



Preschool Student-Parent Handbook 2023-2024

Mission and Vision:

- Create a culture of academic excellence through inclusive and innovative learning opportunities for the whole child.
- Empower all learners to reach their full potential in a globally competitive world.

Symmes Elementary 11820 Enyart Rd Loveland, Ohio 45240 513-686-1740	Blue Ash Elementary 9541 Plainfield Drive Cincinnati, Ohio 45236 513-686-1710
Jessica Ralston , Principal India Chambers- Richardson , Assistant Principal Amber Baer , Preschool Director	Leslie Combs Principal Jenny Ament , Assistant Principal Amber Baer , Preschool Director

Be Respectful! Be Responsible! Be Safe! Be a Problem Solver!

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STATEMENT OF PURPOSE

The purpose of this handbook is to provide Sycamore Community Schools' students and parents with specific information concerning major policies, procedures, and regulations.

While every effort is made to present the information accurately, the information contained in this handbook is continually updated and the actual text of the policy, procedure, or law should be consulted as the authoritative source of information.

Questions regarding this handbook should be directed to the school principal.

OUR DISTRICT MISSION

Cultivate a culture of academic excellence through inclusive and innovative learning opportunities for the whole child.

OUR DISTRICT VISION

Empower all learners to reach their full potential in a globally competitive world.

OUR DISTRICT VALUES

- **Academic Excellence**
- **Diversity and Inclusion**
- **Community**
- **Character**
- **Collaboration**

DISTRICT DIRECTORY

DISTRICT OFFICES ADMINISTRATION 5959 Hagewa Drive, Cincinnati, Ohio 45242

Superintendent	Chad Lewis	513-686-1700
Assistant Superintendent	Kelly Wegener	513-686-1700
Community Relations Director	Mallory Bonbright	513-686-1700
Director of Business & Student Operations	Brad Lovell	513-686-1703
Director of Curriculum and Instruction	Becky Tompkins	513-686-1700
Director of Student Services	Stacey Spencer	513-686-1780
Director of Technology	Christian Long	513-686-1700
District Gifted Coordinator	Jamie Jackson	513-686-1720
ESOL Supervisor	TBD	513-686-1700
Coordinator of Pupil Support Services	Lisa Zelvy	513-686-1700
Coordinator of Special Education	PK-6 Misty Belfrom 7-12 Lori Rosen	513-686-1780
Treasurer	Jenni Logan	513-686-1700

BOARD OF EDUCATION

5959 Hagewa Drive, Cincinnati, Ohio 45242

Paul Balent	513-686-1700
Sara Bitter	513-686-1700
Brad Comerford	513-686-1700
Lynne Stieger	513-686-1700
Melissa Weiss	513-686-1700

CHILD NUTRITION SERVICES

Director	Elizabeth Wellman	513-686-1796
Secretary	Chris Zinnecker	513-686-1796

REGISTRATION

Registrar	Shelley Martin	513-686-1709
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TRANSPORTATION

Director	Michael Miller	513-686-1785
Supervisor	Tony Huber	513-686-1785
Dispatcher	Mary Ann Buchanan	513-686-1785
Secretary	Sue Vollman	513-686-1785

BLUE ASH ELEMENTARY SCHOOL

Principal	Leslie Combs	513-686-1710
Assistant Principal	Jenny Ament	513-686-1710
Administrative Assistant	Jennifer Janson-Rizzo	513-686-1710
Administrative Assistant	Lauren Stevens	513-686-1710
Nurse	Diana Wyrick	513-686-1713
Attendance Line		513-686-1784

SYMMES ELEMENTARY

Principal	Jessica Ralston	513-686-1740
Assistant Principal	India Richardson	513-686-1740
Administrative Assistant	Alyssa Schmeling	513-686-1740
Administrative Assistant	Jen Shomo	513-686-1740
Nurse	Carolyn Adee	513-686-1723
Attendance Line		513-686-1726

ADMISSIONS

The preschool program enrolls children three through five years of age. **Typically developing children must be three on or before September 30th of the school year and publicly toilet trained.**

Typical students who are not potty trained or have multiple accidents at school could be asked to leave the program.

Admission preference is given to siblings of currently enrolled Sycamore Community School preschool students who reside in the Sycamore School District. In addition, if twins or triplets apply for admission, either all siblings will receive a placement or all will be placed on the waiting list.

OUR PRESCHOOL PROGRAM

Our daily schedule will consist of large and small group time, working in classroom centers, snack, large and small muscle development. There are a maximum of 16 students in the preschool classrooms. Our preschool program offers a full continuum of settings with classrooms ranging from general education through specialized programming. Each classroom has typically developing students and children who have special needs. There is at least a licensed teacher and a teaching assistant in each preschool classroom. The licensed teacher is a college graduate and holds certification/licensure as required by the State of Ohio. The classroom teacher and teaching assistant work closely to plan and provide learning experiences for young children. Occupational Therapists, Physical Therapists, Speech/Language Pathologists, and Psychologists are also available to support children who have identified special needs.

The preschool staff is recruited, employed, assigned and evaluated in accordance with adopted Sycamore Board of Education policies and without discrimination on the basis of age, race, national origin, sex or disability. Preschool staff must pass a criminal background check as required by the State of Ohio law.

All children enrolled within the Sycamore Community Schools preschool program will participate in a developmental screen using the Brigance Screen with 60 days of enrollment. A typical child enrolled in preschool may have developmental concerns. The teacher collaborates with the family to better understand the child's strengths and areas of need. The teacher uses results from academic and social/emotional screeners to discuss the child's needs with the parents. The teacher implements targeted interventions and documents their response to the intervention. If the child's response to intervention is positive and it closes the gap of typical functioning, the child continues to receive those interventions. If the targeted interventions are not closing the gap of typical functioning, the district starts the Evaluation Team Report process. The family gives the district permission to test and the evaluation process begins. The families are given a copy of their IDEA rights. If the results indicate the child does not qualify, the child remains in the preschool as before. If the results from the ETR indicate the child qualifies for special education services, an IEP is written with targeted goals and objectives. The family and district meet together to discuss the results of the ETR and IEP. IEP goals and objectives will be progressed monitored.

After their initial screening upon enrollment all children participate in a comprehensive developmental screening annually.

ATTENDANCE

Regular attendance is essential for successful school achievement. Therefore, students are expected to attend class on a regular basis. To this end, the following guidelines will be followed by all schools within the Sycamore Community Schools:

Procedure for Reporting Absences

On the day of the absence, a parent/guardian should call (**Attendance Line for All: 513.686.1707**) to report the absence. No note is required if the parent calls or emails that the student is absent.

Following the absence, the student must report to the Office with a note or the Parent Communication Form **ONLY IF NO PRIOR NOTIFICATION WAS MADE.**

- a. Date(s) of absence
- b. Reason
- c. Phone number where parent/guardian may be reached
- d. Signature of parent/guardian
- e. Students who are absent due to a doctor's appointment must provide a note from the physician upon return

Reasons for which students may be medically excused include, but are not limited to

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);

2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson or;
9. as determined by the Superintendent.

