

**BOGAN**  
**Elementary**

**Parent/Student  
Handbook**

**2011-2012**

5200 Hamilton-Richmond Road  
Oxford, Ohio 45056  
(513)273-3400 Fax(513)273-3405

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>LETTER OF INTRODUCTION</b>	2
<b>DISTRICT PERSONNEL</b>	3
<b>DISTRICT SERVICES</b>	4
<b>BOGAN PERSONNEL</b>	5
<b>PHILOSOPHY OF THE TALAWANDA SCHOOLS</b>	6
<b>GENERAL SCHOOL PROCEDURES:</b>	6
Attendance	6
(Absence From School Procedures)	8
(Tardy and Early Dismissal Guidelines)	8
Admissions	8
Buses	9
Child Abuse	10
Collection of Money from Students	10
Computer Network Guidelines	10
Dismissal	11
Emergency Closings	11
Emergency Medical Forms	12
Fees	12
Field Trips	13
Fire/Tornado Drills	13
Food Service	14
Guidance and Counseling Services	15
Immunizations	16
In-Service	17
Interim Reports	17
Intervention	17
Library	18
Lockers	18
Medication Policy	18
Nondiscrimination Policy	18
Parent-Teacher Conferences	19
Parent Involvement	19
Parties	20
Promotion and Retention	20
School Hours	20
School Supplies	20
Search & Seizure	20
Student Records	21
Visitations	21
<b>CODE OF CONDUCT</b>	<b>21</b>

Dear Bogan Families,

Welcome to Bogan Elementary School either as a returning or new student!!! We are delighted to have you as a member of the Bogan family as we embark on the 2011-12 school year. I am excited to join the Bogan team and to serve in my new role as the building principal. It is my privilege to work with the students, parents and school staff members of the Bogan school community.

This handbook provides you with some insight regarding the policies and procedures for Bogan Elementary. It is designed to help answer your questions pertaining to routine school matters. If there is a question not answered, please do not hesitate to contact me or a member of the staff as we are glad to assist.

Our intention is to create a stimulating environment in which *all* children grow academically, socially, emotionally and physically. We strive to provide opportunities for *all* students to prosper with acceptance and encouragement. After reading the handbook and discussing pertinent points with your child, **please sign the “Student Handbook Certification” section on your child’s enrollment form and return it to your child’s teacher.**

Parents are children’s first teachers. They have the strongest and most permanent influence on their children’s lives. We, therefore, invite all parents to become active members of our school family and to form positive partnerships with us to ensure success for all children. We look forward to working with our families as we begin a most important and exciting educational journey. Please consider becoming an active participant in the Bogan Parent Teacher Group (PTG) which plays a vital role in supporting our school community. They meet every other month and always have opportunities for volunteers.

I am very excited about this upcoming school year and look forward to the many new adventures we will experience together as a school community. With this being my first year as principal, I look forward to the opportunity to get to know each family. Please feel free to introduce yourself to me as I welcome the chance to talk with each of you. If you have a concern, thought, idea or just want to converse, please feel free to contact me, as my door is always open. I welcome and value your input. This is going to be a great year and I look forward to the journey ahead!!!

Sincerely,

Teresa Woodin  
Principal

**DISTRICT PERSONNEL**

**2011 - 2012**

**TALAWANDA SCHOOL DISTRICT BOARD OF EDUCATION**

Darrell Smith, President  
Mark Butterfield, Vice President  
Mike Crowder  
Mary Jane Roberts  
Lois Vollmer

**CENTRAL OFFICE ADMINISTRATION**

131 W. Chestnut St.  
Oxford, OH 45056  
Phone: 513-273-3100

**Superintendent**

Kelly Spivey

**Treasurer**

Mike Davis

**Director of Curriculum**

Joan Stidham

**Assistant Treasurer I**

Shaunna Tafelski

**Director of Human Resources**

Dr. Jean Eagle

**Assistant Treasurer II**

Holly Turner

**Coordinator for Community Relations  
and Development**

Holli Morrish

**Assistant Treasurer III**

Martha Finkbine

**Secretaries to Superintendent**

June Grubb  
Rita Lykins

**Technology**

David McDaniel, Coordinator  
Adam Thompson, Tech Specialist  
Jim Vajda, Tech Specialist

