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*Note: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the Handbook since it was printed in July 2011. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: [www.talawanda.net](http://www.talawanda.net) by clicking on "district" then on "Board of Education Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.*

## **Student/Parent Handbook for Talawanda High School**

*Welcome to the Talawanda High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as possible. In order to help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior. Parents are encouraged to take the time to review and discuss the information in this Handbook with their student. We also review this Handbook with students at orientation in August prior to the beginning of the school year. Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me.*

*Sincerely,  
Mrs. Vicki L. Brunn,  
Talawanda High School Principal*

### **THS ADMINISTRATION AND STAFF**

#### **PRINCIPAL**

Mrs. Vicki Brunn 513-273-3214, email: [brunnv@talawanda.org](mailto:brunnv@talawanda.org)

#### **ASSISTANT PRINCIPALS**

Mr. Mike Malone 513-273-3216, email: [malonem@talawanda.org](mailto:malonem@talawanda.org)

Mr. Chris Rhoton 513-273-3215, email: [rhotonc@talawanda.org](mailto:rhotonc@talawanda.org)

#### **MAIN OFFICE (273-3200)**

Mrs. Paula Hedgepeth, Principal's Secretary 513-273-3213, email: [hedgepethp@talawanda.org](mailto:hedgepethp@talawanda.org)

Mrs. Lynn Stivers, Main Office Secretary 513-273-3212, email: [stiversl@talawanda.org](mailto:stiversl@talawanda.org)

Mrs. Deb Landrum, Main Office Receptionist 513-273-3204, email: [landrumd@talawanda.org](mailto:landrumd@talawanda.org)

Mrs. Lisa Crouch, Attendance 513-273-3211, email: [crouchl@talawanda.org](mailto:crouchl@talawanda.org)

#### **GUIDANCE STAFF**

Mrs. Marianne Marconi, Counselor 513-273-3221, email: [marconim@talawanda.org](mailto:marconim@talawanda.org)

Mrs. Denise Zimmerman, Counselor 513-273-3223, email: [zimmermande@talawanda.org](mailto:zimmermande@talawanda.org)

Mr. Matt Smith, Counselor 513-273-3220, email: [smithm@talawanda.org](mailto:smithm@talawanda.org)

Mrs. Jackie Roy, Guidance Secretary 513-273-3218, email: [royj@talawanda.org](mailto:royj@talawanda.org)

Mr. Michael Wright, Intervention Coordinator 513-273-3231, email: [wrightm@talawanda.org](mailto:wrightm@talawanda.org)

#### **SCHOOL PSYCHOLOGIST**

Mrs. Sharin Green 513-273-3226, email: [greens@talawanda.org](mailto:greens@talawanda.org)

#### **HEALTH CLINIC**

Ms. Melissa Neaves, L.P.N. 513-273-3210, email: [neavesm@talawanda.org](mailto:neavesm@talawanda.org)

#### **ATHLETIC OFFICE**

Mr. Christopher Weaver, Athletic Director 513-273-3207, email: [weaverc@talawanda.org](mailto:weaverc@talawanda.org)

Mrs. Ann Hoskins, Athletic Secretary 513-273-3205, email: [hoskinsa@talawanda.org](mailto:hoskinsa@talawanda.org)

#### **SUPERINTENDENT**

Mrs. Kelly Spivey 513-273-3102, email: [spiveyk@talawanda.org](mailto:spiveyk@talawanda.org)

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 10, 2011. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **VISION OF THE SCHOOL**

The Vision of Talawanda High School is to achieve excellence together.

## **MISSION OF THE SCHOOL**

The Mission of Talawanda High School is to challenge all students to their fullest potential

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Building Principal, Mrs. Vicki L. Brunn, 513-273-3214, [brunnv@talawanda.org](mailto:brunnv@talawanda.org) and/or fill out a Bullying Report by clicking on [Student Bullying On-Line Reporting](#) on the High School webpage. Complaints will be investigated in accordance with the procedures described on pages 25-27. Any student making a complaint or participating in a school investigation will be protected from retaliation. The building principal can provide additional information concerning equal access to educational opportunity.

## **WEBSITE: [www.talawanda.net](http://www.talawanda.net)**

Gain access to the high school calendar of events, sports schedules, lunch menus, bell schedules, newsletters, graduation information, teachers' e-mail addresses and web pages on this website.

## **PROGRESS BOOK**

To receive Progress Book log in information, contact Mrs. Lynn Stivers at 513-273-3212 or e-mail [stiversl@talawanda.org](mailto:stiversl@talawanda.org)  
Progress Book website: <https://parentaccess.swoca.net>

## 2011-2012 BELL SCHEDULE

Monday/Friday		Tuesday/Thursday		Wednesday	
1 <sup>st</sup> Period	7:45 – 8:40	1 <sup>st</sup> Period	7:45 – 8:36	1 <sup>st</sup> Period	7:45 – 8:31
2 <sup>nd</sup> Period	8:44 – 9:37	2 <sup>nd</sup> Period	8:40 – 9:29	2 <sup>nd</sup> Period	8:35 – 9:21
3 <sup>rd</sup> Period	9:41 – 10:34	3 <sup>rd</sup> Period	9:33 – 10:22	3 <sup>rd</sup> Period	9:25 – 10:11
4 <sup>th</sup> Period	10:38 – 11:31	4 <sup>th</sup> Period	10:26 – 11:15	4 <sup>th</sup> Period	10:15 – 11:01
5 <sup>th</sup> Period	11:36 – 12:56	5 <sup>th</sup> Period	11:19 – 1:04	5 <sup>th</sup> Period	11:05 – 12:25
A Lunch	11:36 – 12:06	A Lunch	11:19 – 11:49	A Lunch	11:05 – 11:35
B Lunch	12:01 – 12:31	B Lunch	11:44 – 12:14	B Lunch	11:30 – 12:00
C Lunch	12:26 – 12:56	C Lunch	12:09 – 12:39	C Lunch	11:55 – 12:25
6 <sup>th</sup> Period	1:00 – 1:53	D Lunch	12:34 – 1:04	6 <sup>th</sup> Period	12:29 – 1:15
7 <sup>th</sup> Period	1:57 – 2:50	6 <sup>th</sup> Period	1:08 – 1:57	7 <sup>th</sup> Period	1:19 – 2:05
		7 <sup>th</sup> Period	2:01 – 2:50		

### ALMA MATER

**As the years roll on into eternity,  
 There are mem'ries we won't forget:  
 How we've learned of truth, honor and loyalty,  
 How we've loved the friends we've met.**

**Talawanda, Talawanda  
 Long may your banner fly!  
 We will always be true  
 To the red, white and blue  
 Of Talawanda High!**

### FIGHT SONG

**Fight! Go! Talawanda  
 Home of the Braves!  
 White, red and blue our banner  
 Proudly it waves!**

**Over all victorious  
 Loyal and true  
 Fight! Go! Win Win Win!  
 Talawanda, we're for you!**

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from the guidance office. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher, staff member, or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the School's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. In the event that the clinic is not supervised when a student is injured or is ill, those students should report directly to the office for assistance.

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside, unless enrolling under the District's open enrollment policy or enrolling and paying tuition. For further details concerning enrollment please see Board Policy 5111 through 5113 on the District Website.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

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

## ACADEMICS

### I REQUIREMENTS FOR GRADUATION

The following requirements apply for students graduating in the class of 2012 and 2013:

- 4 English
- 3 Social Studies
- 3 Math
- 3 Science
- .5 Health
- .5 Career & College Readiness
- .5 Physical Education
- 1 Business, Technology, Fine Arts or Foreign Language
- 6.5 Electives

#### **22 Total Minimum**

The following requirements apply for students graduating in the class of 2014 and beyond:

- 4 English
- 3 Social Studies
- 4 Math
- 3 Science
- .5 Health
- .5 Career & College Readiness
- .5 Personal Finance
- .5 Physical Education
- 1 Business, Technology, Fine Arts or Foreign Language
- 5 Electives

#### **22 Total Minimum**

Students and parents should remember, however, that these are minimum requirements only. Most students graduate with many more credits than the basic minimum and they are probably better prepared for any future they plan.

## REGULAR DIPLOMA

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

As an alternate to the requirement that students attain passing scores on all graduation tests required by the ODE in order to be eligible to graduate, students can meet the State requirements if the following conditions are met:

- Passing 4 out of 5 tests and missed passing the fifth test by 10 points or less;
- A 97% attendance rate in each of the last four school years, excluded excused absences;
- No expulsions in the last four years;
- A grade point average of at least 2.5 out of 4.0 in the subject area not passed;
- Completion of the high school curriculum requirement in the subject area not passed;
- Participation in District intervention programs with a 97% attendance rate or a comparable outside program; and
- A letter of recommendation for graduation from each of the student's high school teachers in the subject area not passed and the high school principal.

## CRITERIA FOR DIPLOMA WITH HONORS

New Diploma with Honors criteria became effective on June 30, 2007, as a result of Ohio Core legislation passed in Dec. 20. Beginning with students starting high school in the fall of 2007, students must complete more intensive criteria in mathematics, science and social studies for high school academic and career-technical Diplomas with Honors. The new Diplomas with Honors will not affect the graduating classes of 2007 through 2010.

The student who completes the **high school academic** curriculum shall meet at least seven of the following eight criteria:

- a. Earn four units of English;
- b. Earn at least four units of mathematics that shall include Algebra I, Algebra II, Geometry and another higher-level course or a four-year sequence of courses that contain equivalent content;
- c. Earn at least four units of science including one unit of physics and one unit of chemistry;
- d. Earn four units of social studies;
- e. Earn either three units of one foreign language or two units each of two foreign languages;
- f. Earn one unit of fine arts;
- g. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; OR
- h. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) OR a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive **career-technical** education curriculum shall meet at least seven of the following eight criteria:

- a. Earn four units of English;
- b. Earn at least four units of mathematics that shall include Algebra I, Algebra II, Geometry and another higher-level course or a four-year sequence of courses that contain equivalent content;

- c. Earn at least four units of science including one unit of physics and one unit of chemistry;
- d. Earn four units of social studies;
- e. Earn four units in a career-technical education program that leads to an industry recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
- f. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at [http://www.webxam.org/info\\_docs.asp](http://www.webxam.org/info_docs.asp), with additional content available by clicking [here](#)) or equivalent assessment aligned with state-approved and industry validated technical standards; OR
- g. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; OR
- h. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) OR a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

### **COURSE LOAD REQUIREMENTS**

Full time students at Talawanda High School are required to be enrolled in a minimum of six (6) courses per semester. Only students taking Miami University classes (PSEO), credit flexibility, or students in work-study may deviate from this requirement.

### **GRADE CLASSIFICATION**

Sophomore	5.5 credits
Junior	11 credits
Senior	16.5 credits

### **SENIOR RECOGNITION**

All recognition to seniors is based on weighted GPA. It is determined by the cumulative grades at the end of the seventh semester. In order to be considered for senior recognition, a student must have attended Talawanda High School for at least five semesters. The point value is determined by the Talawanda High School weighted grading scale. PSEO is weighted at the AP level and will be calculated as such. **Weighted grades will not be calculated in credit flex honors classes.**

### **GUIDELINES FOR EARLY GRADUATION**

Talawanda High School recognizes, as does the State of Ohio, that students will complete graduation requirements at different grade and age levels in high school careers. The student is responsible for completing an application for early graduation. It is available in the Guidance Office. Because of English IV and Government & Politics requirements, this application is due in the Guidance Office February 1st of each year. The student, parent, and counselor must complete this form and must be approved by administration.