BELL SCHEDULES (ARRIVAL AND DISMISSAL)

A.M. Preschool	9:10 a.m. – 12:10 a.m.
P.M. Preschool	12:50 p.m. – 3:55 p.m.

DROP OFF AND PICK UP PROCEDURES

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

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

***Notification from the parent is required when a change (i.e. time, mode) occurs in your child's regular transportation plan. Send a note in your child's backpack or call the school office, (513) 686-1720 Maple Dale and (513) 686-1710.

BIRTHDAYS

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

BUILDING UNIFICATION PLAN

In the event an emergency evacuation of the building is deemed necessary by the building administration, all persons will evacuate and may be directed to an off-site location. If the evacuation will be for a prolonged period of time, require family reunification, or due to severe weather or other considerations, the school will transport students and faculty to the following locations:

Blue Ash Recreation Center (4433 Cooper Road)

CELL PHONES/ELECTRONIC DEVICES

If children bring cell phones/electronic devices to school they must be turned off and must be kept in backpacks at elementary schools and lockers at Edwin H. Greene Intermediate, unless given permission by a school official. If cell phones or electronic devices are seen or heard during the school day, they will be kept in the front office until a parent comes to school to retrieve it. The school is not responsible for devices that are lost, stolen or broken. Please refer to coard policy JFCK and the student code of conduct.

CHANGE OF ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER

In order for school records to be current, and in the event it is necessary to contact parents for emergency purposes, parents must make any changes in a student's address and phone number, as well as parents' work telephone numbers or email addresses in Final Forms located on the district's home page at www.sycamoreschools.org. Proof of residence must be provided to the school when changing an address.

CHILD ABUSE

All Sycamore employees with reason to believe that a child under 18 years of age or a handicapped/disabled child under 21 years of age who has suffered, or faces a threat of suffering, abuse/neglect are required to report such information to appropriate authorities.

COMMUNICATION AND SOCIAL MEDIA

Instant Communication System

Positive outreach and interaction are essential elements of a thriving school district. With that in mind, Sycamore Community Schools uses an instant communication system that enables district and school administrators to record a voice message, schedule the message delivery time, and deliver the message via a telephone call or email to parents.

When schools are delayed or closed, the district will place a detailed announcement on the district website, www.sycamoreschools.org. In addition, Sycamore parents/guardians will receive a voice at the home phone and mobile phone that is associated with their contact information in our student database system. If a parent/guardian would like to change or remove their contact number, please call the building or send an email to helpdesk@sycamoreschools.org with your request.

Social Media

Sycamore Community Schools uses social media to assist in communicating district information with parents, students, and community members. While the district will continue to communicate in traditional ways (website, newsletters, etc.), social media provides a platform for individuals to learn more about the district through exclusive content, videos, a showcase of events, two-way communication, and much more.

The integration of social media into the district's communication plan is the result of months of careful planning with input from staff, parents, students, and businesses and school districts that use social media. The district also developed social media guidelines to help individuals understand, from a wide range of perspectives, proper participation in social media. Students are expected to adhere to these guidelines, the district's Internet/Network Acceptable Use Policy for Students, and the Student Code of Conduct. Questions regarding district social media platforms should be directed to the Community Relations Director at 513-686-1706.

Building Twitter Handles are:

- Jessica Ralston @SymmesElem
- Leslie Combs, Principal, Blue Ash: @BlueAshElem

District social media platforms are:

Facebook: www.facebook.com/sycamoreschools

YouTube: <https://www.youtube.com/channel/UCSte160Qx-RfMiiMb90DChQ>

Instagram: <https://www.instagram.com/sycamorecommunityschools/>

Twitter: www.twitter.com/sycamoreschools

Individuals wishing to launch a social media platform on behalf of the district, a school, or a school/district organization/club/team should obtain permission from the district's Community Relations Director.

CONFIDENTIALITY

Notwithstanding the exceptions noted below, Information concerning individual students is considered confidential and is shared with only those school personnel who have a need to know it in order to complete the functions of their job. No information will be shared with outside agencies without parental written consent (the exception is law enforcement agencies). A student's name, address, phone number, major field of study, participation in officially recognized activities and sports, weight and height, degrees, and awards received may be disclosed unless a parent signs the Family Educational Rights and Privacy Act (FERPA) form, available at each school and online at www.sycamoreschools.org. Student names and photos may also be released to the media, used in district publicity efforts, or posted online unless a parent signs the Media and Publicity Exclusion form, available at each school and online at www.sycamoreschools.org. Please read both forms carefully before deciding to sign or not sign them.

CULTURE - Positive Behavioral Intervention Supports (PBIS)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system.

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting behavior in school. PBIS places an emphasis on proactive strategies for defining, teaching, and supporting student behaviors to create a positive school environment. Our buildings embrace the 4 core pillars of PBIS including:

- Specific defined behavioral expectations
- Explicit teaching of the desired school behaviors
- Acknowledging students for demonstrating expected behaviors
- Correcting behaviors before they occur and teaching alternative acceptable behaviors in the moment

Research has shown that punishment, when used inconsistently and in the absence of other positive strategies, is ineffective. Through modeling, specific instruction, and acknowledging students for the behavior we expect to see at school, we are taking a more positive and proactive approach.

At our buildings, we have defined four specific behavioral expectations. They include:

- Be respectful
- Be responsible
- Be safe
- Be a problem solver

While your children may not be able to fully explain PBIS, they can certainly tell you about the "Four Be's" at K-6 buildings; Be Respectful! Be Responsible! Be Safe! and Be a Problem Solver! These "Four Be's" are recognized in every setting in the school day: classroom, hallways, restrooms, cafeteria, playground and even on the bus! Every setting has a poster stating the expected behaviors in each setting. Your children are learning about each of these through videos, class discussions and role playing in the classrooms.

A big part of PBIS is that these expectations carry over into EVERY setting! No matter if your children are in school, on the bus, at the football game on Friday night or out in the community, those Aviator Expectations are the same.

Throughout the year our building newsletter will feature information about our school wide PBIS implementation. We encourage you to reinforce our language and expectations at home around our expected school behavior.