**Director of Facilities**

Don Gabbard

**Transportation Director**

Terry Williams

**Secretary to Dir. of Facilities**

Mary Smith

**Receptionist**

Linda Wendt

**Asst. to Trans. Director**

Lisa Finkbine

**Petermann Transportation**

513-273-3150

**DISTRICT SERVICES**

**Director of Curriculum**

Joan Stidham

**Director of Human Resources**

Dr. Jean Eagle

**Elementary Guidance Counselor**

Amy Burke

**Gifted and Talented Coordinator**

Jean Pauna

**Nurses**

Stephanie Johnson  
Angie Robinson

**Director of Partnership**

Dr. Jean Eagle

**Psychologist**

Deanna Arivett

**Director of Special Services**

Susan Meyer

**Language Arts Instructional Leader**

Pat Stephens

**Science Instructional Leader**

Jeff Winslow

**Speech Pathologist**

Leanne Goldey

**S.A.P. Coordinator**

Amy Burke

**BOGAN SCHOOL PERSONNEL (2011-2012)****Principal****Mrs. Teresa Woodin****Teaching Staff**

Suzannah Marshall, Kdg.  
 Christine Milders, Kdg.  
 Betty Williams, Kdg.  
 Carolyn Hughes, 1<sup>st</sup> grade  
 Terri Meyers, 1<sup>st</sup> grade  
 Teri Morris, 1<sup>st</sup> grade  
 Kari Croucher, 2<sup>nd</sup> grade  
 Heather Davidson, 2<sup>nd</sup> grade  
 Becky McDaniel, 2<sup>nd</sup> grade  
 Sarah Roche, 3<sup>rd</sup> grade  
 Krista Hitchcock, 3<sup>rd</sup> grade  
 Maria Lindley, 3<sup>rd</sup> grade  
 Joanne Williamson, 3<sup>rd</sup> grade  
 Kristin Burke, 4<sup>th</sup> grade  
 Laura Haskins, 4<sup>th</sup> grade  
 Judy Hathaway, 4<sup>th</sup> grade  
 Judy Morris, 5<sup>th</sup> grade  
 Mary Ruppert, 5<sup>th</sup> grade  
 Dana Schuster, 5<sup>th</sup> grade  
 Marie Lindsey, Art  
 Melodie Weaver, Music  
 Kim Winkler, P.E.  
 Erin Fitzgerald, Special Ed.  
 Kari King, Special Ed.  
 Tom Spotts, Special Ed.  
 Deanna Harp, Title  
 Kim Schaeper, Gifted

**Professional Support**

Deanna Arivett, Psychologist  
 Amy Burke, Guidance Counselor/  
 Intervention Coordinator  
 Angie Robinson, Nurse  
 Joy Boyle, O.T.  
 Amy Vollmer, P.T.

**Office Staff**

Linda Gleason, Head Secretary  
 Karen Neal, Assistant Secretary

**Educational Assistants**

Anita Blakley  
 Cynthia Carr  
 Geri Dunlap  
 Tina Flaig  
 Lena Fritzsche  
 Patty Frizzell  
 Therese Hammons  
 Lorelei Kunkel  
 Mandy Rich-Turvene  
 Sharon Stang  
 Shannon Woodruff

**Cafeteria**

Brenda Elliott, Manager  
 Freda Anderson  
 Patricia House

**Custodians**

Charles Eastham  
 Donetta Garrison  
 David Hayes

**Grounds**

Cliff Litton

## **PHILOSOPHY OF THE TALAWANDA SCHOOLS**

We believe that the purpose of the Talawanda School District is to provide a comprehensive educational program that will impart knowledge, develop skills, and establish an awareness of values related to personal growth, the world of work, community involvement, and citizenship.

We believe that education is the shared responsibility of the community, parents, students, teachers, administration, and the Board of Education. Therefore, this “team” should work to provide the financial resources, promote interest and involvement, maintain professionalism, and encourage leadership; for the combined goal of developing each child’s potential for excellence and his/her foundation for success and personal well-being in a changing world.

We recognize there are differences among students regarding educational needs, abilities, maturity, interests, and motivation. An educational program must be provided to accommodate these differences. Further, an appropriate educational program will be provided without discrimination on the basis of color, national origin, race, sect, or any factors outside an individual’s control.

### **To meet this challenge the Board sets forth the following educational goals:**

- A. Provide courses of study that would provide a comprehensive educational program for students that allows for the teaching of a wide variety of subjects, including a balance between academics, fine arts, and vocational programs.
- B. Provide a locally developed competency based educational program, K-12, in the areas of reading, English, composition, and mathematics.
- C. Provide curriculum and instruction characterized by systematic planning, articulation, and implementation, and evaluation.
- D. Provide for periodic assessment of student performance so that results can be used for instruction, evaluation, intervention, and guidance and promotion decisions.
- E. Provide the necessary staff, instructional materials, equipment, and facilities that support the attainment of the goals set forth in this philosophy and in each Course of Study.

## **GENERAL SCHOOL PROCEDURES**

### **ATTENDANCE:**

Regular attendance by all students of the Talawanda School District is very important. Students that have irregular attendance tend to have poor academic success. For this reason it is important that parents and students make every effort possible to make appointments and personal business outside of school hours. Situations may arise that cause a student to miss

part or all of the school day. **Vacation days are no longer considered an “excused” absence by the State of Ohio.**

A student is considered **EXCUSED** for the following reasons:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Quarantine of the home
- C. Death in the family
- D. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- E. Observation or celebration of a bona fide religious holiday
- F. Such good cause as may be acceptable to the Superintendent or his/her designee
- G. Emergency reasons that must be considered to have good and sufficient cause for the absence: Court appearance, college visit, etc.

**UNEXCUSED** absences include but are not limited to:

- 1. Missed bus
- 2. Overslept
- 3. Car trouble
- 4. Vacation
- 5. No parent note, telephone call or excuse offered within 5 days of the student's return.

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse. The state of Ohio has passed legislation regarding school attendance Senate Bill 181, which states:

A student with five or more unexcused absences on consecutive school days, or seven or more unexcused absences in one school month, or 12 or more unexcused absences in one school year, may be considered "habitual" truant, under Section 3321.191 of the Ohio Revised Code.

A student with seven or more unexcused absences on consecutive school days, or 10 or more unexcused absences in one school month, or 15 or more unexcused absences in one school year, may be considered a "chronic" truant, under Section 3321.191 of the Ohio Revised Code.

Repeated unexcused absences will be reported to the Attendance Officer.

A child who is ill should not be sent to school. If your child becomes ill at school, you will be contacted. You will need to arrange prompt pickup of an ill child. **(Please keep the office informed if you have any changes in phone numbers that you have listed on the enrollment form.)**

**ABSENCE FROM SCHOOL PROCEDURES:**

Before 10:00 a.m. on the day of absence, a parent/guardian should call the Attendance line, 273-3400, to report a student absent from school. This line is available 24 hours a day. If a parent has called the Attendance line, a written note WILL NOT be necessary.

If a call has not been received, the Office will begin making home phone calls to missing students by 10:00 a.m. in compliance with the Missing Child Act. Students who have not been called in and wish to have his/her absence excused MUST, within 5 school days, present a note stating the date(s) of absence, reason of absence, and parent/guardian signature.

Parents may excuse their child for a total of TEN days each school year (5 days first semester and 5 days second semester). After five days in a semester, all absences will be considered UNEXCUSED unless supported by a doctor 's note.

