



# Elementary School

## PARENT/STUDENT

## HANDBOOK

Bogan Elementary School  
5200 Hamilton Richmond Road  
Oxford, Ohio 45056  
(513)273-3400 FAX (513)273-3405

Kramer Elementary School  
400 West Sycamore Street  
Oxford, Ohio 45056  
(513)273-3500 FAX (513)273-3505

Marshall Elementary School  
3260 Oxford-Millville Road  
Oxford, Ohio 45056  
(513)273-3600 FAX (513)273-3606

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

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

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

## **GENERAL SCHOOL PROCEDURES**

### **ADMISSIONS:**

New Kindergarten students must be 5 years old on or before August 1st of the school year for which they are enrolling. New first grade students must be 6 years old on or before August 1 st. A physical examination is required when a student enters school for Kindergarten. Age must be verified by a certified birth certificate and immunization records must be complete. Students new to the district must provide the following information: certified copy of the birth certificate, completed shot records including latest TB test (if coming from out of the country or state you may be required to have another TB test), copy of parents driver license , report card from former school, and any court ordered documents concerning custody of the child. In the case of divorce, legal custodian papers must be presented at the time of registration. ***PROOF OF RESIDENCY IS REQUIRED UPON ENROLLMENT.***

### **ALLERGEN SENSITIVE PROVISIONS:**

Multiple students attending our schools have a serious or possibly life-threatening allergy. One of the most common allergies is to peanuts or tree nuts. A student with a serious peanut/tree nut allergy can suffer a reaction merely by touching a food containing the allergen.

Because of this safety concern, the Talawanda School District has adopted a set of procedures that are used to help students with allergies and their families manage the risk and reaction to allergens. It is recognized by all Talawanda School District staff that food allergies are a serious and potentially life threatening condition that needs to be managed through coordinated communication between families, school staff members, and the child’s health care provider. **While these procedures do not guarantee an allergen free environment, the intent is to reasonably reduce the possibility of exposure to an allergen.**

When a student’s educational team deems it necessary to have an allergen sensitive classroom for a student, you will receive information indicating additional precautions for all students and families in that setting. When a classroom is allergen sensitive, the specific allergen will be explicitly prohibited from the setting. To ensure safety, this may require students to bring only fresh fruits/vegetables or labeled/pre-packaged food items into the environment. The letter sent home

will detail more specifics. We thank all Talawanda families in advance for working in collaboration with us to ensure safety for our students with serious allergies. Parents can request ingredient lists from the cafeteria managers at any time.

In the spirit of health and safety, the Talawanda School District also encourages the use of non-food incentives and rewards for students. For example, a class might receive a free homework pass or 10 minute recess/study hall as a reward instead of candy/food items. Another example would be giving out stickers or pencils instead of a cupcake or food item for a birthday celebration. Students with known allergies should report them to the School Nurse for the development of a health care plan. A student may also be eligible for a 504 Accommodation Plan.

### **ANNUAL NOTICES**

Please refer to the link at [www.talawanda.org](http://www.talawanda.org) for all required annual notices.

### **ATTENDANCE**

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

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 (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. Quarantine of the home
- D. Death in the family (limited to three days with additional days by 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. Such good cause as may be acceptable to the Superintendent or his/her designee
- H. Emergency reasons that must be considered to have good and sufficient cause for the absence.  
(Court appearance, college visit, etc.)

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

1. Missed Bus
2. Overslept
3. Car Trouble
4. Vacation
5. No Parent Note, Telephone Call, or Excuse Offered within 5 days of the student's return.

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

**House Bill 410 - Effective July 1, 2017**

<https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA131-HB-410> Refer to pages 54-55

If a child is absent (excused OR unexcused) for **38 hours per month** or **65 hours per year**, the attendance officer will provide written notification of the absences to the parent/guardian **within 7 days**. (Page 54) The district MAY provide intervention at this point.