SCHOOLWIDE PBIS - BEHAVIOR EXPECTATIONS MATRIX

EXPECTATIONS → School Settings ↓	BE RESPECTFUL (Praise People/Give Up Put Downs)	BE RESPONSIBLE (Right Wrongs)	BE SAFE (Notice/Speak Up)	BE A PROBLEM SOLVER (Seek Wise People/Help Others)
<u>BUS</u>	<ol style="list-style-type: none"> 1. Use a quiet voice. 2. Use kind words and actions. 	<ol style="list-style-type: none"> 1. Follow the bus driver's expectations. 2. Make sure you have all your belongings when you exit the bus. 	<ol style="list-style-type: none"> 1. Stay seated in your assigned seat 2. Keep hands, feet, and belongings to yourself. 3. Keep food and drink in the lunchbox/backpack. 	<ol style="list-style-type: none"> 1. Seek wise people/alert the bus driver of issues or injuries.
<u>HALLWAY</u>	<ol style="list-style-type: none"> 1. Be silent while classes are in session. 2. Allow someone with a wheelchair/walker to go first on the ramp. 3. When you see someone you know, you can smile:). 	<ol style="list-style-type: none"> 1. Use the most direct path to your set destination and return back to class. 	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself. 2. Walk in a straight line on the right side. 	<ol style="list-style-type: none"> 1. Hold the door for the person behind you. 2. Face forward and keep pace with your line.
<u>PLAYGROUND</u>	<ol style="list-style-type: none"> 1. Use playground equipment properly. 2. Use kind words 3. Listen to adults on duty. 	<ol style="list-style-type: none"> 1. Invite someone to play. 2. Stay in the assigned play area. 3. Collect belongings before going inside. 4. Put away equipment as soon as the whistle blows and line up quickly. 	<ol style="list-style-type: none"> 1. Make sure you can see a teacher on duty (and they can see you). 	<ol style="list-style-type: none"> 1. Share equipment and take turns. 2. Try to solve problems before going to a teacher. 3. Report dangerous behavior to adults. 4. Be willing to right wrongs.
<u>INDOOR RECESS</u>	<ol style="list-style-type: none"> 1. Use equipment properly. 2. Use kind words 3. Listen to adults on duty. 	<ol style="list-style-type: none"> 1. Invite someone to play. 2. Put away classroom recess materials as soon as recess ends. 	<ol style="list-style-type: none"> 1. Stay in your own classroom unless given permission to leave by a supervisor. 2. Use classroom materials safely. 3. Walk while in the classroom. 	<ol style="list-style-type: none"> 1. Follow school rules even when the adult is out of the room. 2. Share recess materials and take turns. 3. Report dangerous behavior to adults. 4. Be willing to right wrongs.
<u>ASSEMBLY</u>	<ol style="list-style-type: none"> 1. Sit quietly. 2. Listen to the speaker. 3. Clap when it's appropriate. 	<ol style="list-style-type: none"> 1. Take part and listen. 2. Using personal space 3. Using the bathroom before or after 	<ol style="list-style-type: none"> 1. Keep your hands, feet, and belongings to yourself. 2. Watching for the teacher to understand directions 	<ol style="list-style-type: none"> 1. Sitting by someone who won't bother you 2. Being quiet to model for others 3. Using personal space

<u>CAFETERIA</u>	<ol style="list-style-type: none"> 1. Use good manners. 2. Listen and follow directions. 3. Recycle and Compost 	<ol style="list-style-type: none"> 1. Only talk to people at your table. 2. Clean up your area. 3. Raise your hand if you need something. 	<ol style="list-style-type: none"> 1. Stay seated until your table is dismissed. 2. Stand in a quiet Line patiently please 	<ol style="list-style-type: none"> 1. Help clean all trash 2. Make room for others to sit. 3. Eat your lunch before getting a treat. 4. Put extra food in the share cart.
<u>BATHROOM</u>	<ol style="list-style-type: none"> 1. Respect the privacy of others 2. Close the restroom door. 3. Only lock the door when using the restroom. 	<ol style="list-style-type: none"> 1. 1 pump of soap, 2 paper towels. 2. Put only toilet paper in the toilet. 3. Flush the toilet 	<ol style="list-style-type: none"> 1. Send only one boy/one girl from the classroom at a time. 	<ol style="list-style-type: none"> 1. Put paper towels in the trash can. 2. Seek wise people if there is a restroom problem. 3. Use the restroom at appropriate times.
<u>NURSE</u>	<ol style="list-style-type: none"> 1. Wait patiently to be seen by the nurse. 2. Please keep to yourself 	<ol style="list-style-type: none"> 1. Seek permission from an adult 2. Have a nurse pass 	<ol style="list-style-type: none"> 1. Keep your hands, feet, and belongings to yourself. 2. Wash your hands. 	<ol style="list-style-type: none"> 1. Review the checklist
<u>TECHNOLOGY</u>	<ol style="list-style-type: none"> 1. Stay on assigned sites. 2. Be respectful and kind when communicating online. 	<ol style="list-style-type: none"> 1. Use school-based technology only 2. Visit sites that are safe and appropriate. 3. Please be a Digital Citizen 	<ol style="list-style-type: none"> 1. Communicate only with people you know offline. 2. Seek permission from a teacher, parent, or an adult to share information online. 	<ol style="list-style-type: none"> 1. Notify an adult if you see any inappropriate content. 2. Help a friend who is struggling with a website.
<u>Champions</u>	<ol style="list-style-type: none"> 1. Listen to the adults while on the carpet 2. Use the equipment with care 3. Listen and follow directions. 	<ol style="list-style-type: none"> 1. Clean up your area. 2. Raise your hand if you need something. 3. Avoid throwing anything around the cafeteria 	<ol style="list-style-type: none"> 1. Walking in the hallways 2. Keeping all materials in baskets 3. When buses are called, please stay seated in carpet area 	<ol style="list-style-type: none"> 1. Notify an adult if you see a problem 2. Help a younger student with materials

CURRICULUM

Our preschool program curriculum is guided by the Ohio Department of Education [Early Learning and Development Standards](#) for preschool children.

DISCIPLINE

While Sycamore embraces the Positive Behavior Intervention and Support framework for encouraging desired behavior, student accountability is imperative in teaching our children to be responsible citizens. The Sycamore Student Code of Conduct identifies in greater detail the expected behavior of students while in our classrooms, on our campus, and attending our events. Positive acknowledgement of these expected behaviors is an essential component in the PBIS framework, and is embedded in our culture. However, when students are not able to demonstrate expected behaviors, we believe in a restorative approach. This may include re-teaching of the expected behaviors, considering the impact of the behavior on others and our culture, and considering opportunities to make amends. Additionally, consequences may be administered for inappropriate or unexpected behavior. Administrators may exercise discretion in determining appropriate consequences for inappropriate behavior. Prior history, seriousness of the offense, and individual student circumstances will be

taken into consideration by the administrator.

DRESS CODE

Appropriate attire should ensure the health, welfare and safety of all members of the student body. Any form of dress or grooming that attracts undue attention, disrupts the learning environment, or violates the previous statement is unacceptable. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Dress and grooming will be such as not to disrupt the teaching-learning process.

EMERGENCIES

District staff are prepared to take action should an emergency arise during the school day. Fire, tornado, intruder, and special security drills are conducted periodically to provide students the opportunity to practice and be prepared for such scenarios. In addition, bus drivers conduct evacuation drills with their students. Should an emergency cause school to be closed early, announcements will be made on local television stations and on the district website. In the event of an emergency, every attempt will be made to provide a safe and reassuring environment for all students. It is in the best interest of both parents and students for parents to refrain from driving to the school to pick up their child since it could be extremely disruptive to the emergency procedure being implemented.

FEDERAL GRANT INFORMATION

At the beginning of each year, the district notifies the parents of each student in any Title I building that they may request information regarding the professional qualifications of their child's classroom teacher. Additional information regarding [Federal Grant compliance](#) can be found on our website, www.sycamoreschools.org under Parent Resources.

FIELD TRIPS

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

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

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

GRADING/REPORT CARDS

Report cards are sent home at the end of every quarter (approximately 45 days).