## **II. GRADING AND REPORT CARDS**

### **GRADE REPORTS**

There are four marking periods of nine weeks each in the school year. Students receive grade reports at the conclusion of each grading period. This report also includes teacher comments and a report of absences for each subject. In addition, students and parents are issued an **Interim Progress Report** during the fifth week of each quarter. Students and parents may also view daily student progress via the web with ProgressBook ([www.parentaccess.swoca.net](http://www.parentaccess.swoca.net)). If you have not received your login and password, contact the Main Office.

Grades represent the teacher's judgment of the student's scholastic achievement. It should be noted that semester grades are cumulative, made up of two (2) nine weeks' grades and the exam grade. It is understood that students must receive passing grades for at least two (2) of the three (3) grading periods (first nine weeks, second nine weeks, and final exam) in order to receive a passing grade for the course. In addition, the semester average must be 60% or higher.

### **REVIEWING A REPORT CARD GRADE**

Semester grades and yearly attendance become a part of the student's permanent record. The student or parent who feels that an error has been made on the student's grade card may initiate an appeal procedure as outlined under the Student Rights' section.

### **INCOMPLETE GRADES**

In the event that a student receives an incomplete "I" grade on a report card, it is the responsibility of the student to consult with the teacher about completing the necessary work to receive a grade. If incompletes are not made up by the end of the following quarter, the "I" will be treated as a FAILURE and the opportunity to make up the work is voided. Extenuating circumstances, such as long-term illness, will be taken into consideration.

### **CALCULATION OF FINAL GRADES**

The calculation of the final average is on a 4.0 grading scale and will be based on the following:

<u>% Range</u>	<u>Letter Grade</u>	<u>GPA</u>	<u>Honors</u>	<u>AP/PSEO</u>
98-100	A+	4.00	4.5	5.0
93-97	A	4.00	4.5	5.0
90-92	A-	4.00	4.5	5.0
88-89	B+	3.00	3.5	4.0
83-87	B	3.00	3.5	4.0
80-82	B-	3.00	3.5	4.0
78-79	C+	2.00	2.5	3.0
73-77	C	2.00	2.5	3.0
70-72	C-	2.00	2.5	3.0
68-69	D+	1.00	N/A	N/A
63-67	D	1.00	N/A	N/A
60-62	D-	1.00	N/A	N/A

### **WEIGHTED GRADES**

Advanced Placement (AP) and Post Secondary Enrollment Options (PSEO) classes carry 1.0 weighted credit. Honors classes carry a .5-weighted credit. A minimum semester grade of a “C” is required to receive a weighted grade.

### **HONOR ROLL**

Honor Roll lists are reported at the end of each grading period and will be listed in the newspaper. Students who achieve a grade point average for the quarter of:

- 5.000-3.900 will receive “Highest Honors,”
- 3.899-3.750 will receive “High Honors,”
- 3.749-3.500 will receive “Honors.”

Those with an average 3.000 to 3.499 will be on our Merit Roll recognition. When considering honor roll recognition, grade point averages will not be rounded up or down. (Example: a GPA of 3.749 will not be rounded up to a 3.750. The student would receive Honors, not High Honors.)

## **III. ACADEMIC OPTIONS**

The following are some of the academic options available to THS students and the guidelines for their implementation.

### **PASS-FAIL PROGRAM**

The option to take a class on a “pass-fail” basis instead of the traditional A, B, C grading system is offered to students so they can take a course without receiving the traditional grade. The following guidelines will be in effect for this program:

1. Only elective courses can be taken on a pass/fail basis
2. Only 1 unit of credit or less may be selected as pass-fail each academic year.
3. Registration in a course on a pass-fail basis requires the permission of the teacher, the parent, school counselor, and an administrator through an application process.
4. Students may register in advance for pass-fail courses. However, should they wish to declare a course in which they originally registered for a letter grade they may do so until the end of the second week of the course.
5. Students must meet all requirements for such courses including completion of tests.
6. Students shall be expected to show the same motivation, self-improvement and earnest effort in the program as they would a graded course. Any student who does not display the above attitudes may be removed from such a course upon the recommendation of the instructor and with the consent of the school administration.
7. Pass (P) will be granted for grades of A to D.
8. Fail (F) will be granted for grades lower than a D.
9. The instructor will report to the Guidance Office the normal letter grade, which will be converted to the respective pass or fail.
10. Students receiving a “fail” mark under this option will not be considered for the National Honor Society or the local honor roll.
11. Once a student has made a decision to be marked on a pass/fail basis, he/she may not request that their semester grade revert back to the traditional letter grade.
12. Students who are identified as English Language Learners (ELL) may take required and elective courses with a pass/fail option in special circumstances with administrative approval.

### **COURSE AUDIT**

Course audit affords an opportunity for students to expand their inquiry into particular areas of our curriculum.

1. Elective courses may be audited during the academic year; however, the consent of the teacher and school counselor is required. Course credit will not be issued to students in the audit program. Lab or studio courses requiring active participation of students in limited space may not be audited until all students taking the course for credit have been assigned. In the event there are still remaining openings a student may petition the teacher to audit the course.
2. Student expectations in the area of attendance, conduct, and participation will be the same as for those students in credit courses. Any violation of the above guidelines may result in a student being reassigned or dropped upon the first offense.
3. The latest date at which a student may request an audit status for a course, which was originally signed up for credit, will be the end of the second week of class. If the teacher feels the student is not benefiting, he/she may request the student be removed from class.

### **CORRESPONDENCE COURSES**

The Ohio State Department of Education permits districts to accept credits earned through correspondence toward graduation. The Principal must approve any variance in the guidelines. Below are the following guidelines for taking correspondence courses.

#### **A. Remediation**

1. Correspondence courses are self-directed and may be used to make up deficiencies or failures and to assist students who have left the formal school setting achieve the goal of graduation.
2. Special approval can be requested for third year students who are a grade level behind in credits or fourth year students who need additional credits outside the normal school day to graduate.
3. All courses taken by correspondence must be approved by an administrator.

#### **B. Acceleration or Early Graduation**

1. Correspondence courses may not to be used for acceleration unless approved by an administrator.
2. Correspondence courses are not to be used for early graduation unless approved by an administrator.

#### **C. Procedures**

1. Correspondence courses must be reviewed by the student's counselor BEFORE registration with the correspondence school is completed.
2. All fees involved are to be paid by the student and/or parent.
3. The final test/examination for the correspondence course is to be administered at Talawanda High School by a member of the guidance staff or a person designated by them.
4. Final grades must be received 7 days prior to graduation.

### **TALAWANDA-BASED ONLINE COURSES**

#### **A. Remediation**

1. Online courses are a series of self-directed courses that may be used to make up deficiencies or failures. The registration process must be completed by the student and approved by a counselor.
2. Students must schedule a period during the school day for an online class.
3. Students can only take one online class at a time per period.
4. All online courses must be approved by a counselor.

#### **B. Acceleration or Early Graduation**

1. Online courses may not to be used for acceleration or early graduation unless approved by the parent/guardian and an administrator.
2. Students must schedule a period during the school day for an online class.
3. Students can only take one online class at a time per period.

## CREDIT FLEXIBILITY

The Talawanda Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization of individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance-based instruction. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of the credit flexibility is to meet increased expectations for high school graduation in response to globalization, student academic needs, technology, and demographics and to meet the demand of the 21<sup>st</sup> century skills.

In accordance with the State law, students can continue to earn credit through the completion of the required course work or earn credit by completing the following requirements in a credit flexibility plan:

1. Test out of the course by demonstrating 80% mastery of course content
2. Pursuing an educational option
3. Pursuing an individually approved option
4. Any combination of the above

Students who wish to participate in the credit flexibility program must complete an application. Packets are available in the Guidance Office and must be completed and returned to the GUIDANCE OFFICE by May 1<sup>st</sup> for the following fall semester and by December 1 for the following spring semester. Applications will not be accepted after due dates.

**Weighted grades will not be calculated in credit flex honors classes.**

## PHYSICAL EDUCATION OPTIONS

**PE Option:** Students who successfully complete **TWO full seasons of interscholastic athletics, marching band, or cheerleading** may be excused from the high school physical education requirement. Students desiring to be excused from the PE requirement must complete a registration packet declaring their intent. Registration packets are available in the Guidance and Athletic Offices and must be completed and returned to the **ATHLETIC DIRECTOR'S OFFICE OR MUSIC DEPARTMENT BAND DIRECTOR'S OFFICE within ten (10) calendar school days following the 1<sup>st</sup> official starting date for coaching and instruction in accordance with the Ohio High School Athletic Association Handbook.** Students should check with the THS Athletic Office, their coach, or the music department band director for the official start date. Applications will not be accepted outside of the ten (10) day window. Attendance will affect the ability to earn credit through the PE Option Program.

Interscholastic athletic teams currently recognized by the Ohio High School Athletic Association in the Talawanda School District include:

Baseball	Basketball, boys and girls	Cheerleading
Cross Country, girls and boys	Field Hockey	Football
Golf, boys	Ice Hockey	Soccer, girls and boys
Fast Pitch Softball, girls	Swimming/Diving, girls and boys	Track, girls and boys
Tennis, girls and boys	Wrestling	Volleyball

## POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Miami University classes may be taken for credit for just Miami or for both college and high school credit. Talawanda High School's Miami University class designation may be scheduled for only those periods directly affected by the time constraints of the actual Miami class. Those students may attend Talawanda study halls on days when they do not have their Miami classes, otherwise they are not to return to the high school until their next scheduled class period. The school will pay for all classes taken for THS credit. The parent and student are responsible for all fees if classes are taken for college credit. Parents must be aware of how their student will travel to and from Miami classes and accept full responsibility for their student during the time away from the high school.

1. High school classes MUST have first priority since PSEO students are high school students first and college students second.
2. Since all high school schedules are computer generated, students will be unable to leave certain periods open for Miami classes.
3. The sequence should be as follows:
  - a. Register for Talawanda High School classes.
  - b. Pick up a Post-Secondary Options Resource Booklet from your counselor and review the program thoroughly.
  - c. Complete Miami's Post-Secondary Enrollment Options application and turn it into Miami's Admissions Office.
  - d. Register for the Miami class at the Registrar's Office; all classes must be taken for credit; no audits are permitted.
  - e. When you receive your Miami schedule, bring it and your registration form to your counselor who will then attempt to adjust your Talawanda schedule to fit the Miami schedule
  - f. The Talawanda schedule will be adjusted within reason. If the high school schedule cannot be changed, the Miami class must be changed.

## **ATTENDANCE**

### **DISTRICT STATEMENT**

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. A student is considered EXCUSED for the following reasons:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family
- C. Quarantine of the home
- D. Death in the family (limited to three days. Additional days may be permitted with administrative approval)
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
- F. Observation or celebration of a bona fide religious holiday
- G. Court appearance
- H. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved
- I. enrichment or extracurricular activity
- J. Such good cause as may be acceptable to the Superintendent or his/her designee

- K. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy [5725](#)

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse.

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

- Missed Bus
- Overslept
- Car Trouble
- No Parent Note **and/or** Excuse Offered

Below is the state of Ohio legislation regarding school attendance (SB 181).

