



XENIA
COMMUNITY SCHOOLS

SAFETY & WELLNESS PLAYBOOK FOR FAMILIES

October 2026



CREATING SAFE SCHOOLS

Ensuring our children are safe in school at all times is our district's most important responsibility. We are committed to protecting our students' physical, mental, and emotional wellness.



PHYSICAL SAFETY



PSYCHOLOGICAL SAFETY



SOCIAL SAFETY



Our safety team includes everyone from teachers and counselors to principals and School Resource Officers (SROs). This guide helps families understand how we keep schools safe every day, as well as how we will communicate with you in an emergency.

NEVER MISS A MESSAGE!

FINALFORMS™



ParentSquare

Every family should keep parent/guardian contact information current [using Final Forms](#). This will keep your ParentSquare information up to date, too!



TIP: Messaging works best in the app, so be sure to download it from your app store of choice.

WELLNESS

SAFETY BEGINS WITH HEALTH

Students can only reach their full potential when they feel physically safe, emotionally secure, and welcome at school. Wellness begins in the home, and includes a good night's rest, plenty of activity, a healthy diet, and good stress management skills.



Ages 6-12:
9 to 12 hours
Ages 13-18:
8 to 10 hours*

**per CDC*



Participate in arts, clubs, or sports where trusted adults make good role models!



Aim for 60 minutes of physical activity every day.



Limit recreational screen time to 2 hours/day... or less!



Focus on veggies, fruits, whole grains + lean proteins. Limit sugar + saturated fats.



Practice good stress management habits: walking, mindfulness, deep-breathing.



DIGITAL HEALTH MATTERS

Did you know that not all “screen time” is equal?

Learn more about the difference between recreational screen time and the use of digital devices in the classroom [at XeniaSchools.org](https://www.xeniaschools.org).



SPEAK UP. STAY SAFE!

If you suspect or witness bullying, please report it immediately to your child's building principal, a school counselor, or use the anonymous Ohio School Tip Line.

Call or report online through XeniaSchools.org.



Safer Ohio

School Tip Line

844.723.3764

Report concerns for student safety

988

SUICIDE
& CRISIS
LIFELINE

ASK FOR HELP

If your child or a peer is experiencing a mental health emergency, immediate, confidential help is available 24/7.

Call or text 988 to be connected with trained counselors. Available nation-wide, routed locally.



SCHOOL CLINICS

Our school clinic staff is here to help your child manage illnesses and provide support! Learn more about how our nurses can help — and even just when to keep your child home! — [on our school clinics page](#).



dayton
children's

SCHOOL-BASED HEALTH CENTER

Dayton Children's Wellness Center
937-641-4623

Open all year for illnesses, regular checkups, sports physicals, and other health needs.

While our XCS school nurses and clinic aides support day-to-day student health in a variety of ways, additional services and supports for Xenia families are available through the nurse practitioner from Dayton Children's — right in the wellness center located at Warner Middle School!

Transportation may be available during the school day (based on age). [Learn more at XeniaSchools.org/sbhc](http://XeniaSchools.org/sbhc).



BEHAVIORAL HEALTH

XCS works to meet students where they are with day-to-day coping strategies or intensive care.

Life Skills & Positive Character Development

Embedding critical life and success skills gives students the tools they need to navigate the modern world.



Self-Management:

Setting goals and staying on track.



Responsible Decision-Making:

Considering problems, and making safe choices.



Relationship & Communication Skills:

Practicing teamwork, resolving conflicts peacefully, and respecting others.

PBIS

Using the PBIS (Positive Behavioral Interventions & Supports) framework, XCS focuses on teaching and celebrating positive behavior — while providing support for students most in need!

- Tier 1: Universal, School-Wide Support (100%)
- Tier 2: Targeted Support (15%)
- Tier 3: Intensive Support (5%)

School Counselors + School Social Worker

Every school is staffed with licensed professionals trained to support students through academic, social, and emotional challenges. School counselors can provide students with brief, solution-focused counseling, peer conflict resolution, and stress management.

Our School Counselors and the XCS Social Worker are trained to respond immediately to students experiencing acute emotional distress or safety concerns.

School-Based Therapy Partners

For students requiring ongoing, clinical mental health therapy, our district partners directly with local mental health agencies.

With parental consent, licensed clinical therapists conduct regular therapy sessions with students on-site during the school day, minimizing disruptions to classroom learning and parents' work schedules, while eliminating the need for transportation.



Questions? Need help for your child?
Ask in your school's main office for more information about available resources!



Safer Ohio

School Tip Line

844.723.3764

Report concerns for student safety

BUILDING SAFETY

RESOURCES & GUIDELINES



STUDENT CODE OF CONDUCT

The XCS Student Code of Conduct is a foundational piece of our safety and wellness infrastructure.

Instead of being a simple disciplinary guide, it sets expectations designed to teach students how to live, interact, and thrive in our school community safely by protecting their physical safety and supporting their mental and emotional well-being.

Find the Code of Conduct at XeniaSchools.org



STUDENT HANDBOOKS

In addition to the Code of Conduct, buildings can have student handbooks or other guidance documents that detail the most important processes and procedures for students and families.

Handbooks may be available for your child's school at XeniaSchools.org. Additional guidance is available from schools.



FAMILY GUIDE TO ADDRESSING CONCERNS

Have a question or concern but not sure who to call? As a natural advocate for your student, knowing where to start makes all the difference! We invite you to download and review the [XCS Family Guide to Addressing Concerns](#).

This printable resource features a straightforward flowchart to help you identify the best point of contact at your child's school so we can work together toward a solution.