HEALTH INFORMATION

Parents are required to complete an Emergency Medical Authorization Form each year to let the school know who to contact and/or what to do in the case of a student illness or emergency and should be completed on Final Forms. In the event a child becomes ill at school, it is the parent's responsibility to get the child home or to a doctor. Therefore, parents should choose an emergency contact who is readily available and lives within a short distance from school. Parents should also inform the alternate person that they might be called upon to pick a child up from school if the

student is ill. The school's main office must be notified of any changes in emergency contact information. In the event of an emergency, the following procedures will be taken: Parents will be contacted immediately unless the situation is life-threatening. In this case, 911 will be called before attempting to reach the parents.

If a parent/guardian is going out of town and student(s) are to be left in the care of someone else, parents must complete and return to school an Out of Town Vacation form, available at each school and on the district website, www.sycamoreschools.org.

Medical information will be shared with pertinent staff members. If you have any questions, please call the school nurse;

- Symmes 513-686-7861
- Blue Ash - 513-686-1710

For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

Allergies

Animal/Pets in The Classroom: Due to the large number of children and staff members at risk for illness or allergic reaction to animals, animals/pets with fur or feathers are not allowed in classrooms. The exception to this is:

- Zoo presentations. (It is felt that professionals can manage this situation, and that children with allergies can be maintained at a safe distance. Teachers will assess this on an individual basis.)
- Guide dogs.
- Police drug dogs.

Reptiles, amphibians, and fish may be used for educational purposes; however, students are to be discouraged from handling these. If contact is made, hand washing should be required.

Balloons

Rubber balloons that decorate parties, carnivals, proms, etc. can pose a serious health threat to latex-sensitive individuals. People with chronic health conditions (spina bifida, hydrocephalus treated with shunts, etc.) who have been frequently treated with latex products are especially predisposed to this severe and possibly life threatening allergy. Latex allergy is also reported in healthy individuals, especially those with common conditions such as asthma and eczema. Routes of exposure include contact with skin, wounds, mucous membranes, and inhalation of latex laden powder particles from items such as rubber gloves or balloons. For these reasons, latex balloons are not permitted in all school buildings. Mylar balloons are suggested as safe substitutes.

Food items from outside the building

Many students suffer from severe food allergies and eating, smelling, or touching certain allergens (i.e. peanuts, nuts, etc.) can be fatal to people who are sensitive. Because of issues such as these, any food items purchased for classroom parties etc. must be sealed by the manufacturer, individually packaged, and have the manufacturers ingredient list, and approved by the teacher when planning for the event. Should you wish to bring homemade items for a celebration or activity, you must include the ingredient list and contact the teacher prior to the event.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the preschool teacher and school nurse.

Hearing and Vision Screenings

Vision and hearing screening tests are given by the school nurse. For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

Immunizations

Standards set by the Ohio Department of Health require that students have proper immunizations. For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

Illness

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a. Diarrhea (more than three or more abnormally loose stool within a 24 hour period)
 - b. Severe coughing
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain
 - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or gray or white stool
 - i. Stiff neck with elevated temperature
 - j. Evidence of untreated lice, scabies, or other parasitic infestation
 - k. Sore throat or difficulty swallowing; or
 - l. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in section 2 of this rule as well as the following:
 - a. Unusual spots or rashes; or
 - b. Elevated temperature

The school nurse will contact you if your child is suspected to have an illness. A designated adult will need to pick them up immediately.

Medication Dispensing at School

Sycamore Community Schools has a medication policy that is in compliance with the Ohio Revised Code. Medication should not be given at school unless it is absolutely necessary for the health and well-being of the student. If medication must be given at school, a Physician/Dentist Medication Orders form must be on file at school, signed by a parent/guardian and a physician, before prescribed medication or over-the-counter medication may be administered. It is also needed for students to carry inhalers or Epi-Pens (epinephrine auto-injectors). This form is available on the district website, www.sycamoreschools.org. For more information, please talk to your school nurse or review the Student Health Handbook, available at each school and online at www.sycamoreschools.org.

ITEMS FROM HOME

No items from home are permitted to be brought to school except for special occasions directed by your child's classroom teacher. If you have any questions or concerns please contact your child's teacher.

LICENSING

Since July 22, 1991, the Ohio Department of Education has been responsible for licensing and monitoring all early childhood programs operated through the public schools, county boards of mental Retardation and Developmental Disabilities, and eligible chartered nonpublic schools under Am. Sub HB 155. The Department also licenses and monitors all eligible school age childcare programs that receive state or federal funds.

Educational entities serving preschool and school age children enrolled in early learning environments and before-and after-school programs, are issued a license based upon evidence that the site is in full compliance with applicable state rules.

Licensed and monitored sites ensure that programs:

- Are located in safe, convenient facilities;
- Are developmentally appropriate;
- Are administered according to established rules, goals, objectives and procedures;
- Are staffed by persons qualified to teach and nurture young children;
- Ensure that children are immunized; and
- Involve parents in their child's education.

The licensing and monitoring process includes one site visit annually (and one additional if needed) to each preschool or school age childcare program; the reporting of noncompliance issues to superintendents and CEOs; and the aggregation of data for an annual report to the Governor and legislators.

The rules for Licensing Preschool Programs, Chapter 3301-37 of the Ohio Administrative Code are revised and approved by the State Board of Education. The revised rules were updated July 1, 2021. An overview of the revision process and a summary of the revisions are available at the ODE website under preschool licensing.

All complaints and reports concerning the operation of programs regulated by the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code may be reported to the Department ombudsman or the Office of Early Childhood Education. (The Ohio Department of Education can be reached at: (614-995-1545). For parents to obtain copies of inspection reports of the program or to file a complaint, you may contact the program Administrator or the building principal.

Because out-of-home early childhood programs play a growing role in children's lives, it is more important than ever that early learning services promote children's health, safety, and development. The Department of Education continues its commitment to ensure that Ohio's young children are served in a safe, nurturing environment by qualified staff.

In our Preschool program, events and changes in their environment often affect young children. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members
- Pregnancies and births
- Deaths of family members or close friends
- Changes in family structure with the home
- Plans for moving
- Extra stimulation such as visitors or celebrations
- Change of address or phone number

LOCKERS/CUBBIES

All school lockers/cubbies are the property of the Sycamore Board of Education and, in accordance with the law, lockers/cubbies and the contents therein may be the subject of a random search at any time. The Sycamore Board of Education may direct the principal or a designee to conduct random searches as a proactive method on reducing behavior that is not in accordance with the Student Code of Conduct, and/or the law. Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. Please refer to board policy JFG and JFG-R.

LOST AND FOUND

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

NONDISCRIMINATION

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

The Board designates the following individual to serve as the District's compliance officer:

Name/Title: Brad Lovell, Director of Business Operations

Address: Sycamore Community Schools, 5959 Hagewa Drive Cincinnati, OH 45242

Phone: (513) 513-686-1700

Email: lovellb@sycamoreschools.org

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

PARENT PORTAL

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

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

- have access to class assignments and notes
- view a student's most current grades online, 2-12
- pay academic, athletic, and summer school fees online with a MasterCard or Visa credit card
- track school expenses
- add funds to a student's meal account electronically
- online emergency forms

Parent Portal also meets the busy schedules of parents and families as the information on Parent Portal is available 24 hours a day, 7 days a week! Parents can also have peace of mind during financial transactions as payments are credited to a student's account within 24 hours, credit card information is not saved, a password is required, and transmissions are secure!