### **SENATE BILL 181**

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.

In the case of either "habitual" or "chronic" truants, the Talawanda School District Board of Education may:

- Assign the student to an alternative school
- Require the student to participate in a truancy prevention program
- Require the student to receive appropriate counseling
- Require the parent, guardian or other persons having care of the student to attend a parental involvement program under section 3313.472 or 3312.63 of the Ohio revised code.
- Require the parent, guardian or other persons having care of the student to attend a truancy prevention mediation program
- Notify the registrar of motor vehicles of a habitual truant under section 3321.13 of the Ohio revised code.
- Take legal action under section 2919.222, 3321.20, or 3321.38 of the Ohio revised code.
- Students who are habitual or chronic truants may receive a citation to the appropriate court. The student's parent(s) may also receive a citation to the appropriate court.

### **Statement of Partnership**

We realize that the majority of our students never have a problem with truancy. We value our partnership with you in providing an excellent educational experience for your child. Please know that we will work with you to continue that partnership.

## **TALAWANDA HIGH SCHOOL ATTENDANCE PROCEDURES**

### **A. ABSENCE FROM SCHOOL PROCEDURES**

On, or before, the day of absence, a parent/guardian should call the Attendance Office, 273-3211, to report a student absent from school. This line is available 24 hours a day. If a parent has called the Attendance Office, a written note WILL NOT be necessary.

If a call has not been received, the Attendance Office will begin making home phone calls to missing students by 8:30 am. Students who have not been called in and wish to have his/her absence excused MUST, within 5 school days:

1. Present a note stating:
  - a. Date(s) of absence
  - b. Reason of absence
  - c. Signature of parent/guardian
  - d. Phone number where parent/guardian may be reached
2. Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams. Students have 5 days from their return to school to provide documentation to change an unexcused absence to an excused absence.
3. Students who are 18 years or older may not phone themselves in as absent and are required to follow the same procedure.
4. Parents may excuse their child for a total of FIVE occurrences each semester. After five occurrences all absences will be considered UNEXCUSED unless supported by a doctor or court.

Unexcused occurrences consist of:

- Partial Day (arriving after 9:30 or dismissing prior to 1:15)
- Full Day

The sixth occurrence will result in disciplinary action as follows:

6 <sup>th</sup> -7 <sup>th</sup> occurrence	1 Extended School Day
8 <sup>th</sup> -9 <sup>th</sup> occurrence	2 Extended School Day
10 plus occurrence	1 In School Assignment for each occurrence

## B. MAKING UP WORK DUE TO ABSENCE

It is the responsibility of the student to arrange to make up work and take any tests he/she may have missed. The teachers will assist and cooperate, but the student must take the initiative and complete make-up work as directed by the teacher. Work or tests not made up will be graded "F" for the entire time of absence, even if the absence was excused. When a student is excused from school, he/she must turn in make-up work as follows:

- 1 All regular class assignments, homework, and previously announced quizzes and tests are due upon return to class. Teachers may give a make-up test that is different than the original.
- 2 Newly assigned work and additional make-up work required because of absence must be turned in within the same number of days absent plus one.

Failure to turn in make-up work when required will result in grades of zero for each day's work missed. Refusal to do any extra work assigned may also result in a further point deduction for each assignment not completed. If students are absent the day before a test, they must still take the test upon their return to school if the test was announced at least three days in advance and they were present. Teachers may also give a different test as make-up for a test missed. In those special cases, arrangements for completion of work are to be made with each teacher. Students who are truant are not allowed to make up work for credit and will receive a grade of zero for all work assigned or due while they were truant.

## C. TARDY AND EARLY DISMISSAL GUIDELINES

Talawanda High School values and encourages all students to be in class at all times, as much of the educational process is lost when students are not present for class time. While we hope that medical and/or legal appointments can be scheduled after the school day ends, we realize that this is not always possible. A student may come in late or leave school before the end of the day if they have a medical or legal appointment. **In order for a student to leave school early, a written request must be given to the Attendance Office before the end of First Period.** The written request must include: student's name, time for the early dismissal and reason for requesting the early dismissal. Notes may be verified through a phone conversation with the parent/guardian, if warranted. PHONE CALLS WILL NOT BE ACCEPTED. The student

must sign out in the Attendance Office before leaving school. **Documentation from the court or doctor must be presented upon return to school.**

Tardy to School and Early Dismissals:

- All students are to be in their 1<sup>st</sup> period class upon the ringing of the 7:50 a.m. bell. A student who arrives after the 7:50 bell has rung must report directly to the Attendance Office to sign in and receive an admittance slip. This student will be marked tardy to class. Failure to sign in to avoid a tardy will result in Disciplinary Action.
- Students who are picked up from school or leave school with proper documentation before 2:50 p.m. are recorded as leaving with an Early Dismissal.
- Students who are tardy to school or leave school early for reasons other than a court or doctor's appointment are allowed two Tardies and/or Early Dismissals per semester without penalty. The third instance will result in disciplinary action as follows:

3 <sup>rd</sup> offense	1 Extended School Day
6 <sup>th</sup> offense	2 Extended School Days and 5 day parking pass suspension for seniors
9 <sup>th</sup> offense	1 In School Assignment Day and 15 day parking pass suspension for seniors
12 <sup>th</sup> offense	2 days In School Assignment, required Parent Conference for readmittance and 45 day parking pass suspension for seniors
15 <sup>th</sup> offense	3 day Out of School Suspension, required Parent Conference for readmittance and 45 day parking pass suspension for seniors
18 <sup>th</sup> offense	5 day Out of School Suspension, required Parent Conference, notify the Registrar of Motor Vehicles of a habitual truant under Section 3321.13 of the Ohio Revised Code 2, Court referral, and loss of all parking privileges for school year for seniors.

Be aware that **3 unexcused offenses** will count as one unexcused day of absence for truancy purposes and parking privileges.

Students with a total of 18 or more occurrences during one school year will not be eligible to apply for a parking permit the following year if any of those occurrences are unexcused.

#### **D. STUDENTS WHO BECOME ILL AT SCHOOL**

Students who become ill while at school must report to the clinic. The clinic personnel will notify the parent/guardian. The student will sign out through the Attendance Office. Students who do not drive are to remain in the clinic until their parent/guardian picks them up.

#### **E. COLLEGE VISITS**

Seniors and second semester juniors will be given reasonable time (3 times) to visit colleges where they have applied, intend to apply, or there is a valid reason for such a visit. College visit forms are available in Attendance Office. Students should bring the completed form to the Attendance Office at least three (3) school days prior to the visit. Upon returning to school, a student must submit the college visitation form to the attendance office, signed by the college admissions office. Failure to follow this procedure may result in the days being rendered Unexcused Absences.

#### **F. VACATIONS**

Vacation days are no longer considered as excused by the State of Ohio.

#### **G. EXAM ATTENDANCE**

Students may not be absent during final exams unless a physician's statement (or appropriate documentation for other absences) is presented to an administrator. Make up exams will be scheduled for those students only.

First semester exam make-ups must be completed within 10 school days following the last day of the exam schedule. Second semester make-ups are done by appointment only and must be completed by the end of June.

## **H. ATTENDANCE AND YOUR DRIVER'S LICENSE**

It is the intent of the Talawanda Board of Education to encourage productive school attendance for all students, to discourage school dropouts, and to utilize all effective measures to discourage the illegal use of drugs and alcohol among the youth of the community. Because of this, in the following circumstances, action will be taken that will result in the suspension of your driver's license. Please read this information carefully:

1. **Withdrawal from school**

A student who withdraws from school for a reason other than a change of residence and who is not enrolled in and attending an approved program to obtain a diploma or its equivalent will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court.

2. **Excessive Absences**

A student who is excessively absent from school (absent without a legitimate excuse for 10 consecutive school days, or at least 12 total school days during the year) will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court.

3. **Suspension/Expulsion**

A student who is suspended and/or expelled from school for the use or possession of drugs or alcohol will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court. Notification of the Bureau of Motor Vehicles regarding withdrawal, excessive absences, or suspension/expulsion, as outlined above, shall result in the suspension of the student's driver's license until age eighteen. If the student has not been issued a temporary driving permit or a driver's license, the Bureau of Motor Vehicles shall deny such permits or license until the student becomes eighteen years of age. It is extremely important that you follow all attendance regulations and procedures in order to keep your driver's license or temporary permit.

# **DISCIPLINE**

## **I. STUDENT CODE OF CONDUCT**

### **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

### **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **STUDENT CODE OF CONDUCT**

The following Code of Conduct prohibits certain types of behavior that constitute major offenses which may lead to a suspension or expulsion from school:

#### **Rule 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.

The following electronic devices are considered disruptive and must be turned off and kept out of sight during the school day:

- Cell phones
- MP3 players, cassette/CD players
- Laser pointers
- Video games
- Cameras
- Laptop computers
- Any other items deemed "nuisance items" by the principal

Any electronic devices may be used with special permission for instructional purposes in classrooms or study halls during the school day.

Music players may be used with earphones during lunch periods.

Teachers or administrators may confiscate such electronic devices if they are on, audible, visible, or disruptive.

**First Offense:** Verbal warning and students will have these devices returned to them at the end of the day.

**Second Offense:** Detention and a parent must come in and pick the up the device.

## **Rule 2. Damage, Destruction or Theft of Property (Public or Private)**

A student shall not cause or attempt to cause damage to public or private property or steal or attempt to steal public or private property either on the school grounds or during a school activity, function, or event off school grounds.

## **Rule 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, function or event.\_

## **Rule 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.\_

## **Rule 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.

## **Rule 6. Failure to Follow Reasonable Requests**

A student shall not fail to comply with directives of any Talawanda High School staff member during any period of time when he/she is under the authority of school personnel.

## **Rule 7. Knowledge of Drugs, Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of drugs, dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

## **Rule 8. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon or dangerous object.

## **Rule 9. Narcotics, Alcoholic Beverages, and Drugs**

- A student shall not possess, use or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, intoxicant, mood altering chemical, controlled substance, or look-alike of any kind. Paraphernalia used to administer substance abuse is prohibited.

- Use of a drug authorized by a registered physician to that individual may not be a violation of this rule; however, physician prescribed medications must be delivered immediately to the health clinic and will be dispensed by the school nurse or designee.
- Students may use over-the-counter medications at school with written permission of the parent and physician. Such written permission will be kept on file in the clinic. No person may sell, give, deliver or offer to do so any such over-the-counter or prescription drugs to any other person at school or school events.

#### **Rule 10. Gambling**

Gambling by students on school property is prohibited. The possession and use of playing cards for gambling or for entertainment is not permitted.

#### **Rule 11. Acts of Immorality**

Students shall not possess pornographic matter or commit sexual acts on school property.

#### **Rule 12. Use or Possession of Tobacco Products and/or Matches or Lighters**

Students shall not possess or use tobacco products or smoking paraphernalia on school grounds or at school events at any time.

**Students who are found with tobacco products may be cited by the Oxford Police Department.**

#### **Rule 13. Cheating**

Students shall not transfer or participate in the unauthorized transfer of any information that impacts student evaluation. Students shall not participate in plagiarism.

#### **Rule 14. 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. The faculty and administration will have the responsibility of deeming what is appropriate for the health and safety of all persons involved in all aspects of Talawanda High School. The standards were established with the knowledge that the building is not climate controlled.

