearm safe storage and to inform parents and guardians that free gun locks are available from the Sugarcreek Township Police Department and the Bellbrook Police Department; and, be it finally

RESOLVED, that the Board and the Superintendent will continue to work with local law enforcement agencies and other appropriate agencies to collaborate and increase efforts to protect our children.

Signed this 25th day of August, 2022

  
David J. Carpenter, President

  
Douglas A. Cozad, Superintendent of Schools