For information on creating a Parent Portal account, visit the district website www.sycamoreschools.org or email helpdesk@sycamoreschools.org.

PARENTAL RIGHTS

Child Custody

It is the parent's responsibility to provide the school with the most current copy of child custody documents to be kept in the student's cumulative file. Any natural parent, adoptive parent, or legal guardian has the right to review student records and communicate with school personnel concerning his/her child's progress in school. To pick a child up from school, parents should be prepared to show identification. Custodial parents must present a note specifying when a non-custodial parent may pick up their child.

Custody - Joint/Shared Parenting

If a parent would like school or class information sent to more than one address (ie: in the case of shared parenting), parents must notify their child's teachers. It is the parent's responsibility to keep the school informed of any changes in custody. In order for school personnel to follow custody orders, a current copy of the court-ordered arrangement must be on file in the school office. For student safety, identification may be required when picking up students from school until school staff is familiar with both parents.

PARENT INVOLVEMENT

We believe parent participation is a vital component of a child's school experience. Parents provide valuable input that helps to ensure a successful transition between home and school. Below are opportunities to become actively involved in the preschool setting:

- A parent questionnaire, completed at the start of each school year, provides important information about each child.
- Home visits are completed at the beginning of the school year. These visits provided parents and teachers with an opportunity to exchange information and interact with children on an individual basis.
- Parents are welcome to share a cultural heritage or special talent, join the class on a field trip, and volunteer in the classroom. We have an open door policy and parents are welcome to observe and visit the classroom. Please arrange the visit in advance with the classroom teacher.
- Please keep us informed of any events and changes in your child's environment, such as: illness or hospitalization of family members, life changes, and changes in contact information.

In order for your family to receive maximum benefits from your experience in the Sycamore Preschool Program and for the school year to operate as smoothly as possible, please do the following on a daily basis:

- Read newsletters
- Check your email regularly - most correspondence is through email
- Empty your child's school bag and folder for important notices that need immediate attention
- Return all permissions slips on time with appropriate cash as needed
- Attend parent-teacher conferences offered in the fall and spring

PARENT-TEACHER CONFERENCES

Schools have specific days not in session or classes are dismissed early for the purpose of holding parent-teacher conferences. See the school district calendar for these designated days. Conferences may also be scheduled by parents or teachers anytime throughout the school year. A parent teacher conference will be offered in the fall and spring.

Parents wishing to have a conference with a teacher should call, email, or send a note to the teacher requesting a conference.

Per a law called the Family Educational Rights and Privacy Act (FERPA), student records and information may not be shared with anyone who is not a legal parent or guardian and therefore, these individuals must be excluded from parent-teacher conferences.

If a situation requires the inclusion of a non-parent (such as a tutor, or grandparent), a conference waiver form must be signed by the parent, guardian, or custodial parent. Step parents living with the child have the same FERPA rights as a non-custodial parent regarding access to records however, they have no decision-making authority unless procured through court order.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO helps to organize and implement programs that serve students, the staff, the community, and the world. All parents and guardians are encouraged to join the PTO as statistics indicate that there is a strong correlation between parental involvement and student achievement. PTO meeting times and locations are available through the school's main office, on the district calendar, and online at www.sycamoreschools.org. All parents and guardians are welcome at PTO meetings.

PARKING/DRIVING ON SCHOOL PROPERTY

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

PHONES

Students may use the school telephone when necessary. They must receive permission from their teacher or other adult supervisor. Students will not be called from class to answer telephone calls except in cases of emergency. (Please also refer to the "cell phones" section of this handbook.)

PHOTOS AND MEDIA

The district knows and understands the desire of a proud parent to videotape or photograph memorable school events and share those photos with friends and family members. However, families are reminded that not everyone wants to be in pictures or videos. Sycamore Community Schools will respect the rights of those parents who have requested that their children not be included in publicity efforts, website postings, videos, and photographs for various reasons. Thus, the district respectfully requests that parents obtain approval from their school principal prior to posting photos and videos on the internet and social networking sites such as Twitter, Facebook, Instagram or YouTube.

The Community Relations Director is responsible for submitting district information or story ideas to the media and creating social media channels on behalf of the district. Individuals who wish to release a photo or news item to the media and those who want to start a social media channel for the district or a school should contact the Chief Public Relations and Communications Officer at 686-1706.

PROBLEM-SOLVING MODEL

Students and parents are encouraged to follow our Problem Solving Model. Within this framework students and parents are encouraged to address any questions or concerns with the adult staff most directly involved with their concern, (i.e. grading, detentions, etc.) to find a workable solution. Should a student still have concerns after working directly with a teacher/staff member, they are encouraged to seek out the assistance of their school counselor. Parents are encouraged to follow the same guidelines prior to contacting school administration.

Define the problem	Gather the facts; what you know and what you need to find out.
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	Check your facts and sources for accuracy. Write a clear, objective description of the problem.
Determine who is involved	Initially include only those individuals who are at the point of concern and whose participation is necessary to solve the problem. For example, if your child is having a problem with a particular teacher, the problem at this point belongs only to you, your child, and that teacher.
Meet with those involved	Calmly share, listen to, and acknowledge all points of view.
Restate the problem together	Start by listing points of agreement. Move to the question that you need to address together.
Identify solutions and their consequences	Offer and consider all options. Be flexible. Discuss the potential outcome of each solution. Eliminate solutions unacceptable to either party. Choose the solution satisfactory to both parties.
Select a plan of action	Determine what needs to be done, by when, and in what time frame. Specify a means of assessment outcome.

Do both parties agree?
If YES, follow the plan. The problem is resolved.
If NO, contact the next level of authority.

Appealing to the next level of authority	An appeal may be necessary due to the complex nature of the problem, the need for additional resources, or due to disagreement over the most appropriate course of action. The appeal may be initiated by a phone call, a scheduled visit, or a letter to the person at the next level. (See levels of appeal)
Meeting to appeal	A problem-solving meeting may occur with all parties to come to a resolution. Both parties should provide the person at the next level with a review of the outcome of the first meeting, the reasons for the appeal, and their recommendations.
Receive feedback	Within 10 working days beyond the appeal, all parties should receive a response that includes a strategy for dealing with the concern and a rationale to support all recommendations.

If the parties do not agree, the appeal process may be repeated, if necessary, throughout all the consecutive levels of authority.

Note: Directors of Transportation, Maintenance, Guidance and Child Nutrition Services are not part of the appeal process and may be called directly to address specific concerns unrelated to the education program.

RECESS

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

SCHOOL BUS TRANSPORTATION

Every day, each bus driver in Sycamore Community Schools transports students on three separate routes in both the morning and afternoon to seven district schools, four vocational schools, **several** non-public schools, and **one charter school**.