**TARDY AND EARLY DISMISSAL GUIDELINES:**

All students are to be in their homeroom by 9:00 a.m. A student who arrives after 9:00 must report directly to the Office to sign in and receive an admittance slip. A student will be marked tardy to school if they arrive between 9:00 a.m. and 10:35 a.m. **Be aware that 3 unexcused offenses will count as one unexcused day of absence for truancy purposes.** Students who are picked up from school or leave school with proper documentation before 3:40 p.m.(2:55 on Wednesdays) are recorded as leaving with an Early Dismissal. A student will be marked Early Dismissal if they leave between 2:10 p.m. and 3:40 p.m. Students will be reported as absent 1/2 day if they miss more than 90 minutes of the school day.

**General Information**

Students may be retained if they miss more than 10% of student required days and it is determined by the building intervention team that such absence significantly impaired the student's level of achievement.

Awards for Perfect Attendance at the end of the year will be given only to those students with **NO** absences and **NO** tardies and **NO pickups before 3:40 P.M.** any day except Wednesday (**2:55 P.M.** on that day.) (Morning Kindergarten - **11:40 (Monday, Tuesday, Thursday, or Friday) and 11:25 P.M. (Wednesday).**)

*If a student is not in school the day of a performance or special activity, the student will not be permitted to participate in that activity.*

A parent's note may excuse a child to stay in for recess or to be excused from physical education class for one (1) day. A doctor's excuse is required for more than one (1) day.

**ADMISSIONS:**

New kindergarten students must be 5 years old on or before September 30<sup>th</sup> of the school year for which they are enrolling. New first grade students must be 6 years old on or before

September 30<sup>th</sup>. A physical examination is required when a student enters school for kindergarten. Age must be verified by a certified birth certificate and immunization records must be complete. Students new to the district must provide the following information: certified copy of the birth certificate, completed shot records including latest TB test (if coming from out of the country or state you may be required to have another TB test)), copy of parent's driver license, report card from former school, and any court ordered documents concerning custody of the child. In the case of divorce, legal custodian papers must be presented at the time of registration. **PROOF OF RESIDENCY IS REQUIRED UPON ENROLLMENT.**

### **BUSES:**

#### **Talawanda Transportation – Alternative Stops**

**Talawanda School District in partnership with Petermann Transportation will continue their policy regarding Alternative pick up and drop off points. Parents and guardians will be able to pick up the Transportation Request Form in their school's office or go to Talawanda's website. They may fill out the new form to indicate they need one alternative address (in addition to the home address) for transportation. This policy increases safety and security regarding transporting our students to and from school. Once transportation receives the request, it takes 2 school days to process and implement an alternative bus route change. Alternative route requests cannot be guaranteed, as the transportation company must evaluate whether the requested route has adequate space available to accommodate an additional student/students. Transportation requests relative to court mandated custody will be accommodated.**

**For questions or additional information, please contact Petermann Transportation at (513) 273-3150.**

Due to overcrowding on our bus routes, we do not permit bus transfer requests for students involved in sleep overs, parties, or meetings at other students' homes. We will allow students that have documented emergency situations to transfer to another bus. In other words, students will not be permitted to change their bus route unless it is for emergency reasons, and there is a note from the parents stating the circumstances. **If there is no written note from parents, the child will be sent home on his/her regular bus. Remember, all bus notes need to have the address where the child will be dropped off.**

Inappropriate bus behavior will be reported to the principal by the bus driver utilizing the bus conduct report. The action rendered by the principal will be indicated on the report and copies sent to the appropriate individuals and files.

**ALL KINDERGARTEN, 1ST, AND 2ND GRADE STUDENTS** - An adult must be at the bus stop (visible to the bus driver) to pick up the student in order for the child to be dropped off.

Parents and pupils should be aware of the fact that riding a school bus is a **privilege** that can be denied with repeated or severe problems.

**MEDICATIONS ON THE BUS:**

**Students are not permitted to have medications (except inhalers or Epipens with written physician consent) on their person while on the bus or at school.**

**CHILD ABUSE:**

The Ohio Revised Code Section 2151.421 requires any professional school employee to report immediately incidents of **suspected** child abuse and neglect. The reporting employee is protected by law from liability and is, in fact, liable for prosecution if the suspected abuse or neglect is **not** reported.

**COLLECTION OF MONEY FROM STUDENT:**

Many occasions arise during the course of the year which necessitate the collection of money from students. Money is collected for field trips, book clubs, lost books, etc. Parents will be notified by the teacher of the reason for the charge and the amount involved. It would be helpful if money sent to school (for any reason) could be in an envelope. State the purpose of the money sent, child's name, homeroom teacher's name and the amount sent, on the outside of the envelope. Checks should be made payable to Bogan School unless otherwise stated.

**COMPUTER NETWORK GUIDELINES**

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

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior of the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. A technology use form needs to be signed in order to use the network. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students are expected to abide by the following generally accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you “meet” on-line without parent approval and participation.
8. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher. All such authorized communications must comply with these guidelines.
9. Game playing is not permitted any time.

**DISMISSAL:**

If a child leaves before 3:40 P.M. (or 2:55 P.M. on early Wednesday dismissal), it will be considered an early dismissal.

**Parents who pick up their child from school rather than having him/her ride the bus home must first sign the dismissal form in the office. In order to maintain security and protect the last instructional minutes of the day, we are asking parents to wait in the main office until completion of the end of the day announcements. At that time, parents may proceed to their child’s classroom. Students will not be permitted to be picked up without having a signed permission form or permanent I.D. card from the office. Only people listed on the enrollment form may sign out the child, unless a note is signed by the residential parent or guardian. Supervision will not be provided for students after 3:45. Please pick up your child in a timely manner.**

**EMERGENCY CLOSINGS:**

The following procedure is used by the Talawanda School District and Bogan Elementary School in case of hazardous road conditions on a school day:

If the roads are impassable, school will be closed for the day. Radio stations, WMOH (1450 AM), WMUB (88.5FM), WLW (700 AM) and WPFB (106 FM) will carry the announcement as soon as a decision is made as well as all local television stations.