**First Offense:** verbal warning and student will be required to correct the infraction before returning to class.

**Second Offense:** Discipline will be issued based on severity of the infraction and student will be required to correct the infraction before attending classes.

In order to promote an environment conducive to learning, the standard for personal appearance ***prohibits*** the following:

- Low-cut or see through clothing
- Skirts, skorts, and dresses shorter than mid-thigh, even with leggings worn underneath. For skirts, skorts, and dresses with slits, the slit must meet the above standard.
- Pants with holes or tears above mid-thigh
- Pajama pants or house slippers
- Visible undergarments
- Spiked jewelry or long linked chains
- Exposed midriffs and/or lower backs
- Halter-tops, muscle shirts, mesh shirts, and/or spaghetti straps
- Spandex or spandex-like shorts or pants
- Hats, bandanas
- Items that display or allude to inappropriate language or graphics representing any type of alcohol, tobacco, violence, illicit drugs, sex, or deemed to be disruptive to the educational process.

#### **Rule 15. 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.

#### **Rule 16. Lying**

A student shall not lie, tell falsehoods, accuse others falsely, or give false testimony to school personnel.

### **Rule 17. 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.

### **Rule 18. Attendance**

Students should report to school on time and be in the areas indicated by their schedule.

### **Rule 19. Transportation**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop).
- Stay off the road at all times while walking to and waiting for school transportation.
- Line up single file off the roadway to enter.
- Wait until the school transportation is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Properly board and depart the vehicle.
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school transportation at all times;
- Not push, shove or engage in scuffling;
- Not litter in the school vehicle or throw anything in, into, or from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;
- Not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined as follows:

**First Referral** – Student/Principal Conference. 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 a building administrator, a phone call to parent, and documentation of student misconduct report mailed home.

**Third Referral**-Will result in a conference with the student, phone conference with parent, and 3–day 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 ten-day suspension during the first semester, discipline will result in a different infraction second semester. Please refer to the following infractions:

- i. Four or less referrals during the first semester allow students to start over in the discipline system second semester.
- ii. 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.

## **Rule 20. 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 may result in School Assignment or Out of School Suspension. Violations of federal, state and local laws may also result in disciplinary action.

**\*\*NOTE: All rules are in effect:**

- On the school grounds during and immediately before or after school hours.
- On the school grounds at any other time when any school group is using the school.
- Off the school grounds at a school activity, function, or event.
- On school buses.

## **II. DISCIPLINARY ACTIONS**

### **NOTES ON DISCIPLINE**

There are four levels of formal discipline at Talawanda High School: Detention, Extended School Day (ESD), In School Assignment (ISA), and Out of School Suspension (OSS)/Expulsion. The following notes exist to help clarify the discipline policy:

- **Detention:** student will serve detention from 3:00-3:30 p.m.. daily
- **Extended School Day:** student will serve ESD from 3:00-5:00 p.m.. Monday, Tuesday, and Thursday. The student will have supervised study time and community service.
- **In School Assignment:** student will serve ISA full or partial day(s) in room 175. Teachers will provide assignments for students to complete in ISA in lieu of assignments completed in class for that day.

Students serving ISA during 5<sup>th</sup> period will eat lunch in the ISA room. The standard lunch for the day will be delivered to room 175. If the student has special dietary needs or preferences, he/she must bring in a packed lunch from home.

- **External suspension:** student is sent home to the care of the parent.
- Protection of student's rights in disciplinary matters is assured and due process procedures must be followed at all times. Any student may appeal a disciplinary action to the Principal or Superintendent.
- Discipline may be recommended by any staff member of THS. Staff members include: administrators, teachers, secretaries, bus drivers, custodians, substitute or student teachers, educational assistants, cafeteria workers, and volunteers serving the school or chaperoning school events.
- Detentions may be given by administrators, teachers, student teachers and substitute teachers.
- ESD, ISA, or OSS may only be given by a principal or their designee.

### DISCIPLINE STEPS

The following guidelines apply to disciplinary actions:

1. For detention and Extended Day, students must be in the room by 3:00 P.M. Late arrival will result in an additional discipline time.
2. Students having more than one detention or Extended Day for that date will have the additional disciplines assigned on the next available date.
3. **Students requesting a change of date for serving a detention or Extended Day must bring a doctor's note or court document. Excuses by phone or note AFTER the scheduled date will NOT be accepted. The detention or Extended Day will be served on the next available date. Exceptions will not be made for sports, jobs, or extracurricular activities.**
4. Students are to have study materials with them while serving their disciplines.
5. Disruption during the discipline will result in that student being removed and the assignment of additional discipline.
6. Failure to serve a detention without an excused reason will result in ESD. Subsequent skipping of detention may result in potential ISA with ESD attached at the end of the same day, or OSS.
7. **No exceptions** will be made for those people who are in athletics, any activities or after school jobs. You are expected to attend.
8. Students who skip detentions in favor of ESD will be assigned additional days of Extended School Day or ISA with ESD attached at the end of the same day.
9. If a student has an excused absence the day a discipline is assigned, the student will be called to the office to reschedule.
10. Accumulation of excessive detentions or Extended Days may result in additional disciplinary action.

### ACCUMULATION OF DETENTIONS

An accumulation of rules violations during the school year for which the normal consequence would be the assignment of a detention will lead to the following consequences:

<u># of Detentions</u>	<u>Consequence</u>
1-4	Detention (as assigned)
5-7	ESD (one day)
8-9	ESD (two days)
10-11	ISA with extended day attached at the end of the day (three days)
12+	OSS (three days)

- This three day suspension could be reduced to a one day suspension if the parents come to school for a conference.
- Extreme accumulations of violations (disruption of education) could lead to a recommendation for expulsion.

### **OUT OF SCHOOL SUSPENSION (OSS) AND EXPULSION**

In accordance with Ohio Law (Section 3313.66 R.C.) the Superintendent of Schools or Principal may suspend a pupil from school for not more than ten days. In addition, the Superintendent may expel a student from school for up to 80 days. The parent or legal guardian of a student expelled from school may appeal such action directly to the Board of Education or its designee and shall be permitted to be heard against the expulsion PRIOR TO THE TIME OF THE EXPULSION. No academic credit will be given during expulsion.

## **III. DISCIPLINARY PROCEDURES AND APPEALS**

### **DUE PROCESS**

Students are entitled to “due process” procedures when they are charged with misconduct in the violation of rules or any act that may lead to suspension or expulsion from school. At the minimum due process requires advising the student about the accusation made against him and permitting the student to give “his side of the story.” Due process does not mean that exactly school authorities when engaged in disciplinary procedures must follow the procedures used by courts in juvenile proceedings. Due process requires reasonableness and fairness in view of all the facts and circumstances of the particular case.

### **SUSPENSION PROCEDURES**

1. Notice of Intent to Suspend. Whenever an incident occurs that may lead to a suspension, the principal or assistant shall investigate the nature of the alleged offense. If grounds for suspension do exist, as soon as possible the student shall be given a “Notice of Intended Suspension” which advises him/her that he/she may be suspended for the reasons stated and be given an opportunity to be heard. The informal hearing may take place immediately.
2. The Informal Hearing. The informal hearing should deal directly with the written reasons for intended suspension providing the student with opportunity to tell his/her side of the story. The informal hearing may include statements in support of the charges and/or mitigation or explanation of his conduct. The informal hearing may be held before the principal or assistant principal.
3. Notifying Parent of Suspension. Within 24 hours of the decision to suspend, the principal must notify in writing the parent, guardian, or custodian of the student, the superintendent and the Treasurer of the Board of Education of the suspension. The notice must include the reasons and days of the suspension; the right of the parent to appeal to the Superintendent or his designee; and the right to be represented at the appeal.
4. Authority to Suspend. Only the principal or superintendent may suspend. Suspensions are not to exceed 10 days.
5. Proof-of-Mailing. Suspension notices are to go through the regular mail. When deemed necessary, proof-of-mailing which is available via the postal service, may be used.

### **REMOVAL PROCEDURE**

The immediate removal of a student from school may be necessary under certain circumstances. A student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

1. Immediate Removal. If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school

premises, the principal, assistant principal or superintendent may remove a student from curricular or extracurricular activities or from the school premises.

2. Teacher Removal of Student. A teacher may remove a student from curricular or extracurricular activities under his supervision but not from the premises. In such cases the teacher must submit in writing to the principal the reasons for such removal as soon as possible.
3. The Informal Hearing. Within 72 hours from the time the initial removal is ordered, a hearing must be held. Written notice of the hearing, the reasons for removal, and any intended disciplinary action (suspension or expulsion) must be given to the student as soon as practicable prior to the hearing. The notice may be sent to the student via the regular mail with "proof-of-mailing" used, if deemed necessary. If a suspension is probable the hearing will follow the procedures established above for suspensions. The person who ordered or requested the removal must be present at the hearing. If an expulsion is probable the hearing will follow the procedures set down below for expulsions. The person who ordered or requested the removal must be present at the hearing.
4. Non-Application of Due Process. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion the due process requirements of Ohio House Bill 421 do not apply.

### **EXPULSION PROCEDURES**

Expulsion of a student is a serious penalty and shall not be considered unless deemed necessary by school authorities.

1. Notice of Intent to Expel. The superintendent must give written notice to the student and his parent, guardian, or custodian including (a) reasons for the intended expulsion; (b) opportunity for the student, parent, guardian, custodian, or representative to appear before the superintendent or his designee to which must not be less than 3 days nor later than 5 days after the notice is given.
2. Extension of Time for Hearing. The pupil or his parent, guardian, custodian, or representative may request an extension of time which the superintendent may grant informing the parties of the new time and place.
3. Hearing Before Superintendent. If the pupil and parents choose not to waive a hearing, then a hearing shall be held before the superintendent or his designee at the appointed time and place where opportunity is provided to defend against the charges.
4. Right to Appeal. Within 24 hours of the decision to expel, written notification must be sent to the parent, guardian, or custodian of the right to appeal to the board of Education or its designee; the right to be represented in the appeal; and the right to request that the hearing be held in executive session.

### **APPEALS FOR SUSPENSION AND EXPULSION**

A student or his parent, or guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee (hearing officer). The student has a right to "representation" at the hearing, which may mean anyone of his choosing including an attorney. At the request of the student, his parent, guardian, custodian, or attorney, the Board or its designee may hold the hearing in executive session. Formal action to reinstate the pupil, or affirm, vacate, or modify the disciplinary action on the appeal may only be taken in a public meeting of the Board.

A verbatim, word for word, record is required which can be done by using a stenographer, a tape recorder, or some other mechanical device. The record need not be reduced to writing unless further appeal is made to the Court of Common Pleas.

All class work and homework will be requested the first day of the suspension. Work is due and tests must be completed the day the student returns

### **APPEALS ON ACADEMIC OR MINOR DISCIPLINARY MATTERS**

If a student believes that an academic or disciplinary injustice (not subject to suspension or expulsion) has occurred, the student may use the following procedure for appeal. (The parents may be present if either party wishes).