To do this, Preschool, students are picked up and dropped off by their home whenever possible, as a parent or authorized adult must supervise younger students before the bus arrives in the morning and receive students at the end of the day.

By grouping bus stops together, the Sycamore Transportation Department is able to maintain time schedules and consolidate costs by not having to pay for additional fuel, drivers and buses, which would be required if each student was to be picked up and dropped off at their home.

Busing assignments will be available prior to the first day of school. To ensure students have continuous transportation service, please notify the Registration Office (686-1709) and the student's school.

Any questions or concerns regarding transportation should be referred to the Transportation Department at 686-1785.

Parents have the responsibility for the safety and well-being of their child until the child boards the bus and after the child gets off the bus. Therefore, it is recommended that parents or designee be visible at the elementary bus stop areas.

The bus driver's primary responsibility is to safely transport students to and from school. Strict discipline must be maintained by the driver in order to accomplish this. Students are assigned seats and are notified of the rules during the first few days of school. When a student insists on regularly disregarding the rules established for the bus, the bus driver, after verbal warnings, will complete a bus discipline report and submit it to the school administration. A copy of the report will be sent home so parents are aware of the misconduct. Should other instances of misbehavior occur, the bus driver might again refer the child to the office. At this point, the student and his/her parents will be notified that future bus referrals may result in suspension from the bus. If misconduct continues to occur by the same student, a longer bus suspension or expulsion could result. Bus transportation is a privilege reserved for those students displaying appropriate and safe behavior. Failure to follow rules and regulations may result in administrative discipline and/or forfeiture of the privilege of transportation by school bus.

School Bus Safety Rules

1. Wait at the bus stop in the driver-designated place of safety in an orderly manner. Avoid getting in the way of traffic and respect private property where you may be waiting. Do not ask to get in front of another student in line.
2. Help the driver maintain his schedule by being ready when the bus arrives. **Students are required to arrive at the designated school bus stop five (5) minutes prior to the scheduled arrival of the bus.** Too frequent stops and unnecessary waiting increases traffic congestion and multiplies hazards for the bus and its occupants.
3. Wait until the bus stops and you get a signal from the driver before boarding the bus.
4. Always cross at least 10 feet in front of the bus so that the driver can see you. Look both ways before crossing the street.
5. Avoid crowding or pushing when getting on or off the bus.
6. Take your assigned seat as soon as you get on the bus and remain in your seat until the bus stops at your stop and you are ready to get off.

7. Share seats with other students when directed by the driver to do so.
8. Always keep arms inside the bus when a window is open.
9. Do not throw anything in the bus or out through open windows.
10. Do not eat or drink on the bus at any time, unless there is a documented medical reason for a student to do so. Do not use tobacco, tobacco products, or any form of a vaping product while on the bus or at the bus stop at any time.
11. Do not hit, push, or otherwise abuse another pupil while riding the bus.
12. Talk quietly at all times. At intersections and at railroad crossings there is to be no talking.
13. Book bags, backpacks, etc must be secured on the student's lap.
14. Do not damage the bus furnishings in any way. Damages will be paid for by the student.

School Bus Responsibilities of Driver

1. The driver is responsible for the orderly conduct of his passengers. While on the bus, the student is under the authority of and directly responsible to the bus driver.
2. In the event of unacceptable misbehavior, the driver may report the offending student's name to the principal.
3. Parents may be informed should a second occurrence of unacceptable behavior be written up by the Transportation Department and reported to the principal. Necessary disciplinary measures will be taken, including suspension from riding the bus, if unacceptable behaviors continue.

School Bus Responsibilities of Parents

1. Parents are responsible for the safety and supervision of their children to and from the designated bus stops and while the children are waiting for transportation. Bus stops may be located up to five-tenths of a mile from the child's residence. Parents may want to personally supervise the stop or arrange a schedule with other parents to rotate supervision.
2. Ensure that children are at their bus stop at least five minutes prior to the scheduled bus arrival time. Please note that drivers may not wait for a child that is late because of the impact on the rest of the route.
3. Ensure that children are dressed appropriately for the weather conditions. Please avoid clothes with drawstrings.
4. Ensure that children ride their assigned bus and exit the bus at their designated stop.
5. Parents are responsible for any damage done to a bus by their child and will be required to make restitution to Sycamore Community Schools.
6. All parents are responsible for reviewing, explaining and discussing the importance of following the rules and school bus safety with their children. The school bus is an extension of the classroom.

School Bus Responsibilities of Students

Students have duties and obligations to contribute to a safe and orderly bus ride, and therefore, are responsible for complying with the following rules:

1. Students are to arrive at their designated stop in their driver-designated place of safety five minutes prior to the scheduled pickup time.
2. Students should maintain social distancing while at the bus stop.
3. Students should stand on the sidewalk or in a driveway, not in the street. Students must respect the property of others while waiting for the bus.
4. All students who-board or depart from the bus shall wait for the driver to signal to cross. If the student has to cross the street to board the bus, the student shall then cross the street, staying at least ten feet from the front of the bus. After exiting the bus, students must proceed to their driver designated place of safety. Students must remain at the place of safety until the bus has left the area. Students may then proceed to their home.
5. Immediately upon entering the bus, students shall take the seat assigned to them by the driver.
6. Students shall not be loud or use offensive language.
7. Windows and vents shall not be adjusted without permission of the driver. Students shall not stick any object or part of their body out the bus window.

8. No student shall attempt to get on or off the bus until it has come to a complete stop. Students shall remain seated at all times during the route.
9. Students should not talk to the driver except when necessary. This causes the driver's attention to be diverted from the traffic and could jeopardize everyone's safety.
10. Students shall conduct themselves on the bus as they would in an orderly classroom. Reasonable quiet conversation is permitted except at all railroad crossings.
11. Students are never permitted to bring animals, glass objects, balloons or other potentially dangerous objects on the bus.
12. The use of tobacco products (smoke and smokeless) and lighters/matches is absolutely prohibited on the bus.
13. No possession of and/or lighting of firecrackers and/or explosives on the bus.
14. Students must not have alcohol or drugs in their possession on the bus. Prescription medication may be transported, but must remain in the possession of the driver. The driver will then release the medication to a school official.
15. Students are prohibited from bringing any weapons and/or firearms on the bus.
16. Skateboards, hockey sticks and lacrosse sticks are prohibited on the bus.
17. Eating or drinking on the bus is not permitted under Ohio State Law unless there is a documented medical reason for a student to do so.
18. No littering. A receptacle for waste is provided on the bus.
19. No student will enter or exit the bus through the emergency door unless specifically instructed to do so by the driver or emergency personnel. The exit (aisle way and doors) must always remain free of obstructions.
20. After a student has entered a bus, she/he may not leave the bus without the permission of the driver. Students may only exit the bus at their designated stop.
21. Students may only bring items on the bus that can be held in their laps.
22. All the rules in the "Student Code of Conduct" apply to students while they are on the bus.