In addition to the stations listed above, cancellation information is available on our web site at [talawanda.net](http://talawanda.net).

**If we have a delay on a Wednesday, we will not have an early dismissal.**

**If there is an early closing of school due to an emergency, we must have an alternate plan for your child. Please complete and return the Emergency Closing Information Form indicating the telephone number to be used as our main contact number for the automatic calling system and the alternate plan for your child.**

**EMERGENCY MEDICAL FORMS:**

The state requires that new emergency medical forms be on file every school year. The forms are very important for your child's welfare. The district must have a phone number listed on this form where you can be reached or receive a message from an employer, neighbor or relative. If these numbers change during the year, please notify the office of the changes immediately. A new form is sent home the first day of each school year.

**FEES:**

The Talawanda Board of Education is striving to assess fees in a fair manner throughout the district. In order to accomplish this, the Board has voted to charge Bogan Elementary School students as follows for consumable materials for the 2011-2012 school year:

<b>Kindergarten</b>	<b>\$35.00 (or \$8.75 per quarter)</b>
<b>Kindergarten A.M.</b>	<b>\$33.00 (or \$8.25 per quarter)</b>
<b>First Grade</b>	<b>\$35.00 (or \$8.75 per quarter)</b>
<b>Second Grade</b>	<b>\$45.00 (or \$11.25 per quarter)</b>
<b>Third Grade</b>	<b>\$49.00 (or \$12.25 per quarter)</b>
<b>Fourth Grade</b>	<b>\$53.00 (or \$13.25 per quarter)</b>
<b>Fifth Grade</b>	<b>\$54.00 (or \$13.50 per quarter)</b>

**Should you have difficulty with the payment of fees, please contact the school immediately.** You may also make a quarterly payment each nine weeks.

Please remit the fees promptly. Your attention to this payment will be appreciated. Please write your child's name and teacher on the memo section of your check. Place the money or check in an envelope with your child's name and homeroom teacher on the outside and return it as soon as possible. Please make checks payable to Bogan Elementary School.

Talawanda Schools offer parents the choice of paying on-line into the student cafeteria account. SPS EZpay is a secure and convenient way for parents to make prepayments to meal accounts from your home or office with a Debit/Credit card. There is no cost to register, browse the website, or check account balances. All you need is an email address and your child's account number(s). If you do not know your children's account numbers with the school, please contact the school directly to obtain these numbers. Payments may take up to 2 school business days to post to your children's accounts.

There is a *convenience fee of \$4.25 per transaction* that will be charged along with your credit card payment. The convenience fee covers the cost of processing payment transactions via credit card. The total convenience fee will be displayed prior to completing any payments on our website.

If you are currently receiving aid under RC Chapter 5107, Ohio Works First, or RC Chapter 5115, or Disability Assistance, you may be eligible for a waiver of any instructional fees for your child. Waivers are not available for fees charged for participation in co-curricular or extracurricular activities or for past due fees. Forms are available in the school office and must be reapplied for each school year.

#### **FIELD TRIPS:**

In order to expand school experiences and utilize community resources, students will be taking field trips during the school year. Field trip chaperones are not permitted to bring other family members on field trips. Their full attention should be given to the group from school. In accordance with our volunteer policy, all field trips that involve taking students away from the direct supervision of a licensed or certified staff member will require chaperones with background checks. This includes fingerprints and BCI documentation at the chaperone's expense to be on file at the school.

Parents will be informed in the newsletter or in special notes of times when their student will be leaving the district. Any field trip requiring bus transportation will require individual permission forms to be signed.

Field trips place an extra burden of responsibility on teachers. If students have demonstrated through their misbehavior at school that they may cause harm to themselves or others, or cannot be relied upon to behave on a trip, they will remain at school while their class participates in a field trip experience.

#### **FIRE/TORNADO DRILLS:**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires, and will be reviewed with students in each of the buildings.

- A. If a tornado watch is in effect, students will be dismissed at the regularly scheduled time.
- B. If a **TORNADO WARNING** is in effect, students will be placed in the designated areas.
- C. If a **TORNADO WARNING** is in effect during the last half hour of the school day, buses will be held at the respective school buildings until such time as the **TORNADO WARNING** is lifted or that the Superintendent has given other specific instructions.

As part of the effort to ensure the safety of all the students in the Talawanda School District, procedures relating to **TORNADO WARNINGS** in Butler County have been developed. Students will be placed in a designated tornado area during the time that a **TORNADO WARNING** is in effect for Butler County.

The Talawanda School District buses will not operate during the time that a **TORNADO WARNING** is in effect for Butler County unless other directions are given through the Central Office Administration or the Talawanda Board of Education. Please keep your radio tuned to a local station as the weather service will provide updated information.

**FOOD SERVICES:**

Breakfast may be purchased at school at a cost of \$1.00. Students may pay for breakfast and lunch by the week in the cafeteria the first day of each week. The cost of lunch is \$2.25 and additional milk is \$.50. Students wishing to purchase lunch on a day-to-day basis are encouraged to pay for lunch upon arrival at school. To minimize lost money, we encourage parents to pay on a weekly basis or utilize the online SPS EZpay system.

**Lunch charges are not permitted.**

Parents can deposit money on their child's lunchroom account in all buildings in the Talawanda School District. Checks should be written to the appropriate building and given to the Cafeteria Manager in the morning. Parents can pay weekly, monthly, or annually if so desired. Balances will carry forward into future years. Funds must be used prior to graduation. Refunds will not be made. Cash will also be accepted and deposited in account.

Please refer to the following online link to monitor your child's account:

[www.talawanda.net/foodservice](http://www.talawanda.net/foodservice).