### **ACADEMIC APPEALS**

If a student thinks that an academic injustice (including classroom grading, grade values and grade reports) has occurred in violation of building or board-approved policy, the following steps are to be taken:

1. Within five school days from the alleged violation or issuance of grades the student will have a conference with the teacher involved.
2. If the student is not satisfied with the result of that conference, he/she will submit a written appeal to the department chairperson within two school days, stating the complaint, submitting any relevant evidence and requesting a meeting with the chairperson within four school days. At this meeting the teacher, chairperson, and student should come to a mutually acceptable agreement. (If the complaint is against the chairperson the assistant principal will conduct the hearing.)
3. If the student is not satisfied with the result of that meeting, within two days he/she will submit a written request to the principal for a meeting, which will include the teacher, the parent/guardian, the student, the chairperson, and the principal. Appeals at this level should only be made if the student feels that there was an actual error in grading, averaging, or application of classroom grading procedures. This meeting shall take place no more than four days after the receipt of the request and shall be conducted by the principal. The teacher, chairperson and principal must be in agreement with the final decision.
4. If the student is not satisfied with the result of that meeting, within two days he/she will submit a request for a final meeting, which shall include the teacher, parent, student, and chairperson, principal and assistant superintendent. At this meeting a final decision will be made. The decision must have the approval of three of the four educational representatives.

### **DISCIPLINARY APPEAL**

This procedure is designed for problems that may arise between students and teacher of a minor nature that are not causes for suspension or expulsion.

1. Conference between student and teacher involved within 24 hours of the incident.
2. If the student is not satisfied with the results of the conference, the student shall be entitled to a conference with his counselor if available. The student makes the decision on the teacher being present at this meeting.
3. If the student still is not satisfied, the student may ask for a meeting with teacher, counselor and school principal. Decision at that level will be final.

## **IV. HARASSMENT POLICY**

### **TALAWANDA BOARD OF EDUCATION POLICY 2260**

#### **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. (See Section 5517 Anti Harassment)

It is the policy of the 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 Educational 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 educational 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.

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

## **V. SUBSTANCE ABUSE POLICIES**

### **INTRODUCTION**

The Talawanda Board of Education recognizes that chemical dependency is a preventable and treatable health problem. It is the intent of the Board of Education to keep the schools of the district free from alcohol and other drugs. It is also the intent of the board to keep the schools free from the harmful effects that such substances can produce.

### **POLICY STATEMENT**

A student shall not possess, use, transmit, conceal alcohol and other drugs including but not limited to narcotics, hallucinogenic drugs, intoxicants, inhalants, and/or look-a-like drugs.

Additionally, no student shall possess, either in a school locker or on his person or possessions, including a motor vehicle, alcohol and other drugs as specified above, or drug paraphernalia while on school property, during transportation to school events, or while in attendance at any school sponsored activity.

### **THE FOLLOWING MAY RESULT IN A RECOMMENDATION OF EXPULSION:**

**Narcotics, Alcoholic Beverages and Drugs:** A student shall not possess, conceal, be under the influence of, or distribute any narcotic, alcoholic beverage, drug, mind-altering substance, counterfeit substance or paraphernalia related to drug use.

Procedures for substance abuse related infractions, grades 9 through 12:

1. The principal will suspend the student for 10 days, and a recommendation for expulsion may be made to the superintendent. The principal will also notify the Oxford Policy Department for possible charges to be filed. Every reasonable attempt will be made to directly contact the parent/guardian by phone at the time of the disciplinary action.
2. The principal will notify the parent(s)/guardian in writing, using the suspension form.
3. The student should be evaluated, or begin an evaluation, by a trained Chemical Dependency Counselor within 48 hours for a professional assessment concerning where the identified student falls on the continuum between experimentation and dependency. Education, treatment, random screening, or nothing may be recommended by the referral agency.
4. The superintendent's office will notify the parent/guardian of policy and procedure related to hearings and a hearing date.
5. If a first time chemical abuse policy offender (all 4 years of high school are considered) agrees to follow the terms and conditions outlined in the formal substance abuse assessment, the recommendation for expulsion "may" be held in abeyance. The agency will be in regular contact with the administration at THS to convey progress on the recommended course of action.
6. If the cooperating assessment and referral agency notifies the THS administration that the student is not participating in the recommended program, the recommendation for expulsion will be reinstated.
7. Students who forego the evaluation process are subject to normal disciplinary procedures.
8. Students caught distributing or selling on school property, or for a second offense violation, any time during secondary schooling will be suspended for 10 days and recommended for expulsion for 80 days and the principal will notify the Oxford Police Department.
9. Whenever a student is expelled for a substance abuse-related offense, the superintendent may notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court to revoke the student's driver's license or instructional permit. Such notification is to be given within 2 weeks after the expulsion in a manner that complies with the provisions of O.R.C. 3321.13 (b)(3).

### **STUDENT ACTIVITIES AND SUBSTANCE ABUSE**

This policy shall be in effect for all extra-curricular activities whether on our school grounds or on any off-campus trips or sponsored activities. All members of athletic teams, bands, dramatic productions, and clubs are covered by this policy as detailed in the Extra Curricular Activities Code.

## **STUDENT SERVICES**

### **I. GUIDANCE AND CAREER SERVICES**

#### **MISSION STATEMENT**

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

- Personal Wellness
- Academic Achievement
- Career Readiness

#### **GENERAL INFORMATION**

Services provided by the Guidance program are for all the students. Counselors are available to students and parents who wish to discuss such matters as educational and career planning or personal and social issues.

Counselors are available during school hours and other times by appointment. Students wishing to see their counselor are encouraged to sign up for an appointment in the Guidance Office. Students and parents are also encouraged to take advantage of newsletters, evening workshops throughout the year, and the Career Center.

### **SCHEDULING PROCEDURES AND CHANGES**

1. All students should register for a minimum of six classes each semester and for no more than one study hall each semester.
2. Students must meet graduation requirements for any given year before scheduling elective courses.
3. Students should indicate alternative course selections on their registration sheet. These will be used to fill the student's schedule if the initial course is unavailable.
4. Students should request a scheduling change within the first 5 days of the semester for the following reasons:
  - to take courses necessary for graduation for college requirements or post-secondary enrollment options.
  - if the original or alternate course requests were not scheduled by the computer.
  - to replace a study hall with a class.
  - to withdraw from a course. After the second week of the semester the student will receive a semester grade of "WF" (Withdraw Fail) which will be computed in the grade point average.
  - to accommodate academic level changes (i.e. college prep, general). This will occur only after consultation with parent, guidance counselor and teachers. This must occur within the first nine weeks of the semester.
  - for medical reasons as requested by a physician. Required courses will not be permanently waived.
  - written parent permission is required for any schedule change.
5. The school retains the right to change a student's schedule when deemed necessary.

### **COLLEGE TESTING DATES**

The following is a list of test dates for 2010-11 school year. College bound seniors must schedule these tests. The school code for Talawanda High School is: **363-990**

**PSAT:** Wednesday, October 12, 2011

**PLAN:** Wednesday, October 19, 2011

**SAT I and SAT II:** Register online at: [www.collegeboard.com](http://www.collegeboard.com)

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
October 1, 2011	September 9, 2011	September 21, 2011
November 5, 2011	October 7, 2011	October 21, 2011
December 3, 2011	November 8, 2011	November 20, 2011
January 28, 2012	December 30, 2011	January 13, 2012
March 10, 2012	February 10, 2012	February 24, 2012
May 5, 2012	April 6, 2012	April 20, 2012
June 2, 2012	May 8, 2012	May 22, 2012

**ACT:** Register online at: [www.act.org](http://www.act.org)

<u>Test Date</u>	<u>Regular Registration Postmark Deadline</u>	<u>Late Registration Postmark Deadline</u>
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September 10, 2011	August 12, 2011	August 13-26, 2011
October 22, 2011	September 16, 2011	Sept. 17-30, 2011
December 10, 2011	November 4, 2011	November 5-18, 2011
February 11, 2012	January 13, 2012	January 14-20, 2012
April 14, 2012	March 9, 2012	March 10-23, 2012
June 9, 2012	May 4, 2012	May 5-18, 2012

## II. HEALTH SERVICES

Students who are ill or become injured should report to the Health Clinic for assistance. Minor first aid is available and the school nurse is on call for special problems. School personnel are not permitted to dispense aspirin and the like. A Permit for Medication must be on file before staff can dispense prescription medications. All medications will be kept in the Health Clinic. Permission forms for over-the-counter medication are required as well. Students are not permitted to leave when they are ill until the illness is verified by the nurse and parent permission is obtained. Emergency Medical Forms must be on file for each student.

Students with asthma or severe allergies may make special arrangements with the school nurse to carry emergency medication with them while in school

A new medication permit signed by both the parent and physician must be filed with the school nurse at the beginning of each school year.

## III. INTERVENTION SERVICES

### STUDENT ASSISTANT PROGRAM

**Description of Intervention:** Comprehensive, team-based approach creating a continuum of services that address concerns for students in the areas of academics, attendance, behavior, and health.

**Timeline:** After a referral is made the team creates an individualized Action Plan to assist the student and provide supports for success.

**Availability:** Throughout the year.

**Scheduling:** Referrals can be made by any school district employee to the intervention coordinator.

**Target Population/Purpose:** Team approach to help students who are struggling in any of the following areas: academics, attendance, behavior or health. A case manager is assigned to the student; the SAP team reviews the primary concern(s), identifies student's strengths/weaknesses, brainstorms possible interventions, and develops an Action Plan; case manager shares plan with parents and engages the student in the implementation.

**Instructional Materials:** Textbooks, workbooks, and other resources provided by teachers and other staff members.

**Contact Information:** Intervention Coordinator or Director of Guidance and Intervention Services

### ADOPT-A-SCHOOL

**Description of Interventions:** Trained volunteers from Miami University work with individuals and small groups in Extra Time/Extra Help, providing a variety of informal supports in all subject areas.

**Timeline:** This program is facilitated on a semester basis with volunteers working with students beginning in mid-September in the fall, and late January for the winter semester.

**Availability:** Most volunteers work for an hour a week.

**Scheduling:** Students sign up with the Intervention Coordinator with the understanding that approximately three volunteers per bell fill our needs.

**Target Population/Purpose:** Students who will benefit from skill reinforcement and moderate interventions at any grade level.

**Instructional Materials:** Provided by the school.

**Contact Information:** Intervention Coordinator

## **READING CURRICULUM**

**Description of Services:** Reading is a year-long course designed to help students master the essential decoding and comprehension skills they need to read and perform well in all classes. Reading strategies, including pre-independent reading and test-preparation strategies are the foundations of this course. Additionally, students will have one-on-one instruction to improve diagnosed areas of concern in reading.

**Scheduling:** Available 9<sup>th</sup>-12<sup>th</sup> grade with teacher recommendation.

**Contact Information:** Guidance Counselor, Intervention Coordinator

## **EXTRA TIME/EXTRA HELP (ET/EH)**

**Description of Services:** Teachers in the four core areas-- math, science, social sciences, and English, work with individuals to provide expert, informal supports in all subject areas.

**Timeline:** Students are scheduled in at the beginning of a semester, at interims, or at any time they feel the need for support and have an "okay" from their guidance counselor. They may also come in from their study hall on an "as-needed" basis.

**Availability:** The program is available throughout the year, all day, every school day.

**Scheduling:** Students are scheduled into ET/EH in place of a study hall.

**Target Population/Purpose:**

- Support any student having difficulties with a specific class or the organizational skills necessary for school success.
- Time for tutoring when a student has been absent.
- Support for freshman transitioning to the self-discipline needed for high school success.