PK-6 School Bus Misconduct Procedures

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|--------------|---|
| 1st Offense: | A referral report will be shared with the parent/guardian, along with a letter as notification that an incident has occurred |
| 2nd Offense: | The referral report will be shared with the parent/guardian along with a letter requesting assistance in order to resolve the continued misbehavior |
| 3rd Offense: | A 3-day suspension of riding privileges will be issued to the student |
| 4th Offense: | A 5-day suspension of riding privileges will be issued to the student |
| 5th Offense: | A 10-day suspension of riding privileges will be issued to the student |

Please note that serious infractions and behavior that jeopardizes the safety of them and/or others will be dealt with more severely. This may include a suspension prior to the third report. A student may have their riding privileges suspended for the remainder of the school year following due process.

SCHOOL CLOSING AND DELAYS DUE TO EMERGENCIES

When schools are delayed or closed, the district will place a detailed announcement on the district website, www.sycamoreschools.org as well as on the district's social media pages. In addition, Sycamore parents/guardians will receive a recorded call and text message at the home phone and mobile phone that is associated with their contact information in our student database system. All changes to contact information should be made in Final Forms.

SCHOOL CLOSING AND DELAYS DUE TO INCLEMENT WEATHER

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

School Opening is Delayed:

- All schools and buses will run on a 2 hour delay
- Dismissal times will remain the same for all grades, except Preschool
- Morning Preschool classes will be canceled
- Afternoon Preschool classes will operate as usual

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

SCHOOL PROPERTY

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

SCHOOL SUPPLIES

Parents must provide school supply items from the list provided by your child's classroom teacher.

SNACKS

A snack will be served during each preschool session by Sycamore Schools Child Nutrition. These snacks typically consist of food items such as crackers, fruit, vegetables and milk. We do not serve peanuts or products containing peanuts. Please notify your child's teacher and the school nurse, in writing, of any known food allergies or dietary restrictions.

SYCAMORE COMMUNITY SCHOOLS SUPPORT PROGRAMS - Pre-School

Intervention	Intervention teachers provide specific skill and behavioral interventions. Students will receive individual and/or small group instruction through various learning modes. The classroom teacher will provide primary instruction. The responsibility of the intervention teacher is to review, reinforce, and remediate on a short-term basis the identified academic and behavioral needs. This is a direct teaching intervention program - not an independent practice.
Parent Mentor	The ParentMentor helps support families in understanding the special education process by providing the information and resources needed to become effective partners for the education of their child/children with special needs. The Parent Mentor's role is to listen to questions and concerns expressed by parents and provide helpful information. The Parent Mentor focus is working with families and school personnel to collaboratively solve as a team to help maximize and support the learning process for the student.
Special Education	Special education is instruction that is specially designed to meet the unique needs of a student eligible to receive special education services. Special education is provided at no cost to parents and includes related services a student requires to access her/his educational program. Eligibility is determined through an evaluation process as per Ohio Operating Standards for the Education of children with Disabilities.
School Social Worker	Sycamore's School Social Worker is an integral link between school, home, and community in helping students achieve academic success. They work directly with school administrations as well as students and families. They are a member of an interdisciplinary team to help students succeed. Our School Social Workers also facilitates access to community resources for students and families, and advocates for student success.

TUITION

Tuition is charged for students without a disability. Upon acceptance into the Preschool program, a payment is required at the time of registration to hold the student's spot. The remaining balance will be due in eight payments on October 1, November 1, December 1, January 1, February 1, March 1, April 1 and May 1.

Returned Checks

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

VISITORS

All individuals who are not part of a normal school day (regular students, staff, or faculty) shall report directly to the school office and state the reason for their visit each time he/she enters the school. For the safety of students and staff, Sycamore Community Schools is utilizing the LobbyGuard visitor badge system. All visitors must obtain a visitor's badge which must be worn at all times while in the school building. Parents who wish to visit a classroom must contact the teacher in advance to establish a time to visit the classroom. Once an appointment is made, parents must sign in at the school's main office and obtain a visitor badge. Parents may also eat lunch with their child at any time by either bringing their own lunch or selecting items from the lunch line. Parents bringing in lunch must sign in at the main office and are asked not to share with other students for lunch due to dietary restrictions, allergies, and the possibility of hurt feelings if all students are not involved.

VOLUNTEER BACKGROUND CHECKS

In an ongoing effort to ensure a safe and secure environment for all students, Sycamore has instituted a volunteer background check process. This process requires a criminal background check for any volunteer that is accompanying a school group on an overnight field trip or is working with students in an environment out of sight and sound of a district employee. Examples of individuals who do not need a criminal background check include, but are not limited to, playground volunteers (as long as there is a regular teacher or aide on the playground), an individual volunteering in the regular classroom, or any volunteer under staff supervision. Background checks will be conducted only on those individuals authorized by the building principal and will be completed at the District Offices. Volunteers may be required to pay for their background check.

VOLUNTEERS

All classroom volunteers are under the direction of the teacher and are asked to honor their commitment with punctuality and attendance. Each volunteer area will have specific guidelines and contingency plans in the event someone is unable to fulfill their responsibility on a particular day. Volunteers must maintain the confidentiality of the educational setting related to student academic and behavioral issues and must not divulge information of this nature to any individual or group with the exception of the teacher in charge or other appropriate personnel. Discussing individual staff members or programs in a critical manner is inappropriate. When volunteering in the classroom, media center, or on a field trip, it is inappropriate to bring younger children. The volunteer's attention must be totally directed to the task at hand (The exception: cafeteria volunteers may bring a younger child to school while working so long as he/she does not keep the volunteer from performing the duties required.). When performing duties and questions or concerns arise, volunteers should consult with the person in charge at an appropriate time. Volunteers should be a positive example and role model for the children by being aware of verbal and nonverbal communication. Cell phones should be turned off or put on vibrate.

Student Code of Conduct - Sycamore Community Schools

The violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary actions, including, but not limited to emergency removal and/or withdrawal. This code of conduct applies to all school events, facilities, school buses, campus locations, and any other venue or activity that is sponsored by Sycamore Community Schools. Students with special needs may be subjected to disciplinary action for violations of the Student Code of Conduct consistent with applicable Federal and State statutes. (*orc. 3313.661 and 3312.662*)

Assault: A student shall not assault or cause physical injury or mental anguish or behave in such a way that could cause physical injury or mental anguish to school personnel, other students or visitors. Hazing in any form is forbidden.

Damage or Destruction of Property: A student while under the jurisdiction of the school shall not deface, damage or destroy, or attempt to deface, damage or destroy, school or private property. Disciplinary action may include restitution.

Disrespect/Provocation: Students are expected to be courteous, considerate, and solve problems peacefully with all students and staff. Students shall refrain from the use of profane or obscene language, motions, signs, electronic or written messages, and derogatory comments based on race, religion, gender and/or sexuality. Students are expected to be honest and truthful. Students are expected to honor the reasonable requests of their peers and adults.

Disruption of School: A student shall not engage in any activity that requires the daily operations of the school to be significantly disrupted or halted. Including but not limited to; disruptions resulting in student's being removed from their intended building locations, administrators coordinating large scale responses to reported student code of conduct violations, and disruptions requiring law enforcement response.