Applications for the School's Free and Reduce-Priced Meal program are distributed to all students. If a student does not receive one and believes s/he is eligible, please contact the school office.

\*Only one form per family needs to be submitted.

## **GUIDANCE AND COUNSELING SERVICES**

### **Mission Statement**

The mission of the TSD Guidance and Counseling Program is to make a positive difference in the life of every TSD student. In support of this mission we are committed to student success in the areas of:

Personal Wellness  
Academic Achievement  
Career Readiness

### **Goal**

The main goal of elementary guidance and counseling is to assist our children to make maximum use of their abilities for their own good and for the good of society.

### **Emphasis**

The emphasis of Guidance Services is an early identification of student needs, and the use of available resources to meet those needs.

### **Guidance Service**

The purpose of the Talawanda School District elementary school counseling program is to promote and enhance the overall personal, academic and career development of all students. It plays a significant role in the district's interest in providing opportunities for students to increase their skills and assets to reach his/her full potential, to become a responsible citizen and a contributing member of a diverse society. To that end, the elementary school counseling program facilitates student development in three broad areas: academic, career, and personal/social.

The types of services offered to students and parents/guardians are:

- individual counseling.
- small group counseling.
- classroom guidance and presentations.
- programs for students, parents/guardians, school personnel, community members.

Due to the ever changing educational and career opportunities as well as complex societal problems, today's schools are faced with increasing demands for preparing students with educational, career and social competencies. The elementary school counseling program is an essential part of the total mission of the K-12 School Counseling Program and Talawanda School District. It is sequential, proactive, preventative and responsive to student needs. A copy of the TSD Guidance and Counseling Course of Study is available in the office.

### **Student Referral**

Classroom teachers are the most important "counselor" of all. It is the teacher who works with each child on a daily basis and who must constantly sense need and respond accordingly. At times, the teacher, the parent and/or the student may have a concern for which counseling consultation, or other guidance services may be beneficial. Counselor referral forms are available in the main office, staff mailroom or the counselor's office and should be completed and placed in the counselor's mailbox.

**IMMUNIZATIONS:**

The Talawanda School District, under state law requires:

1. **DPT (Diphtheria, Pertussis/Whooping cough, and Tetanus)**
  - Preschool-** 4 doses of DTaP, DTP, or DT or any combination.
  - Kg.** – 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the fourth birthday.
  - Grades 1-12** – 3-4 doses of DTaP, DTP, DT or Td or any combination.
  - Grade 7-8** – 1 dose of Tdap or Td vaccine must be administered prior to entry.
2. **Polio**
  - Preschool-** 3 doses of OPV or IPV or any combination of OPV or IPV.
  - Kg.-1-** 3 or 4 doses of IPV, the final dose must be administered on or after the 4<sup>th</sup> birthday, regardless of the number of previous doses. 4 doses if a combination of OPV and IPV was administered.
  - Grade 2-12-** 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4<sup>th</sup> birthday.
3. **MMR ( Measles, Mumps, Rubella )**
  - Preschool-** 1 dose of MMR administered on or after the first birthday.
  - Kg.-12** – 2 doses of MMR. Dose 1 must be administered on or after 1<sup>st</sup> birthday. The second dose must be administered at least 28 days after dose 1.
4. **Hib (Haemophilus Influenzae Type b)**
  - Preschool-** 3 or 4 doses depending on the vaccine type, the age when the child began the first dose and last dose must be after 12 months or 1 dose if given on or after 15 months of age.
5. **Hep B ( Hepatitis B )**
  - Preschool- 12<sup>th</sup> grade-** 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
6. **Varicella (chickenpox)**
  - Preschool-** none.
  - Kg.-1** – 2 doses of varicella vaccine must be administered prior to entry.
  - Grade 2-5** – 1 dose of varicella vaccine must be administered on or after the first birthday.

The immunizations may be given by your family physician or you may get them at :

**Butler County Rosin Health Center  
301 South Third Street  
Hamilton, Ohio 45011  
Phone: 887-5253**

Or

**Family Resource Center  
5445 College Corner Pike  
Oxford, Ohio 45056  
( 3<sup>rd</sup> Friday of the month 11:00 – 1:00)**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the district nursing staff.

\***Preschool** is required to have an annual **Medical Exam** done.

**IN-SERVICE:**

In-service for teachers is held **EACH** Wednesday. Therefore, the students will be dismissed early on that day. The morning kindergarten sessions are from 9:00 until 11:25. All other students will be dismissed at 3:00 p.m. **EVERY** Wednesday during the 2011-2012 school year starting on **Wednesday, August 31st**. Should we have an hour or 2-hour delay on a Wednesday due to inclement weather, there will be **no** early dismissal. **If your child is picked up before 2:55 P.M. on an early dismissal Wednesday, it will be considered an afternoon tardy.**

**INTERIM REPORTS:**

Interim reports may be sent home during the middle of each grading period from the teacher stating the areas of difficulty or areas of success for your child.

**INTERVENTION:**

A group of school professionals will meet to assist teachers in varying instructional strategies to promote pupil competence in basic skills through a process known as SAP (Student Assistance Program).

The team will employ group problem-solving processes to offer solutions for the child's difficulties. Participation by the parent in this process is critical.

If you would like to request this service, please call the school or send a note indicating your concerns.

**LIBRARY:**

Circulation of materials: Students may have library materials on a one-week basis. Materials may be renewed within reasonable time limits. Children will be notified of overdue materials. In case of loss or damage, replacement costs will be determined and a notice will be sent to the parent. Payment for lost books may be paid by a check made payable to Bogan School.

**LOCKERS/CUBBIES:**

Administrators are permitted to conduct a random search of any student's locker/cubbie and its contents at any time.