Once the student meets the threshold criteria for a "habitual truant", defined as absent (**UNEXCUSED**) **30 or more hours consecutively**, **42 hours or more per month**, or **72 hours or more per year**, the student will be assigned to the Absence Intervention Team. **Within 14 days** of assignment to the Absence Intervention Team, an intervention plan will be developed. The plan must include that truancy will be filed 60 days after the plan is initiated if the student doesn't participate or does not progress. The district will make reasonable efforts to communicate the plan to the parent/guardian **within 7 days** of the development of the plan.

### **ABSENCE FROM SCHOOL PROCEDURES**

Before 8:30 a.m. on the day of absence, a parent/guardian should call the Attendance line, Marshall Office at 513-273-3600, Kramer Office at 513-273-3500 or the Bogan Office at 513-273-3400, to report a student absent from school. This line is available 24 hours a day. If a parent has called the Attendance line, a written note WILL NOT be necessary.

If a call has not been received, the Office will begin making home phone calls to missing students by 8:30 a.m. in compliance with the Missing Child Act. Students who have not been called in and wish to have his/her absence excused MUST, within 5 school days, present a note stating the date(s) of absence, reason of absence, and parent/guardian signature. Parents may excuse their child for a total of TEN days each school year. After TEN days of parent excuses, all absences will be considered UNEXCUSED unless supported by a doctor's note. Students who will be missing school for a trip are required to complete and get signatures on the district-approved pre-arranged absence form located in the main office. The parent, principal, and teachers sign the form and note any/all assignments to be completed during the absence. This should be done in the case of a planned surgery or any other planned absence from school. Vacation days may be excused as part of the 10 total Parent notes.

### **TARDY AND EARLY DISMISSAL GUIDELINES**

All students are to be in their homeroom by 8:00 a.m. A student who arrives after 8:00 must report directly to the Office to sign in and receive an admittance slip. A student will be marked tardy to school if they arrive after 8:00 a.m. Students who are picked up from school before 3:05 p.m. are recorded as leaving with an Early Dismissal.

#### **General Information**

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

Awards for Perfect Attendance at the end of the year will be given only to those students with **NO** absences and **NO** tardies and **NO pickups before 3:05 P.M.** any day.

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

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

**BUSES:****Talawanda Transportation- Alternative Stops**

Talawanda School District in partnership with Petermann Transportation implemented a new transportation policy regarding the Alternative pick up and drop off points beginning with the 2010-2011 school year. Parents and guardians may pick up the Transportation Request Form in their school's office. They may fill out the new form to indicate they need one alternative address (in addition to the home address) for transportation. This new policy will increase safety and security regarding transporting our students to and from school.

Once transportation receives the request, it takes 2 school days to process and implement an alternative bus route change. Alternative route requests cannot be guaranteed, as the transportation company must evaluate whether the requested route has adequate space available to accommodate an additional student/students. Transportation requests relative to court mandated custody will be accommodated.

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

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

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

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

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

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

**Elementary Office Hours – 7:30 - 3:30**

If parents are not home during the scheduled drop off, the Transportation Office will conduct the following procedure:

1. Contact the school office to return the student on first and second offense.  
The building will provide parent notification (phone call for first warning and written notification for second warning) explaining that on the third offense; Butler County Sheriff Office will be contacted.
2. Contact the Principal on his/her cell phone. Principal will decide if local law enforcement should be notified.
3. On the third offense the student will return to the Transportation Office and the Director will contact local law enforcement and Superintendent or HR Director.

## **CHILD ABUSE**

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

## **CHILD FIND NOTICE**

The Talawanda School District is annually required to locate, identify and evaluate children suspected of, or identified with, an educational disability under the Individuals with Disability Education Act (IDEA), or children with mental or physical impairments that substantially limits a major life activity under Section 504 who reside within the district. This obligation applies regardless of whether the children receive a public education. The process of locating, identifying, and evaluating children with disabilities is known as *Child Find*.