Dress Code: Appropriate attire should ensure the health, welfare and safety of all members of the student body. Any form of dress or grooming that attracts undue attention, disrupts the learning environment, or violates the previous statement is unacceptable. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Dress and grooming will be such as not to disrupt the teaching-learning process.

Electronic Equipment: Students are not permitted to use electronic devices that cause disruption to the educational process or school functions.

Extortion: A student shall not borrow or attempt to take money or a thing of value from another person by using intimidation or threat, real or implied.

Falsifying Information/Lying In An Investigation: A student shall not knowingly report or provide details in an investigation that are false, embellished, or inaccurate for the purpose of misleading the administration in an investigation, as retaliation towards peers or staff, to or to protect themselves or others in an investigation.

Forgery: A student shall not write the name of another person or alter the date, time, grade, or other data on any school form or on correspondence directed to the school.

Fighting, Physical Altercation, Horseplay: A student may not engage in a physical exchange with another student that may, or does, cause physical discomfort or harm with other students.

Gambling: A student shall not engage in any act of gambling, including but not limited to in person or online gambling activities.

Gangs: A student may not wear, carry, or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in activities which intimidate or negatively affect other students.

Harassment, Intimidation, Bullying, and Dating Violence: In accordance with policy, a student shall not verbally, non verbally, or physically threaten, harass, coerce or menace another person in any manner including electronically transmitted photos. See page 27 for definitions of hazing, harassment, intimidation, or bullying found in the Bullying and Hazing Policy.

Insubordination: A student shall not fail to comply with the directive of authorized school personnel during any period of time when the student is under the authority of the school.

Public Display of Affection: Students will refrain from any form of physical contact between couples that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as onlookers.

Public Indecency: A student shall not uncover or expose parts of the body which are regarded as private.

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

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

Threats/Intimidation: A student shall not act in a way, through written, electronic, verbal or physical communication the desire, intent, or possibility of causing harm to another student. Harm is defined as physical, mental, social or emotional damage to a person, property, social standing, opportunities, or any extension of the person that has importance.

Tobacco/Nicotine or Tobacco Simulating Products: A student shall not use or possess tobacco or nicotine/tobacco-simulating products in any form including but not limited to cigarettes, cigars, clove cigarettes, e-cigarettes/vaporizer pens, chewing tobacco, snuff and any other tobacco. A student is not permitted to possess or use electronic devices or accessories typically utilized for nicotine including but not limited to vape devices, chargers, pods, vaporizers, tanks, oils, coils, and cartridges.

Truancy: A student shall not be absent from school or from a class except for the reasons provided by Ohio Revised Code and confirmation by the parent or guardian. Excessive unexcused absences may result in referral to a student attendance intervention meeting and/or in truancy charges being filed with the Hamilton County Juvenile Court.

Unauthorized/Inappropriate use of Electronic Devices: In accordance with the Acceptable Use Policy for technology, unauthorized, illegal use of computers, software, access to computer networks, telecommunications and related technologies; or being involved in willful acts that cause physical, financial, or other harm, or disruption of information technology in any manner by the student is prohibited. Students are not permitted to use personal devices on school grounds to engage in illegal, unwelcomed, or illicit contact with others. Students may not use the

district network to engage in illegal, unwelcomed, or illicit contact with others. Using extensions, apps or software that bypass district filters or programs is not permitted. The Acceptable Use Policy is expected to be followed 24/7, whether the device and/or account is on or off Sycamore's campus.

Weapons or Explosives: A student shall not possess, handle, transmit, or conceal any weapon or object capable of causing injury to another person, including but not limited to chains, guns, knives, ice picks, brass knuckles, objects that propel projectiles, lighters, matches, firecrackers, smoke bombs, fireworks and chemicals or other look alike objects which could be construed as causing harm.

Other: A student shall not engage in any other activity which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

Adopted by the Sycamore Board of Education: 8/76, 5/83, 4/85, 7/88, 8/91, 5/93, 7/97, 6/98, 5/03, 6/13, 9/17, 2/23

Preschool Behavior Management/Discipline Procedures

The following guidelines for preschool have been adopted by the Sycamore Community Schools Board of Education and are in compliance with Ohio Administrative Code section 3301-37-10:

The following methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Adoption date: February 1, 2006

Safety of Children

- Children will be supervised by a faculty member at all times throughout the day.
- The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and from the outside play area and the classroom.

- Written notification from the parent is required when a change occurs in our child's regular transportation plan. No exceptions will be made to this policy.
- A monthly fire drill will be held.
- Emergency plans are posted in the classrooms in the event of a tornado or fire.
- A faculty member trained in first aid and recognition of communicable diseases is available at all times. A first aid kit is always on site.
- The school registered nurse is available for students.

HAZING AND BULLYING **(Harassment, Intimidation and Dating Violence)**

The Board does not tolerate hazing, harassment, intimidation or bullying of any student on district property or at any school-sponsored event, regardless of whether the event occurs on or off district property (including school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which hazing, harassment, intimidation, dating violence and/or bullying will not be tolerated by students, staff or administration. Please refer to board policy JFCF and JFCF/R.

For purposes of this policy, the term hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

For purposes of this policy, the term "harassment, intimidation or bullying" means any unprovoked and intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. For purposes of this policy, harassment and intimidation include violence within a dating relationship.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those engaged in via computer and/or electronic communications devices or electronic means are inconsistent with the educational process and are prohibited at all times. The district educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any of these activities. No student, including leaders of student organizations, may plan, encourage or engage in hazing and/or bullying.

Administrators, teachers and all other district employees will be particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or

bullying is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents must be reported promptly to the Superintendent/designee. School administration will ensure the appropriate disciplinary action is administered.

The Superintendent/designee must provide the Board President with a written summary of all reported incidents of harassment, intimidation and/or bullying on a semiannual basis. The summary will be posted on the district's website, to the extent permitted by law.

The administration provides annual training on the district's hazing and bullying policy to district employees who have direct contact with students. Additional training is provided to elementary employees in child abuse prevention. The district provides training in dating violence prevention to employees as required by the Ohio Revised Code.

The district provides age appropriate instruction on dating violence prevention in grades 7-12 as required by the Ohio Revised Code.

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

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. [Re-adoption date: May 16, 2012]

Any person may report harassment, intimidation, bullying or dating violence, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the HIB initial reporting form found on our building website, or by any other means that results in the building administrator receiving the person's verbal or written report.

SEXUAL HARASSMENT (TITLE IX)

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. Please refer to board policy ACAA and ACAA/R.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Name/Title: Kelly Wegener, Assistant Superintendent
Address: Sycamore Community Schools, 5959 Hagewa Drive Cincinnati, OH 45242
Phone: (513) 513-686-1700
Email: wegenerk@sycamoreschools.org

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education program or activity or
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator’s contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying procedure. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

DISCIPLINE CONSEQUENCES

Office referral consequences may include:

- An administrator talking to the teacher to gain perspective/information
- A phone call to parents/guardians from the teacher or the administrator
- A conference with parent(s) and/or student(s) regarding inappropriate behavior and how to correct it and possibly developing a "plan of action"
- A verbal or written warning from an administrator
- An apology note written by the student
- No participation in an activity
- Time spent in the principal's office