ET/EH is also useful in preparing for high stakes testing, whether shoring up test-taking skills or providing remediation in areas of student academic weakness.

**Instructional Materials:** Extra textbooks, print outs of previously administered state tests.

**Contact Information:** Guidance Counselor, Intervention Coordinator

## **MATH AID**

**Description of Interventions:** Math teachers are available on a rotating basis to help struggling students in all math classes.

**Timeline:** Throughout the year.

**Availability:** Teachers tutor before the start of school every day of the week, and immediately after school on Mondays, Tuesdays, Thursdays, and Fridays. No appointments are required.

**Scheduling:** Teachers agree upon their place on the tutoring rotation within their department

**Target Population:** Any student needing or wanting help.

**Instructional Materials:** Math texts and worksheets.

**Contact Information:** John Meece, Math Department Chair ([meecej@talawanda.org](mailto:meecej@talawanda.org))

## **CBIP (CAREER BASED INTERVENTION PROGRAM)**

**Description of Interventions:** Students take ODE approved courses on line through PLATO, with instructors to guide them in technology use, course selection, and career preparation in cooperation with the Guidance Department.

**Timeline:** Student may enroll as juniors and continue as necessary until graduation.

**Availability:** Two a.m. sessions, one for juniors (25 slots) and one for seniors (25 slots).

**Scheduling:** For a.m. sessions, students attend school from 7:40 until 10:40, then they leave to go to work.

**Target Population/Purpose:** To enable at-risk students who consistently fail in a conventional school setting to graduate, and who have the need/desire to earn wages.

**Instructional Materials:** Computers and PLATO software (online classes provided through Butler Tech).

**Contact Information:** Guidance Counselor

### **OGT REMEDIATION**

**Description of Services:** During an advisory period, or study hall students receive targeted instruction in the four core areas to prepare them for taking the OGT.

**Timeline:** Three weeks prior up to the week of testing.

**Availability:** Provided as a service by the school for students who have failed at least one core area of the OGT.

**Scheduling:** Students are scheduled through the Guidance Office.

**Target Population/Purpose:** Seniors who have not passed one or more sections of the OGT have priority. If space is available it will also be offered to juniors.

**Instructional Materials:** Developed and produced within core area departments to meet OGT benchmarks.

**Contact Information:** Chris Rhoton, Assistant Principal ([rhotonc@talawanda.org](mailto:rhotonc@talawanda.org)).

## **IV. LIBRARY MEDIA CENTER SERVICES**

The mission of the THS Library Media Center is to ensure that students and staff are effective users of ideas and information.

The Library Media Center is located in Room 145. A student wishing to visit the Library Media Center during regular class time must have a pass from the librarian. Upon arriving at the library, individual students must sign in at the circulation desk. Unless the pass states otherwise, the student must remain in the Library Media Center for the entire period.

Most books may be checked out for three weeks at a time. Fines for most overdue books are \$.05 per day. Fines for Reference books are \$.25 per day. Students need to make sure they return books on time and pay fines as they accrue. Seniors who have outstanding fines or books still checked out will have their diplomas held until items are returned and/or fines are paid.

A typewriter is provided free of charge for preparing college and job applications. We also have a photocopier for student use (\$.10 per page).

The library is equipped with Mac computers. Students are strongly encouraged to save all papers on home computers in Rich Text Format (RTF) if they want or need to print in the library in case there is a problem with compatibility. Saving to flash drives is often more successful than trying to open e-mail attachments at school.

Students may log into the Talawanda High School Catalog and check their account, renew books from home, and/or place books on hold. Ask Mrs. Morison or Mrs. Wright how to access your library account from your home computer.

### **COMPUTER NETWORK GUIDELINES**

It is very important that each user of the computer network at Talawanda High School recognize the responsibilities involved with having access to the applications on the network. **The use of the network is a**

**privilege, not a right.** A technology use form needs to be signed in order to use the network. The privilege may be revoked at any time for abusive conduct. Such conduct includes but is not limited to:

- Placing unlawful information on the network, use of abusive or otherwise inappropriate language in either public or private messages or data files
- Sending messages that are likely to result in the loss of recipient's work
- Stealing other people's work
- Copying software for which you have not paid (any violation of anti-piracy laws)
- Snooping in other people's files
- Revealing your password, or any other password, to any other student
- Logging on the computer using any password other than the one you have been assigned
- Using the system without authorization, or helping another person to misuse the school's system or tamper with computers
- Entering chat rooms, playing games, instant messaging during school hours.
- Violation of these guidelines may result in disciplinary action.

### **INFOHIO: THE INFORMATION NETWORK FOR OHIO SCHOOLS**

Talawanda School District encourages all students to use INFOhio to find information for research and projects. The User Name is "learn" and the Password is "infohio". For more information or to find how to navigate through the wonderland of INFOhio resources, please contact your librarian or Carol Morison at 513-273-3262 or [morisonc@talawanda.org](mailto:morisonc@talawanda.org).

## **ACTIVITIES**

### **I. TALAWANDA ATHLETICS**

Talawanda has the following interscholastic teams:

#### **GIRLS**

Cross Country  
Volleyball  
Soccer  
Field Hockey  
Swimming/Diving  
Basketball  
Tennis  
Fast pitch Softball  
Track & Field  
Cheerleading

#### **BOYS**

Cross Country  
Football  
Soccer  
Ice Hockey  
Swimming/Diving  
Basketball  
Tennis  
Baseball  
Track & Field  
Golf  
Wrestling

### **PAY TO PARTICIPATE FEES**

In accordance with policy adopted by the Talawanda Board of Education, a participation fee is required to participate in the Talawanda Athletic Program.

These participation fees are used to offset expenses such as coaches' salaries and transportation costs. The fees for participation in high school or middle school are as follows:

<b><u>THS</u></b>		<b><u>TMS</u></b>	
First sport	\$150	First Sport	\$100

Second sport	\$75	Second Sport	\$50
Third Sport	Free	Third Sport	Free
Family cap*	\$500 per year (*including Marching Band and Middle School students)		

- Fees may be paid at the Pre—Season Rules Meeting or dropped off in the Athletic Department.
- Any students who choose to participate in Marching Band AND a fall sport will be required to pay for both activities (i.e., Marching Band \$150 + Cross Country \$75 = \$225).
- Please make checks payable to “Talawanda High School” and include your child’s name on the memo line of the check.

In order to be eligible to participate, your sport fee **MUST** be paid in full prior to the start of the first regular season contest. Individuals unable to pay this fee will be asked to complete a Financial Waiver Application. Forms will be made available in the Athletic Office. Once completed, applications should be submitted to the Athletic Director for review. Partial fee waivers, paid through the Osborne Scholarship donation, may be granted in extreme hardship cases.

### **INTERSCHOLASTIC STUDENT ATHLETIC POLICIES**

The following general policies shall govern each student athlete participating in any phase of interscholastic athletic program. The head coach of any sport may establish more specific policies. Questions concerning these policies should be directed to the head coach, athletic director or principal.

#### **ELIGIBILITY**

To participate in any sport a student must meet requirements established by the Ohio High School Athletic Association AND Talawanda High School. To be eligible a student **MUST**:

- a. Currently be enrolled
- B. Have been enrolled the immediately previous grading period
- C. Have received passing grades in 5 - 1/2 credit classes (pe = 1/4 credit) as of fall 2008 (\* freshman must have passed 75%)
- D. Maintain a 2.0 GPA according to athletic eligibility policy
- E. Have an OHSAA authorization form and current physical exam form signed by a physician on file in the athletic office.
- F. Have a completed emergency medical form
- G. Have the acknowledgement of authorization requirements on file in the athletic office.

#### **The school does not provide insurance**

#### **ATTENDANCE THE DAY OF A CONTEST**

All students participating in an athletic program must be in attendance a minimum of 5 complete classes on your schedule the day of the contest or practice (or day prior in case of a week-end contest), in order to participate in the athletic event that day or evening. This participation includes all practices, games, events, etc. Exceptions may be made with the consent of the Athletic Director.

#### **TRAINING RULES**

All athletes must abide by the Talawanda High School code of conduct, the athletic rules and regulations and all the Ohio High School Athletic Association Regulations.

#### **TRANSPORTATION OF ATHLETES**

Students participating in interscholastic athletic activities associated with the team are required to ride district transportation to and from events.

### **EQUIPMENT**

All school-issued equipment must be returned to the coach/athletic director prior to the awards program. If equipment is not returned, any and all awards earned by a student will be withheld until such equipment is returned or restitution has been made. Students participating in athletics will be charged the replacement cost for any unreturned or damaged items.

### **DUE PROCESS**

A student-athlete either suspended or denied participation from a team has the right to appeal the action to the athletic director.

### **NCAA COLLEGE REQUIREMENTS**

Any student who plans to participate in college athletics should see their counselor in order to comply with NCAA requirements.

### **☹PRE-SEASON RULES MEETING**

Student-Athletes and parents are required to attend the pre-season rules meeting with the athletic director and coaches.

### **☹ATHLETIC HANDBOOK**

Additional policies and procedures are outlined in the Athletic Handbook. These will be distributed at all pre-season rules meetings and also available in the Athletic Office.

### **ATHLETIC SCHEDULES**

Schedules for all athletic events may be found at [www.highschoolsports.net](http://www.highschoolsports.net). This site contains all Talawanda team schedules as well as continuous updates of cancellations, rescheduled events, scores and more. *Schedules are subject to change.*

## **II. MARCHING BAND**

In accordance with policy adopted by the Talawanda Board of Education, a participation fee is required to participate in the Talawanda Marching Band Program.

This participation fee is used to offset expenses such as directors' salaries and transportation costs. The fee for participation in high school marching band is \$150 per year. (This is a separate fee that has been paid through school fees in the past but will now be collected by the Band Boosters.) Any students who choose to participate in Marching Band AND a fall sport will be required to pay for both activities (i.e., Marching Band \$150 + Cross Country \$75 = \$225).

- Fees may be paid to the Talawanda Band Boosters.
- Please make checks payable to "Talawanda Band Boosters" and include your child's name on the memo line of the check.

In order to be eligible to participate, your participation fee **MUST** be paid in full prior to the start of the first contest.

## **III. CLUBS AND ORGANIZATIONS**

The following clubs and organizations exist when there is sufficient student interest and an adult advisor is available.

Academic Challenge Team  
American Field Service (AFS)  
Art Club (The "Art Rage")  
Business Professionals of America (BPA)  
Diplomacy Club  
Drama Club  
Families, Careers, & Community Leaders of America (FCCLA)  
Fermata Nowhere A Capella Group  
Future Farmers of America (FFA)  
Go Green  
Key Club  
Lego Club  
Mock Trial  
Model United Nations  
National Honor Society (NHS)  
Peer Mediation  
SkillsUSA  
Spanish Club  
Speech & Debate Club  
Student Government  
Talawanda Dance Team  
Talawanda Tribune  
The Setting Stone (student magazine)  
Yearbook  
Youth Initiatives Team (YIT)

### **EXTRA CURRICULAR ACTIVITIES CODE**

Students involved in extra-curricular activities should live by a code of ethics that will entitle them to the honor and respect, which they rightfully earn, through participation, competition, and representation of their school. Conduct resulting in dishonor to students reflects not only upon themselves but also their clubs, teams, coaches, advisors, and school. Participation in Talawanda activities is a privilege, not a right and hinges on following the rules outlined below.