The Talawanda School District routinely evaluates students who present with suspected disability or impairment and who may require academic intervention or support. Parents may contact school personnel to discuss their concerns at any time. As the school district of residence, we have the responsibility to identify and arrange for appropriate services for any child with a qualifying disability. If you have or know of any Talawanda district resident who may have a child ages 3 to 21 with a disability or impairment please contact the Director of Student Services at 513-273-3123 for questions or concerns.

**WEBSITE:** Please refer to the Talawanda School District website [www.talawanda.org](http://www.talawanda.org) to gain access to the high school handbook, student code of conduct, calendar of events, sports schedules, lunch menus, bell schedules, newsletters, graduation information, teachers' email addresses and web pages on this website. For more information on board policy, please refer to [www.talawanda.org](http://www.talawanda.org) click on departments, board of education, policy and in the search bar type: "information".

## **CIVIL RIGHTS/NON-DISCRIMINATION**

The Talawanda School District shall comply with all civil rights laws and non-discrimination laws as if it were a public school. Such laws include, but are not limited to, the U.S. Constitution, the Ohio Constitution, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, The Civil Rights Act of 1964, and the Age Discrimination in Employment Act of 1967. Talawanda Middle School shall further ensure that all employees and volunteers assisting in the administration of the Program shall undergo sufficient training on non-discrimination. For questions/complaints, please contact the Title IX Coordinator, Mike Malone: [malonem@talawanda.org](mailto:malonem@talawanda.org) or 513-273-3102 or Stephanie Aerni: [aernis@talawanda.org](mailto:aernis@talawanda.org) or 513-273-3123.

## **COLLECTION OF MONEY FROM STUDENT**

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

## **COMPUTER NETWORK GUIDELINES**

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

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

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

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

### **Parent Financial Liability for Chromebooks/School issued technology:**

In addition to following all terms of the Acceptable Use Policy, students/families are liable for intentional damage. When a student intentionally damages or loses school property or acts in a negligent way, students/families are liable for the cost of the damage or loss:

Non-Touch Screen: \$100

Charger: \$50

Complete Chromebook: \$300



**DISMISSAL**

If a child leaves before 3:05 P.M. it will be considered an afternoon tardy.

**Please follow the pick up procedures provided by your school. Supervision will not be provided for students after 3:15. Please pick up your child in a timely manner.**

**EMERGENCY CLOSINGS**

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

If the roads are impassable, school will be closed for the day.

Radio stations, WMOH (1450 AM, WMUB (88.5FM), WLW (700 AM) and WPFB (106 FM) will carry the announcement as soon as a decision is made.

In addition to the stations listed above, cancellation information is available on our web site at [www.talawanda.org](http://www.talawanda.org) and the Talawanda automatic calling system will be utilized.

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

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

**EMERGENCY COMMUNICATIONS**

During a school event or school emergency that disrupts the school day, parents and guardians will receive information from the school communications department via multiple communication tools including website, social media, and the district all-call service. It is important for parents to provide an accurate phone number, email, and mobile number to their child's school.

In the event that students would be relocated to a secondary site by local emergency responders or law enforcement, the district will contact parents via the district all-call service with instructions for a parent/student reunification plan. Please note parent identification will be required.

**EMERGENCY MEDICAL FORMS**

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

**FEES**

The Talawanda Board of Education is striving to assess fees in a fair manner throughout the district. Yearly fees will be sent home at the beginning of each year.

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

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

Talawanda Schools offer parents the choice of paying on-line into the student cafeteria account. SPS EZpay is a secure and convenient way for parents to make prepayments to meal accounts from your home or office with a Debit/Credit card. There is no cost to register, browse the website, or check account balances. All you need is an email address and your child's account number(s). If you do not know your children's account numbers with the school, please contact the school directly to obtain these numbers. Payments may take up to 2 school business days to post to your children's accounts. There is a convenience fee of \$2.50 per transaction that will be charged along with your credit card payment. The convenience fee covers the cost of processing payment transactions via credit card. The total convenience fee will be displayed prior to completing any payments on our website.