**MEDICATION POLICY:**

In order to administer medication at school, prescription and nonprescription (*this includes cough drops, tylenol, etc.*), a school medication permit form must be signed by the physician and the parent. This form may be obtained in the office/clinic. The form and the medication in the original bottle, properly labeled, should be taken by the parent to the school office. If the prescription requires taking three times a day, it is suggested that all three doses be given at home.

As a reminder for parents who have children who must take medication at school, it is school board policy that medication be brought to school by a responsible adult, preferably the parents. **Students are not to have medications (drugs) on their person while on the bus or at school.** Many of the medications that students take at school are controlled substances and, therefore, are a health hazard to your child and others if taken incorrectly or without a doctor's prescription. Medications have been known to be lost, stolen, and distributed to others when parents have allowed students to carry these medications to school. Medications should be given to the school nurse or designated office personnel. (Whoever receives the medicine at school will sign and have the parent sign, date, and count the number of pills when medicine is left at school.)

A new law permits students to carry asthma inhalers or Epipens only with written consent from the student's physician and parents.

**NONDISCRIMINATION POLICY:****NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the

curriculum offered in this District.

Please refer to [www.neola.com/talawanda-oh/](http://www.neola.com/talawanda-oh/) to review policy.

**PARENT-TEACHER CONFERENCES:**

We have two regularly-scheduled conference periods during the school year. We may ask the parent in at other times or you may ask for other conferences. Please prepare yourself for the conferences. Below are a few items in which you may be interested to pursue with your child prior to the conference:

- Papers that the student has done
- Books the student is using
- Lists of books read
- Checklist of activities
- Displays in the classroom
- Difficulties in any academic area

The above items will help you understand the total classroom setting and also help you and your child talk more about school activities and programs.

**2011-2012 Bogan Parent Teacher conferences are scheduled on the following dates:**

<b>Thursday</b>	<b>November 3</b>	<b>4:00 p.m. - 7:30 p.m.</b>
<b>Tuesday</b>	<b>November 8</b>	<b>4:00 p.m. - 7:30 p.m.</b>
<b>Tuesday</b>	<b>March 13</b>	<b>4:00 p.m. - 7:30 p.m.</b>
<b>Thursday</b>	<b>March 15</b>	<b>4:00 p.m. - 7:30 p.m.</b>

**PARENT INVOLVEMENT**

Bogan Elementary School considers parent volunteers as a very special resource. Parents are encouraged to help in all classrooms and with programs and special activities. Please contact the office if you have time or skills you can share to make our school a better place for students to learn and grow. Always sign in on the register in the office and pick up a Visitor’s badge to wear while on school grounds. We welcome you in our building, but we must be aware of your arrival and departure times.

The Bogan Parent Teacher Group (P.T.G.) provides an excellent opportunity for parents (also grandparents, guardians and care givers) to become involved in our learning community. Our P.T.G. members raise funds for numerous school projects which benefit all students. Meetings are scheduled at 7:00 P.M. in the Bogan cafeteria on the following dates:

<b>Tuesday</b>	<b>September 20</b>
<b>Tuesday</b>	<b>November 15</b>
<b>Tuesday</b>	<b>January 17</b>
<b>Tuesday</b>	<b>March 20</b>
<b>Tuesday</b>	<b>May 15</b>

**PARTIES:**

Seasonal parties are planned for classrooms by the homeroom teacher. If a parent wishes to send a birthday treat, please check with the teacher first at least one day in advance. **No birthday party announcements/invitations may be distributed at school. Student addresses will not be given out by the classroom teacher or the school office.**

**PROMOTION AND RETENTION:**

Promotion/retention decisions will be based upon a wide variety of assessment results including standardized tests, district progress tests, ongoing evaluation of student performance, the judgment of the S.A.P. Team, and other relevant social, physical and/or emotional factors influencing the student's development. **BECAUSE REGULAR ATTENDANCE IN SCHOOL IS ESSENTIAL TO THE STUDENT'S ACADEMIC SUCCESS, A THOROUGH REVIEW OF THE STUDENT'S ACADEMIC PERFORMANCE, IN LIGHT OF THESE PROMOTION/RETENTION GUIDELINES, WILL BE CONDUCTED FOR ANY STUDENT MISSING MORE THAN 10% OF CLASSROOM INSTRUCTION DURING THE SCHOOL YEAR, TO DETERMINE IF SUCH ABSENCE SIGNIFICANTLY IMPAIRED THE STUDENT'S ACADEMIC PERFORMANCE AND/OR ACHIEVEMENT LEVEL.**

**SCHOOL HOURS:**

The hours for students are 9:00 A.M. to 3:45 P.M. Upon arrival at school each student should report directly to his/her homeroom. Kindergarten hours are 9:00 to 11:40 A.M. **Please plan to drop off our child/ren at 8:45 a.m. or after as there is no supervision available prior to this time.** Thank you for helping us to keep everyone safe.

**\*Beginning Wednesday, August 31, 2011, WEDNESDAY DISMISSAL TIME IS 3:00 P.M. and the hours for kindergarten is 9:00 A.M. to 11:25 A.M.**

**SCHOOL SUPPLIES:**

Teachers will inform students what supplies are required for their classrooms. Backpacks with wheels are not permitted.

**SEARCH AND SEIZURE**

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

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

### **STUDENT RECORDS:**

Student records are confidential. You and school personnel working with your child have access to them. If your child withdraws from our school, we will forward them to the school your child will be attending when we receive the record request form from your new school. Other individuals such as social workers and psychologists not employed by Talawanda must have an official release from parents in order to see any records.

### **VISITATIONS:**

We welcome visitors to our school. We ask that you contact the classroom teacher to arrange your visit in advance.

All visitors to Bogan School must check in at the school office. After signing in, you must wear a Visitor's badge.

Visitors will not be permitted to loiter on the school grounds or in the school building.

Students are **NOT** permitted to have visitors during the school day without the approval of the principal.