These rules are in effect every day, in school or out, for the school year beginning on the first scheduled activity and ending with the awards for recognition program for that activity. "Activity" is defined as all School-sponsored clubs, athletics, bands, dramatics, or similar student-oriented programs.

Activities are open to all students without regard to race, religion, sex or national origin.

### **STUDENT ACTIVITY RULES**

#### 1. Relationship with Teachers

Students are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the student and the principal or advisor/coach if necessary, will determine disciplinary action, relative to the activity program.

#### 2. Cheating

The privilege of representing your school in an activity also carries responsibility into the classroom attitude; any team member found to be cheating may be denied participation of up to the equivalent of 30% of the scheduled activities. Continued problems will bring increased denial of participation.

### 3. Stealing

One purpose of the activity program is to develop respect for the property of others. If a student takes property belonging to another person, the school, or becomes knowingly involved in theft by receiving stolen property or aiding in theft in any way, the following disciplinary action may be taken:

- **First Offense**- denial of participation for the equivalent of 30% at the scheduled activities. Felony theft could result in immediate dismissal from the activity.
- **Second Offense**- dismissal from activity.

Theft will also be referred to the appropriate law enforcement agency.

### 4. Vandalism

Any student who willingly and maliciously defaces, damages, or destroys the property of another school may be denied participation for the equivalent of 30% of the scheduled activities, and may be referred to the appropriate law enforcement agency. Full restitution and/or repair must also be taken care of by the student before he or she can rejoin the activity.

### 5. Use of Tobacco Products

Tobacco use of any kind is prohibited at activities and violators may be disciplined as follows:

- **First offense**- denial of participation for the equivalent of 30% of the scheduled activities. The students may still participate in practice for teams or production.
- **Second Offense**- dismissal from the activity for the rest of the season.

### 6. Use of Alcohol, Drugs, or Other Controlled Substances

A student participant shall not possess, use, transmit, or conceal alcohol, drugs, or other controlled substances while participating in an extra-curricular activity.

- **First Offense** - Removal from participation in the activity for the remainder of the school year. If the student obtains a drug/alcohol screening, he/she may return to participate after sitting out 30% of the season (weeks)
- **Second Offense** - Elimination from extra-curricular activity for the remainder of the school year
- **Third Offense** - Elimination from extra-curricular activity for the remainder of the student's entire school career

### 7. Suspension

Disciplinary suspension for violators of the code of conduct will result in denial of participation on the days of suspension.

### 8. Additional Requirements

Athletic coaches or advisors may adopt further training or participation requirements, as these rules must be approved by the athletic director and outlined to the players by their coaches and can include curfews, practices, and so forth. Activity advisor may also have special requirements by a state or national organization. These additions must be approved by the administrator.

### 9. General Notes

In addition to the foregoing regulations, the following actions are not acceptable:

- Unsportsmanlike conduct of any nature
- Failure to follow advisor's or coach's instructions
- Swearing or use of profanity
- Violation of individual team rules
- Unexcused absence from practices
- Other actions that could discredit the activity or school.

The advisor will evaluate these actions on an individual basis and initiate appropriate disciplinary measures as needed.

### **DISCIPLINARY PROCEDURES**

1. All infractions of these rules will be investigated by coaches, advisors, directors and the administration. Contact will be in some evidence or talk that a student may be having a problem following these rules. When definite evidence exists that a violation has occurred, the coach or advisor, student involved and an administrator will conduct a hearing into the matter.
2. The student, and parents will be notified of the decision. Any denial of participation or disciplinary action will take effect immediately after the hearing, will be served consecutively, and may be carried over into the next activity as needed. Parents have a right of appeal to the Superintendent of Schools or his designee.
3. When a student has met all of the rehabilitation requirements of his or her disciplinary action and there is evidence that the student's attitude and desire reflect the best interest of the school, the coach or advisor, with the concurrence of the administration, may reduce the denial of participation by up to the equivalent of 10% of the scheduled events.
4. If a student seeks assistance for dealing with a drug or alcohol problem by "self-referral" to their coach/advisor or school administrator, and agrees to participate in a drug/alcohol assessment approved by the school administration and agrees to follow assessment recommendations, there shall be NO prohibition from extracurricular activities and the self-referral will not be considered as a violation. Refusal or failure to follow through with the assessment of the assessment recommendations will result in the incident being referred back to the administration for other action. The self-referral must be made prior to being apprehended for any involvement in prohibited activities.

## **III. ACTIVITY INFORMATION**

### **ACTIVITIES AFTER SCHOOL HOURS**

Students are not permitted to hold meetings for committees, organizations, or to remain after school hours unless they are under the direct supervision of a responsible teacher or adult supervisor approved by the office. In order to participate in any extracurricular activity, students must attend ALL classes on the day of the scheduled activity unless special permission has been granted by the administration. Students who are too sick to attend school are also too sick to participate in extra-curricular activities and will not be admitted. The only exception to this will be for students whose absence would be for other personal reasons such as a funeral. Participation in the activity must be approved by the Principal.

### **ACTIVITY REGULATIONS**

1. Organization- Each club must have a constitution and by-laws to govern its operation.
2. Finances - All clubs must adhere to the procedures outlined by the district's treasurer.
3. Publicity
  - All articles for the Oxford Press must be cleared in advance with the advisor and a Principal.
  - Signs approved by the principal may be put up in and around the school with masking tape only; they are not to be placed on any window.
  - All publicity material is to be removed the day after the event.
  - Announcements for the P.A. must be turned in before 7:50 a.m. each day.
4. Scheduling
  - An activity schedule form must be completed for each event.
  - All organizations' activities must be scheduled in accordance with the school calendar.
  - An assistant principal may coordinate activity scheduling and building use must be scheduled with that person.

## **HAZING AND INITIATING POLICY**

Hazing will be defined as forcibly laying upon hands or striking others, treating others with the intent to injure or punish, or other treatment of an abusive nature--physically, verbally, or psychologically. **Hazing is prohibited.**

Formal initiations and pre-induction participation by recognized student school organizations are defined as an organized, traditional induction of new members into that group. Initiation as defined is outlined by the following guidelines:

1. No initiation will be compulsory; participation is by the choice of the individual. The organization has the final say as to whether a person will become a member if they are not willing to participate.
2. All initiation should be organized and supervised by a faculty advisor(s).
3. Parent(s) of all initiates should be notified by the supervising faculty advisor(s) of the proposed activities of the pre-induction and invited to attend the initiation ceremony before it is performed.
4. A written report of all activities must be submitted to the principal for approval of pre-induction and initiation activities at least two (2) weeks prior to the initiation.
5. The building principal and faculty advisor(s) will have direct responsibility for adherence to these guidelines. All initiation/induction activities are to be approved two weeks prior to the activity. All activities are to take place during the regular school day and the student has the right to refuse to participate.

# **GENERAL POLICIES**

The following are the general policies and procedures of Talawanda High School. They are arranged in alphabetical order.

## **ACCIDENT PROCEDURE**

Students injured at school must report the incident immediately to the teacher in charge. Be certain your teacher knows immediately, when, where, and how you were injured.

## **ASSEMBLIES**

Student assemblies of an educational or entertaining nature may be scheduled from time to time. A fee may be charged if necessary to cover the costs of the assembly. Student behavior must be responsible and respectful if assemblies are to continue.

## **AUTO INSURANCE- GOOD STUDENT DISCOUNT**

Insurance companies can grant a discount to students who achieve academically. The procedure to apply for this discount is as follows:

1. Preliminary information must be entered on the insurance form (policy owner, student's name, etc.). Blank forms will not be signed.
2. Because Talawanda High School is on the semester system, only previous semester grades will be utilized to determine whether the form will be signed.
3. Only those forms of students who have a 3.00 semester grade point average, as determined by Talawanda High School will be signed.

Parents and students are reminded that it is the insurance company and/or the agent that grant the discount. Talawanda High School only provides factual information to the company. The Guidance staff will provide a copy of the student transcript and current report card at the request of the parent and/or the student, and will explain the determination of the grade point average if they desire that information. PLEASE GIVE ALL FORMS TO THE GUIDANCE OFFICE SECRETARY.

### AUTOMOBILE OPERATION AND PARKING

The following rules pertain to student parking. Parking permit applications are for seniors only and may be picked up in the Main Office. Violations of the parking lot rules will result in appropriate disciplinary action being taken.

1. Parking spaces are limited and available on a first-come, first-served basis. Spaces will be assigned to students who maintain a 93% attendance rate (excused or unexcused) and are current on all school fees, through a parking space lottery.
2. A student may have only one valid parking permit at any one time. No student may use a permit registered to another student. A change in license number or vehicle must be immediately reported. If a different vehicle is to be registered, the previously issued permit must be returned as well as a new completed registration form.
3. The student may park only in the assigned space number that corresponds with the permit. Parking in areas such as fire lanes, athletic facility, bus loading zones, and faculty or guest parking areas may result in a vehicle restraint mechanism being applied to your vehicle, a fine of \$25.00, and/or appropriate disciplinary action. **Authorized personnel can search a vehicle on the Talawanda High parking lot if it is believed to contain contraband and/or items that could be harmful or dangerous to the successful operation of the education process.**
4. Your vehicle while on school grounds is subject to all school rules and regulations. **The parking area is off limits during school hours and your vehicle can only be used when leaving the school grounds after completing the school day (or with written permission from the school's administrative office).** ALSO, YOUR VEHICLE CANNOT BE USED DURING THE SCHOOL DAY TO TRANSPORT YOU AND/OR OTHER PERSONS OFF THE SCHOOL GROUNDS (THIS ALSO INCLUDES LUNCH PERIODS).
5. The parking permit costs \$50.00. Replacement cost for a lost or stolen permit will be \$5.00. If your permit is lost or stolen, you must report this to the Assistant Principals' office at once.
6. **Driving to school and using the school parking areas is a privilege that can be revoked at any time for careless or poor driving habits, repeated tardies to school, excessive absences, poor disciplinary record, poor academic record, failure to pay school fees, and misuse of said area. Upon the 6th tardy to school (for the year), parking privileges can be revoked. If privileges are revoked, no refund will be granted.**
7. The Talawanda School District is not responsible for any theft, vandalism, or damage to any vehicle or its contents. All students park at their own risk.
8. Students are expected to report any inappropriate parking, assigned space violations, or unauthorized visitors to the Assistant Principals' Office.

### BEFORE AND AFTER SCHOOL

Students are not to be in the building before 7:00 AM unless requested by a teacher. No student should be in the building after 3:30 PM unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for their activity and leave all rooms in proper condition. Entrance doors may be secured.

### BUS TRAVEL

If a student is disruptive while riding on school transportation, he/she will be subject to disciplinary action. If the student again is disruptive, he/she will be deprived of future transportation for duration commensurate with the severity of the act.

A student who is participating in a bus trip to an extracurricular event or an athletic contest is required to act according to the regulations introduced by the faculty chaperone and by the bus driver. A student who travels to an extracurricular activity on a school bus must return on that bus. Special consideration may be given in emergencies or when approved in advance in writing by the principal or his designee. Any adjustments in bus assignments must be approved by the office in advance.