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

### **FIELD TRIPS**

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

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

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

### **FIRE/TORNADO DRILLS**

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

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

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

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

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

### **FOOD SERVICES**

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

### **FAST FOODS AND CARBONATED BEVERAGES ARE PROHIBITED.**

#### **Breakfast & Lunchroom Accounts**

The District operates a point of sale system that allows parents to deposit money on account to be used by their child for breakfast and lunch purchases. This is strictly a voluntary program. Excess balances will be transferred each year and from building to building. *Please note that once deposits are made on the account, refunds will not be made.*

Please sign up for an EZPay account to view your child's balance and charges (free to view):

<https://www.spsezpay.com/Talawanda/login.aspx>

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

Applications for the School's Free and Reduced-Price Meal program are distributed to all students at the beginning of each school year or upon new student enrollment. If a student does not receive one and believes s/he is eligible, please contact the school office.

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

### **GUIDANCE AND COUNSELING SERVICES**

#### **Mission Statement**

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

- Personal Wellness
- Academic Achievement
- Career Readiness

**Goal**

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

**Emphasis**

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

**Guidance Service**

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

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

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

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

**Student Referral**

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

**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 non-authorized, over-the-counter medication. A Student Medication Permit 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. District Nursing Services provide four (4) different screenings for students: vision, hearing, scoliosis, and substance use. Regular school screenings are an important method of identifying students who are at risk and to help minimize non-academic barriers to learning. Vision and hearing screenings are required by the Ohio Department of Health for students. Vision screenings are done in kindergarten, first, third, fifth, seventh, ninth and eleventh grade. Hearing

screenings are done in kindergarten, first, third, fifth, ninth, and eleventh grades. Early detection and treatment provide children the best opportunity to develop academically, emotionally and socially.

## **IMMUNIZATIONS**

The Talawanda School District, under state law requires:

1. **DPT (Diphtheria, Pertussis/Whooping cough, and Tetanus)**  
**Preschool-** 4 doses of DTaP, DTP, or DT or any combination.  
**Kg.** – 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the fourth birthday.  
**Grades 1-12** – 3-4 doses of DTaP, DTP, DT or Td or any combination.  
**Grade 7** – 1 dose of Tdap or Td vaccine must be administered prior to entry.
2. **Polio**  
**Preschool-** 3 doses of OPV or IPV or any combination of OPV or IPV.  
**Kg.-** 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4<sup>th</sup> birthday, regardless of the number of previous doses.  
**Grade 1-12-** 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4<sup>th</sup> birthday.
3. **MMR ( Measles, Mumps, Rubella )**  
**Preschool-** 1 dose of MMR administered on or after the first birthday.  
**Kg.- 12** – 2 doses of MMR. Dose 1 must be administered on or after 1<sup>st</sup> birthday. The second dose must be administered at least 28 days after 1<sup>st</sup> dose.
4. **Hib (Haemophilus Influenzae Type b)**  
**Preschool-** 3 or 4 doses depending on the vaccine type, the age when the child began the first dose and last dose must be after 12 months or 1 dose if given on or after 15 months of age.
5. **Hep B ( Hepatitis B )**  
**Preschool- 11<sup>th</sup> grade-** 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
6. **Varicella (chickenpox)**  
**Preschool-** none.  
**Kg.** – 2 doses of varicella vaccine must be administered prior to entry.  
**Grade 1-4** – 1 dose of varicella vaccine must be administered on or after the first birthday.

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

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

Or

**Family Resource Center**

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

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

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

### **INTERIM REPORTS**

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

### **INTERVENTION**

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

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

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

### **LIBRARY**

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

### **LOCKERS**

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

### **MEDICATION POLICY**

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

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

receives the medicine at school will sign and have the parent sign, date, and count the number of pills when medicine is left at school.)

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

### **NONDISCRIMINATION POLICY**

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 and/or fill out a Bullying Report by clicking on [Student Report Bullying](#) on the building webpage. 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.