## **TALAWANDA SCHOOL DISTRICT CODE OF CONDUCT**

The following Code of Conduct sets forth rules prohibiting certain types of student conduct that constitute major offenses which may lead to suspension or expulsion from school. Each incident of misconduct shall be carefully weighed by the school administration including all pertinent facts and circumstances before corrective action is taken which must be consistent with the incident.

### **CODE OF CONDUCT**

1. **Disruption of School:** A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the disruption or obstruction of any lawful mission, process or function of the school. Neither should a student urge other students to engage in such conduct.
2. **Damage, Destruction or Theft of School Property:** A student shall not cause or attempt to cause damage to public property or steal or attempt to steal public property either on school grounds or during a school activity, function, or event off school grounds.
3. **Verbal Assault:** A student shall not direct words, phrases, or gestures which are threatening, vulgar, obscene, or degrading while on or off school grounds or at any school activity.
4. **Physical Assault:** A student shall not use any form of unauthorized touching which could result in an injury of an employee or student while on or off school grounds or at any school activity.

5. **Inappropriate Behavior:** Possession of material that is offensive to accepted standards and is inappropriate to a school is prohibited. Vulgar, inappropriate, profane and offensive words, gestures, actions are prohibited.
6. **Refusal to Follow Directions:** A student shall not fail to comply with directives of teachers, student teachers, substitute teachers, teacher assistants, principals or other authorized personnel during any period of time when he/she is under the authority of school personnel.
7. **Weapons and Dangerous Instruments:** A student shall not possess, handle/or transmit any object that can reasonably be considered a weapon or dangerous object.
8. **Drugs:** A student shall not possess, use, or transmit any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverages, intoxicant, mood-altering chemical or controlled substance, or look-alike of any kind. Paraphernalia used to administer substance abuse is prohibited.
9. **Gambling:** Gambling by students on school property is prohibited.
10. **Acts of Immorality:** Students shall not possess pornographic matter or commit sexual acts on school property.
11. **Use or Possession of Tobacco Products:** Students shall not possess or use tobacco products or smoking paraphernalia on school grounds or at school events at any time.
12. **Cheating:** Students shall not transfer or participate in the transfer of any information. Students shall not participate in plagiarism.
13. **Dress and Appearance:** Dress and grooming should be neat, clean, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process. Students shall not wear droopy pants, short shorts or skirts, halter tops, bare midriff, fishnet tops, muscle shirts, spaghetti straps, hats, head bandanas or sunglasses. Clothing, jewelry, body piercing, dangling chains, personal possessions deemed disruptive or items/clothing with drugs, alcohol, profanity or sexually related, or otherwise disruptive symbols are not permitted. No rollerskate shoes, flip flops, or excessive platform shoes.
14. **Harassment:** A student or group of students shall not threaten, harass, intimidate, coerce, frighten, bully or otherwise try to control, direct or dominate another student through verbal or physical action. Any form of uncomfortable verbal, nonverbal, or physical gesture is not acceptable.
15. **Lying:** A student shall not lie, tell falsehoods, accuse others falsely, or give false testimony to school personnel.
16. **Extortion, Bribery, Forgery:** A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain. A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.
17. **Attendance:** Students should report to school on time and be in the areas indicated by their schedule.
18. **Other Policies and Procedures:** Students shall adhere to other policies and procedures as stated in this handbook. Repeated minor violations of policies and procedures in the discipline code of conduct will be considered a major violation and will result in a suspension. Violations of federal, state and local laws may also result in disciplinary action.

### **Anti-Harassment**

Talawanda Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Talawanda Board of Education believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

### **Definitions**

#### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, “sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person’s employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or education environment, which may embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

**Race/Color Harassment**

Such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment**

Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

**Reporting Harassment**

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

1. If the alleged harasser is a student, staff member or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident contact his/her Principal.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident contact the Assistant Principal.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

### **Informal/Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns.

### **Notes on the Harassment Policy**

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.

Filing a malicious or knowingly false report or complaint of harassment.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Please refer to [www.neola.com/talawanda-oh/](http://www.neola.com/talawanda-oh/) to review policy.

### **Consequences**

The Code of Conduct lists certain types of student behavior which lead to the following consequences:

1. Stop Conference
2. In-school interventions (loss of recess, loss of privileges, restricted lunch)
3. After school detention
4. Emergency removal
5. Suspension
6. Expulsion

### **USE OF RESTRAINTS**

Teachers, principals, administrators, and classified staff are authorized by law to use, within the scope of their employment, such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to oneself, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property. Whether the use of force or a restraint is “reasonable” is determined by the totality of the circumstances.

The use of force or an administration of a restraint must be in good faith. Force and/or restraints must never be administered by a staff member who is upset with a student or situation, or as a disciplinary measure. Except in emergencies, force and restraints should be used away from other students and in the presence of at least one other staff member. It is the duty of the observing staff member to monitor the safety of the student and the person using force or administering the restraint.

Great care should be taken to ensure that restraints do not prevent a student from talking or breathing and do not result in a student being pinned against the floor or other objects. Restraints should be used for a minimal time and with the minimal force necessary, and only as a last resort when de-escalation and other techniques fail to adequately protect the safety of the student and others. Mechanical restraints such as rope, tape, etc. are never acceptable. When available, staff members trained and certified in physical restraints should be used.

Following the use of force or of a restraint, the staff member who administered the restraint should verbally notify an administrator as soon as possible. A written report should be provided to the administrator responsible for maintaining an on-going record of all physical restraints conducted by the school within a 24-hour period. The administrator should verbally inform the student’s parents or guardians of the restraint as soon as possible. Written reports to the parents including a description of the event and staff involved should be postmarked no later than three (3) working days following an incident.

If the use of restraints is anticipated to be or in fact becomes a regular part of the educational routine for a special education student, the IEP team shall be convened to discuss the use of restraints and what role restraints have in the special education of the student.