### **CAFETERIA**

Our cafeteria participates in a federally funded School Lunch program. Free and reduced lunch forms are available in the Main Office. Students must use their student ID to access Café Terminal to purchase food in the cafeteria. Students may choose lunch from the following:

- Self-serve hot bar (menu changes daily)
- Salad bar
- Hamburger and French fry line
- Pizza Line: Pizza, Sub Sandwiches, Breadsticks
- A large variety of à la carte items.

In order to maintain a clean and pleasant environment, we ask you to do the following:

- Clear your trash and dishes; take them to the dish room.
- **Do not remove food from the cafeteria.**
- Never throw food or papers of any kind in the cafeteria.

Violations of the above or other inappropriate behavior may bring disciplinary action.

### **CHECK CASHING/MAKING CHANGE**

Students should not expect the office to cash personal checks at any time. We will only make change for emergency purposes (if change is available).

### **CLASSROOM SAFETY PROCEDURES**

For the protection of our students, safety procedures and rules are drawn up for many of our classes. Agriculture, art, physical education and science have specific guidelines that students are expected to follow. Disciplinary action may be taken to enforce these rules if necessary.

### **CLOSED CAMPUS**

This is a closed campus and students are required to stay on the school grounds from the time they arrive until their school day is over, unless special permission is given. We are concerned about the safety and well being of all our students and ask for your understanding and cooperation.

1. **All students who leave during the day must submit a written request for early dismissal to the office before the end of first period. PHONE CALLS WILL NOT BE ACCEPTED.**
2. **The written request must include:**
  - **Student's name**
  - **Time for early dismissal**
  - **Reason for requesting the early dismissal**
  - **Parent or guardian's signature and a phone number where he/she can be reached that day.**

### **3. IN CASE OF EMERGENCY A PARENT OR GUARDIAN MUST COME TO THE OFFICE IN PERSON.**

Students must sign in and sign out at the office. The school cannot assume responsibility of any kind for students who leave the school grounds without permission. Students leaving school without permission will receive a disciplinary assignment. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS FOR LUNCH.**

## COLLEGE VISITS AND OTHER PRE-ARRANGED ABSENCES

Pre-arranged absences for college visits or for any other reason as approved by the principal and student's teachers will be considered an excused absence as outlined in the Attendance Section of this handbook. Homework and class assignments as arranged with the teachers are due upon return to school.

## COMMENCEMENT

Participation in commencement is a privilege earned by meeting all requirements of the State of Ohio and the Talawanda Board of Education. These requirements include achieving the necessary credits, passing required state-mandated tests and fulfilling all obligations to the school. These obligations include:

- Payment of all fees and fines,
- Serving all disciplinary actions,
- Attending graduation practice,
- Any other obligations designated by the faculty and administration

Any student who fails to follow the guidelines established for commencement, or who disrupts or threatens to disrupt the ceremony, may be excluded from participation.

## CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

Students whose parents are divorced should be aware that the parent who does not have custody does have certain rights to see the student's records and check academic progress.

## EMERGENCY MEDICAL FORMS

State law requires all students to have an emergency form on file in the school office. New information must be compiled each year. **Students failing to turn in emergency form will not be allowed to attend school until the form is on file and may be assigned disciplinary action.** Both sides must be completed.

## FINANCIAL OBLIGATIONS

Students are responsible for all fees charged to cover costs of materials, workbooks, or magazines used in classes. Students should be sure that they receive a receipt when fees are paid in the office.

### General Fees

General student fee	\$10.00
Technology/Media fee	\$8.00
Senior Diploma Cover	\$10.00
Yearbook	\$60.00
Extra copies of schedules and/or report cards	\$.50 each
Transcripts	\$ 2.00 each

## HALL CONDUCT

Good conduct in the halls is necessary for the smooth operation of the school. Running, scuffling, loud talk, and crowding entrances and exits are not acceptable behavior. At class breaks, please travel on the right side of the hall and keep traffic moving. Students should not gather in the hall and interfere with the normal flow of traffic.

## HALL PASSES

Students are not permitted in the halls during class periods unless they have their agenda planner signed by an authorized staff member. Students must use their own planner. Unauthorized use of another student's planner will be considered a fraudulent pass and will be subject to disciplinary action. This pertains to lab assistants and students working on independent study projects also

### **HOMWORK POLICY**

Class and homework assignments will be posted on Progress Book. Please notify the guidance staff of any serious injuries or conditions that will result in a student missing school for more than three days.

### **I.D. CARDS**

I.D Card pictures will be taken during summer orientation. Make-up pictures will be taken by the end of the first week of school. This card must be used for the Café terminal to purchase lunches, school dances, signing materials out of the Media Center, and purchasing athletic tickets at student prices. **Replacement I.D.'s cost \$5.00.**

### **LOCKERS**

The student lockers in this building are the property of the Board of Education. The lockers and the contents of all of the lockers are subject to random searches at any time without notice and regardless of whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or school rule. Such a search may include the destruction of student locks.

### **LOST AND FOUND**

As soon as a student discovers that an article is missing, they should inform the office so that attempts to locate the article can be made at once. Found articles are to be brought to the office immediately. Do not keep anything that is not yours!

### **MARRIED STUDENTS**

No special privileges or restrictions are placed on married students while in attendance at Talawanda High School. Secretaries should be informed of any record changes.

### **OFF LIMIT AREAS**

During school hours, the parking lots, athletic fields, and other designated areas are off limits to students. Violation will result in disciplinary action.

### **PARENT CONFERENCES**

Parent-teacher conferences are scheduled during the school year. Parents are encouraged to confer with teachers as needed by email or by telephoning the school office (273-3200).

### **POSTERS**

The Principal must approve all posters or signs placed on bulletin boards or school walls before placed on display. Signs are to be removed after the event is over. No posters are permitted to be placed on windows.

### **PREGNANT STUDENTS**

Pregnant students are expected to notify their counselors about their condition. Counselors are also available for consultation regarding appropriate prenatal care and to ensure that the student has the best educational opportunities.

### **PUBLIC DISPLAY OF AFFECTION (P.D.A)**

Kissing, body contact, etc. are examples of inappropriate school contact. Public displays of affection are in poor taste and are considered unacceptable behavior in public school. Violation will result in detention and or other disciplinary action, including notification of parents.

### **SAFETY & DISASTER DRILLS & PROCEDURES**

Drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey promptly.

#### **FIRE DRILLS**

All staff and students must clear the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give the students instructions. Students should move a safe distance from the building so as to avoid interference with fire department operations. DO NOT TALK DURING DRILLS! The fire drill is meant for everyone--the building must be completely evacuated.

#### **TORNADO SAFETY RULES**

The P.A. system or an air horn will be used as a signal for a tornado drill or threatening conditions. Staff and students should respond immediately and follow instructions posted in each classroom.

#### **DISASTER SAFETY RULES**

The PA system or air horn will be used to alert staff and students of a disaster drill or lockdown situation. Please follow instructions from the building administrators as outlined below:

##### ***A Modified Lockdown***

- PA announcements or First Class announcements to immediately follow.

##### ***B Clear the Halls***

- Go to the closest room supervised by an adult.
- Close door (lock if possible).
- Students and staff remain away from doors and windows.
- Turn off lights/shut curtains/blinds (if available).
- Only use classroom intercom or phone for emergencies.

##### ***C Secure the School***

- Go to the closest room supervised by an adult.
- Close door (lock if possible).
- Students and staff remain away from doors and windows.
- Turn off lights/shut curtains/blinds (if available).
- Only use classroom intercom or phone for emergencies.
- Designated staff secure outside doors.
- Students outdoors move away from building.

##### ***D Evacuate the Building***

- In an orderly fashion, exit the building with class roster.

- Teacher takes attendance with assigned students.
- Move to the Relocation Site when directed.

### SEARCHES

The administration reserves the right to search students, lockers, possessions, or automobiles when parked on school property or at a school sponsored activity off school property. The student's personal dignity should be respected when such searches become necessary.

### SECTION 504 OF THE REHABILITATION ACT OF 1973

Any suspected handicapped child who may have problems with hearing, seeing, learning, mental retardation, behavior (severe), speech or language, health or physical functioning, and/or a combination of these problems, who resides in our school district, under 22 years of age, and is in need of an evaluation, special education program, and/or services should contact the Director of Special Education and 504 at 273-3570 between 8:00AM and 4:00PM, Monday through Friday.

### STUDY HALL

Our objective is to maintain a quiet study atmosphere at all times for students who wish to study. The monitor supervising has all necessary authority to do what is required to maintain a proper atmosphere. No talking without permission after the study hall period begins. Disciplinary action will be assigned to those who do not follow monitors' instructions.

### TELEPHONES

Students may be permitted to use the phone in the office with special permission from a secretary or administrator. **Students are not permitted at any time to use the classroom telephones.**

### TEXTBOOKS

Students are loaned textbooks for their use during the school year. Each student is responsible for the care and return of all textbooks issued to him or her. Fines will be assessed for damage beyond normal wear and students will be charged the replacement cost for lost books. Students should be sure that any damages already in a book are recorded when the student receives the book. Book covers must be used throughout the school year.

### TUITION

Tuition shall be collected by the Board of Education from all students living outside the Talawanda School District but attending school in the district, unless a place of residence presents a special problem in transportation for the schools. If the student is in the process of relocating his/her residence into the school district, attendance may be permitted with the superintendent's permission, without tuition charges, providing sufficient evidence can be presented confirming that the student will in fact reside in the Talawanda Schools within 60 days after the date of admission. If the student does not reside in the district within the 60-day period, tuition charges will be assessed retroactively until such time that the residence in the Talawanda School District is occupied. Any student found attending school and living out of the district shall immediately be sent to their school of residence.

### UNPAID DEBTS

The following items may be withheld from students who have not met their fee obligations:

1. Diplomas
2. Official Transcripts

3. Driver insurance Release Form
4. Work Permits
5. Parking permits

### **VISITORS**

All visitors must sign in and receive a visitor's badge in the main office upon entering the building. Former students are not permitted to visit teachers during the school day; they may only visit after school is dismissed. Students and/or parents interested in visiting the school in anticipation of attending in the future may arrange a school visit through the Guidance Office.

### **WEATHER CONDITIONS**

Occasionally it is necessary to cancel school or release students early due to unsafe road conditions. Students are reminded to listen to local radio station announcements, check the school district website [www.talawanda.net](http://www.talawanda.net), or watch the local television stations between 5:30 AM and 7:00 AM regarding cancellations and delay of starting time. **Do not call the school.**

### **WITHDRAWALS OR TRANSFERS**

Any student leaving school or transferring to another district should notify the office at least one week prior to leaving so that the proper forms may be completed. Students leaving for any reason must turn in all school owned materials in their possession and have taken care of their financial obligations.

### **WORK PERMITS**

Application cards for work permits may be secured from the secretary in the Assistant Principal's office. It is essential that you read the following work permit requirements:

1. A part-time work permit is required for all students age 14-17 who are employed on a part-time job except those jobs categorized as irregular employment.
2. A full-time work permit is required for any youth ages 16-17 who has legally withdrawn but is regularly employed.
3. A new part-time work permit is required each time a student changes part-time work.
4. A new full-time work permit must be obtained with each new full-time job until the youth is 18.
5. Students who are expelled from school will not be granted a work permit.

**Prepared with pride for the most  
energetic, talented and caring high  
school students in Ohio.**

**GO BRAVES!!**