### **PARENT-TEACHER CONFERENCES**

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

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

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

### **PARENT INVOLVEMENT**

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

The Parent Teacher Group (P.T.G.) provides an excellent opportunity for parents (also grandparents, guardians and caregivers) to become involved in our learning community. Our P.T.G. members raise funds for numerous school projects, which benefit all students. For information, please watch for information on the school calendar or website.

### **PARTIES**

Seasonal parties are planned for classrooms by the homeroom teacher. If a parent wishes to send a birthday treat, please check the section on Allergen Sensitive Provisions and check with the teacher first at least one day in advance. **\*No birthday party announcements/invitations may be distributed at school.**

*\*Student addresses **will not** be given out by the classroom teacher or the school office.*

**PRESCHOOL**

All complaints and reports concerning the operation of programs regulated by this chapter of the administrative code and sections 3301.52 and 3301.59 of the Revised Code, may be reported to the Department Ombudsman at 614-466-0224, or to the Ohio Department of Education at 614-644-2603.

Compliance reports are posted in the classroom regarding the most recent ODE inspections, and copies are available by request: Contact the Preschool teacher through the Marshall Office at 513-273-3600, Kramer Office at 513-273-3500 or the Bogan Office at 513-273-3400.

What this means for our district preschool families is that:

1. Parents should direct complaints regarding preschool programming and services to 614-466-0224 or 614-644-2603.
2. The school district is required to post the results of the annual ODT inspection in the preschool classroom. Contact 273-3600, 273-3500, or 273-3400 to obtain a copy of the most recent inspection report.

**PROMOTION AND RETENTION:**

Promotion/retention decisions will be based upon a wide variety of assessment results including standardized tests, district progress tests, ongoing evaluation of student performance, the judgment of the Student Assistant Program Team, and other relevant social, physical and/or emotional factors influencing the student's development.

**BECAUSE REGULAR ATTENDANCE IN SCHOOL IS ESSENTIAL TO THE STUDENT'S ACADEMIC SUCCESS, A THOROUGH REVIEW OF THE STUDENT'S ACADEMIC PERFORMANCE, IN LIGHT OF THESE PROMOTION/RETENTION GUIDELINES, WILL BE CONDUCTED FOR ANY STUDENT MISSING MORE THAN 10% OF CLASSROOM INSTRUCTION DURING THE SCHOOL YEAR, TO DETERMINE IF SUCH ABSENCE SIGNIFICANTLY IMPAIRED THE STUDENT'S ACADEMIC PERFORMANCE AND/OR ACHIEVEMENT LEVEL.**

**SCHOOL HOURS:**

The hours for students are 8:00 A.M. to 3:15 P.M. Upon arrival at school each student should report directly to their homeroom. A.M. kindergarten hours are 8:00 A.M. to 11:00 A.M.

**NO STUDENT IS TO ARRIVE BEFORE 7:40 A.M. since there is NO supervision provided.**

**SCHOOL SUPPLIES:**

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

**SEARCH AND SEIZURE**

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

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



**STUDENT RECORDS**

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

**VISITATIONS**

We welcome visitors to our school. We ask that you contact the classroom teacher to arrange your visit in advance. All visitors must check in at the school office, provide a photo identification, sign in following the specific school procedures, and wear a Visitor's badge.

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

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



# Student Support Guidelines and Code of Conduct

## **POSITIVE SCHOOL CULTURE**

In the Talawanda Schools, we believe that all students have the right to learn and grow. The goal of the Student Support Guide is to collaborate with students and families to create a culture and climate where everyone feels valued, cared for and respected. Such an atmosphere has been proven to decrease interruptions to learning and increase academic achievement.

A positive school culture can be recognized by the mutual respect shown among all staff and students, aimed at creating a school that maximizes learning and provides support to overcome barriers.

Talawanda staff utilize a restorative approach to ensure a positive school culture where students are held accountable for their actions and words, and supported in their growth by our staff.