Find the guide at XeniaSchools.org/safety



EMERGENCY PREPAREDNESS

At XCS, we actively plan for and practice what to do in an emergency all year long! We create contingency plans, train staff, and carry out drills to ensure that students and staff know what to do in the case of fire, inclement weather, and other emergencies.

To support those plans, day-to-day security measures help ensure that we keep our schools as safe as possible. A few key protocols that affect XCS families most often:

Use the Main Entrance

All students and visitors should enter the building through the main entrance, unless otherwise directed. Visitors will need to follow the process below to receive a visitor's badge.

For parents who are picking up their student during the school day, make sure to follow your building protocols.

Visitor Management

In order to ensure the safety of students and staff, all visitors to any school must report

directly to the Main Office upon arrival. Note that no student is allowed to bring a visitor to school during the school day without prior approval.

All visitors during the regular school day who need to go beyond the front office are checked using a scan of their driver's license/state ID.

Visitors will not be approved without providing appropriate ID. Each approved visitor will be issued a pass prior to entering the building that must be worn for the duration of their visit.

Learn more at xeniaschools.org/visitors.

schoolSAFEid™



Volunteers

All school volunteers must complete an application process to be appointed by the school principal to a volunteer position. A completed background check is also required.

Find more information at XeniaSchools.org/safety.

WHAT IS AN EMERGENCY?

For K-12 public schools, an emergency is any sudden, dangerous event that requires an immediate, prioritized response to protect student and staff safety.

Emergencies require halting normal classroom instruction, and can include natural disasters, mental health crises, medical emergencies, or human-caused threats.

Situations that may disrupt a student's day but do NOT pose an immediate physical danger to the school are not generally considered emergencies. This can include standard discipline issues, off-campus rumors, and minor health complaints.



WHEN WE DON'T CALL!

While we work to be as transparent as possible, please keep in mind that there are times when it is truly best practice — or a matter of law! — for our schools not to share information.



Messaging Alerts

Unless there is a large-scale issue, messages are generally only sent to the families of the specific school(s) affected.



Privacy First

We know that parents often want details about specific incidents. However, XCS will not share discipline details or names of individuals involved in any incidents to protect student and staff privacy rights.



First Responder Presence

The family of any student(s) affected by an event (medical, disciplinary) will be notified directly of any incident.

We do not send district-wide alerts for everyday student medical emergencies, fire/tornado drills, or routine first responder visits. If needed, communication will be sent from from the principal to families in that school only.

EMERGENCY PROCEDURES

At XCS, these are a set of standard, clear, consistent directives that may be implemented across a range of emergency situations. When an emergency begins, the principal, as the senior administrator on site, will decide which procedures to implement, based on the situation and with input from the School Resource Officer and the Superintendent.



EVACUATION (FIRE)

Used when it is safer outside than inside.

Students and staff may be evacuated to an established primary -OR- secondary location.



SHELTER (TORNADO)

Used when it is safer inside than outside.

Students and staff gather in a designated shelter area in the building.



HOLD (NON-EMERGENCY)

Used when the building is seen as a place of safety, and occupants must remain in the building and/or in their classroom.

Generally, students will hold in place and continue learning, potentially with or without passing periods (if applicable).



EMERGENCY LOCKDOWN

Used to protect building occupants from dangers in the building/on campus.

WHAT TO EXPECT IN AN EMERGENCY

In the event of a true emergency, such as a serious weather incident or evacuation of the building, school leadership will communicate with families as quickly as possible using a ParentSquare Urgent Alert (simultaneous text, voice call, app notification, email).

In an emergency, our first priority is to contact first responders and secure our schools. Once the environment is stable, we will communicate with families as quickly as possible.



For large-scale or fast-moving incidents, XCS will defer public communication to the Xenia Police Division (or responding police jurisdiction).

In these events, law enforcement takes command.

CHECKLIST FOR FAMILIES

What to do if there is an active emergency at school:



DO...

- DO watch for official updates from Xenia Police or Xenia Community Schools by text, app notification, email, and social media.
- DO bring your Photo ID to the designated reunification spot if a pickup is required.



What is reunification?

A safe, organized process to reunite students with parents after a school day is substantially disrupted, such as by evacuation. Families will receive notice on where and how to pick up their student.



DO NOT...

- DO NOT go to the school until prompted. Extra traffic and crowds block emergency vehicles and interfere with first responders.
- DO NOT call 911 for updates. This ties up phone lines for actual dispatch emergencies.
- DO NOT share unconfirmed rumors on social media.
- DO NOT call or text your student immediately. During a crisis, your student needs to focus 100% on the instructions given by staff and first responders.

TIMELINE OF A LOCKDOWN



1

BUILDING SECURED

Students are accounted for. This process is our top priority, and can take time! Everything else waits until phases 1 and 2 are complete.

2

LAW ENFORCEMENT

District leadership coordinates with law enforcement to gather facts and establish a plan based on what we know.

3

COMMUNICATION CREATED

Information is put together to distribute to staff and families, ensuring people get accurate information as quickly as possible.

4

BUILDING STAFF NOTIFIED

Communication sent to staff in affected buildings, prioritizing those who are providing order and care to children.

5

PARENTSQUARE MESSAGE

Information is sent to impacted families and all XCS employees by Urgent Alert. This sends a phone call, text, app notification, and email immediately, overriding any notification settings.

6

WEB + SOCIAL MEDIA POST

Information is distributed to the public on the home page at XeniaSchools.org, as well as Facebook. These are the fastest ways to share critical details.

NOTE: Some steps may occur at virtually the same time.



PROTECTED. CONNECTED. RESILIENT.



819 Colorado Drive, Xenia



XeniaSchools.org/safety



937-376-2961