### **BUS CODE OF CONDUCT**

1. Stay seated while the bus is in motion.
2. No unauthorized touching.
3. Keep aisle free from any material.
4. Keep arms inside the bus when the window is down.
5. No food items on the bus at any time.
6. No use of profanity at any time.
7. No damage to the bus furnishings.
8. Any instruments on the bus must fit in the student's lap or assigned to a location by the bus driver.

#### **Consequences for Student Misconduct on the School Bus**

Note that bus drivers will address minor infractions with students and or parents without the involvement of building administrators. However, if the infraction is of a chronic nature, a written referral will be given to the respective building administrator. At that time, the following consequences will be considered.

Note that if there is a serious incident involving verbal or physical violence, the administrator may immediately remove riding privileges from the student.

**First Referral** will result in a verbal warning and a conference between the student and building administrator. Documentation of the referral and meeting will be mailed home.

**Second Referral** will result in a conference between the student and the building administrator, a phone call to the parent, and documentation of a student misconduct report mailed home.

**Third Referral** will result in a conference with the student, phone conference with parent, and a 3-day bus suspension. The administrator will document and mail home the conference summary.

**Fourth Referral** will result in a conference between the student, parent, driver, and administrator with a 5-day bus suspension.

**Fifth Referral** will result in a conference between the student, parent, driver, and administrator with a removal from the bus until the end of the semester or for a minimum of 10 days.

Note: For students that receive a 10-day suspension during the first semester, discipline will result in a different infraction second semester. Please refer to the following infractions:

1. Four or less referrals during the first semester allow students to start over in the discipline system second semester.
2. Six or more referrals will result in a student, parent, driver, Transportation Director, principal conference with 5 or more days of bus removal. A behavior modification plan is to be written. Note: An administrator will determine if he/she should ride the route before a student is permanently removed from the route. If a student is being considered for permanent removal, the HR Director or Superintendent must be in attendance during the bus discipline hearing.

**SPECIFICALLY PROHIBITED**

Any violation of the Code of Conduct, Section V of the Administrative Guidelines pertaining to students, is prohibited and may result in disciplinary action.

**DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed in accordance with district policy and guidelines.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

**DISTRIBUTION OF PAMPHLETS, LEAFLETS, BUTTONS, ETC.**

Any student wishing to hand out material that has not been assigned by a teacher must first seek the permission of the principal. No selling of items is permitted in school.

**DRESS CODE**

Since a person's dress basically influences attitude and behavior, students are expected to appear at school neat, clean and appropriately dressed. Any type of dress or grooming which is disruptive will not be permitted. In addition, all footwear must allow for active and safe participation in recess and physical education classes. (No roller-skate shoes, flip-flops, or excessive platform shoes.)

**If a student's dress or appearance is such as to cause undue attention, the parent will be contacted and the child may be sent home. (See Talawanda School District Code of Conduct #13, Dress and Appearance, pg. 22)**

**GUM**

No gum is permitted during the school day.

**NON-SCHOOL OBJECTS**

Students should not bring to school items or objects which are not a part of their school materials. Such objects may include, but not be limited to toys, trading cards, and electronic devices. Non-school objects may be held in the office.

**PLAYGROUND RULES**

When the playground supervisor identifies inappropriate behavior of any student he/she has the authority to take whatever action he/she deems necessary. Students are expected to be cooperative with playground supervisors and address them respectfully. Specific rules will be established by school personnel.

No student will be permitted to behave in any manner that may be harmful to himself or another student.

## **BUS RULES AND REGULATIONS**

### **Getting On and Off the Bus**

Help the driver maintain the schedule by being ready 5 minutes prior to bus arrival time and waiting when the bus arrives. Too frequent stops and unnecessary waiting increase traffic congestion, are unfair to other highway users and multiply hazards for the bus and its occupants.

Wait until the bus stops and you get a signal from the driver before crossing the highway to get on the bus.

Look both ways before crossing the highway.

Walk quickly.

Use caution when crossing the road after getting off the bus. Some automobile drivers may not observe the flashing lights. Watch for your driver's signal.

Avoid crowding or pushing when getting on or off the bus.

At school loading zones, students are not to enter the bus if the driver is not present. The driver may be in the office or conferring with another driver.

### **Riding the Bus**

Take the seat assigned by the driver, or be seated in the first open seat. If not assigned a seat, go to the rear of the bus if you are the first to get on.

Take your seat as soon as you get on the bus. Please do not stand.

Share your seat with other pupils. If the bus is filled to capacity, ride three to each seat. Feet should not be in the aisle.

Always keep arms inside the bus when a window is open.

Do not throw anything in the bus or out the open window.

Do not eat or chew gum on the bus at any time.

Talk quietly at all times. At intersections and at railroad crossings, there is to be no talking.

Do not damage the bus furnishings in any way. Damage will be paid for by the pupil.

Any instruments transported on the bus are to be placed on a rear seat or as assigned by the bus driver. They can be placed under the seat.

Learn how to get off the bus in case of emergency. Your driver will have practice drills.

Students are not permitted to leave school grounds to go to a nearby restaurant or store when waiting at school for the bus to arrive.

Pets, insects, animals, balls, bats, trading cards and electronic devices are not to be transported on the bus.

In addition, students are not permitted to have medications (except inhalers or Epipens with written physician consent) on their person while on the bus or at school.

## **CAFETERIA RULES**

When the cafeteria supervisor identifies inappropriate behavior of any student he/she has the authority to take whatever action he/she deems necessary. Students are expected to be cooperative with cafeteria supervisors and address them respectfully.

The District Wellness Policy states that only school lunches or lunches packed from home can be consumed in the cafeteria during lunch hours. **FAST FOODS PROHIBITED.**

**Carbonated beverages are not permitted.**

Specific rules will be established by school personnel.

**Students are not allowed to charge lunches.**

This Code of Conduct may be modified by the administration anytime throughout the year.