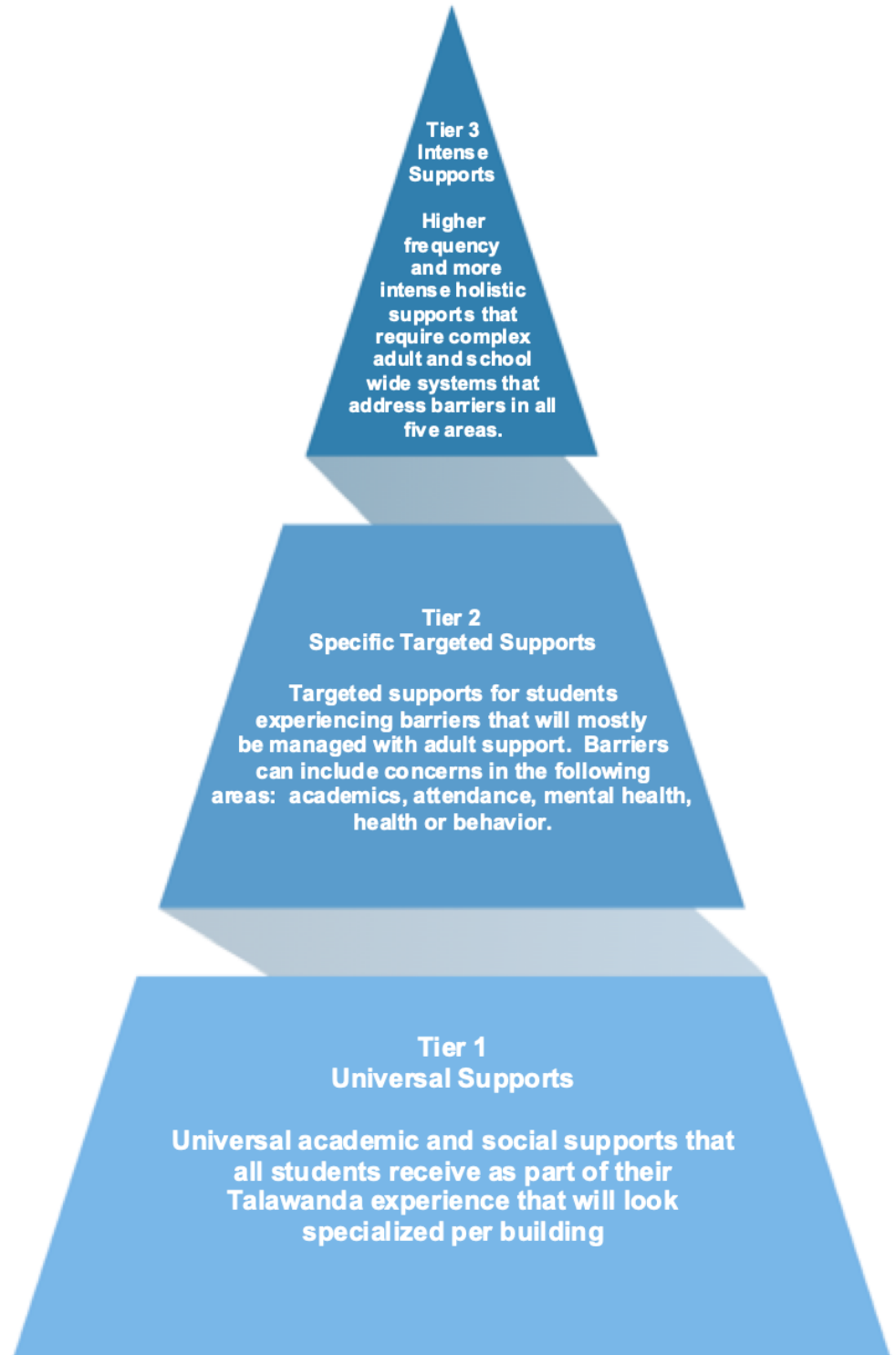
Restorative Practices vary based on a student's behavior concerns and needs. The best results are achieved when students willingly engage in the interventions that are put in place. Restorative Practices consist of positive interventions to encourage improved behavior. Restorative Practices promote:

- Self-Accountability and reflection of misbehavior
- Conflict resolution among students
- Development of a teacher and student relationship
- Reduction of poor behavior

## STUDENT SERVICES

Talawanda Schools have in-house and outsourced services to help our students and families navigate and break through barriers. Talawanda has the support of social workers, a behavioral specialist, counselors at all of our elementaries and secondary buildings, relationships with school-based mental health services, and connections to outside treatment facilities. It is best to work with your student's school-based support team to identify the necessary supports for your student.

We utilize a tiered approach to the services available to students and families with an increase of supports as steps are taken for student success moving up the tiers. These tiers serve as a guide to help our staff and families support students.



## DESCRIPTION OF SERVICES IN THE TALAWANDA SCHOOL DISTRICT

### Tier 1

Trauma Informed Care/Restorative Practices and PBIS:

- Being trauma informed means that staff take an empathetic approach to the experiences many of our students may have as a part of their childhood. There is a recognition that those experiences impact the manner in which students approach the world around them.
- Restorative Practices focus on healing harm done to a community when there are situations that have an impact on the learning environment. It is a manner of building staff and student relationships with all students. All students benefit from positive relationships with staff and by working on relational skills. Relationships are a critical part of community.
- The broad purpose of PBIS is to improve the effectiveness, efficiency, and equity of schools and other agencies. PBIS improves social, emotional and academic outcomes for all students, including students with disabilities and students from underrepresented groups.

## Tier 2

Counselors and Social Workers may be available at elementary and secondary buildings

- They are available to your student for both academic guidance as well as social/emotional needs.
- They are also a great tool to start with in activating further services.

Student Assistance Plans

- They are created by the student support team at the school.
- They use Restorative Supports.
- They are used to reteach the behavioral expectation.

Attendance Intervention Team/Plan

- A plan created with the family and school support team to help improve student attendance.

## Tier 3

School based and agency based services

Behavioral health therapy

- Individualized counseling services help children maintain a healthy mindset, while improving functioning at school.
- Care Coordination
- Provides a variety of community based treatment services in meeting student needs.
- Community supports for caregivers--Supports parents and non-parent caregivers who are dealing with challenging behaviors at home and/or school by connecting caregivers with appropriate community members.

Parent Project--An opportunity for parents of school aged children who would like concrete ideas on the most difficult parenting questions.

Kinship Navigator Program--The goal of the program is to support and encouragement and assist families in identifying and locating resources within their local community. The program's overarching goal is to close the gaps and/or delays with service delivery to kinship caregivers.

#### Behavior Intervention Coach

- Provides direct support to teachers and students.
- One-on-one consultation with teachers and students.
- Provides support to specialized behavioral units.

Functional Behavioral Analysis/Behavioral Intervention Plan--Data driven evaluation to determine the function of behaviors that are impede progress the school environment. That results in a targeted behavior intervention plan to address the function of the behavior.

## GETTING HELP

### Peer Relationship Problems

- Speak directly with your student's school counseling or administration team.

### Personal Problems

For help with personal problems that may impact a student's school life or activities, the student should:

- Discuss the problem with parents or guardians if possible.
- Talk with school counselors, psychologists and social workers at the schools; they are trained to offer help with personal problems and may lead students to other resources.

### Resources

For help with daily living resources (base needs), our School Social Workers are your best contacts.

- They work to create wrap around services that support students and families - particularly for non-academic factors that create barriers to learning.
- In addition to physical needs (base needs) they may also help a family with psychological and/or behavioral needs.

### Academic Barriers

For help with academic problems, the student/parent or guardian should:

- Contact the teacher who teaches the subject.
- If the problem remains unresolved to the student's satisfaction, contact the school counselor or principal.
- Parents or guardians may want to join their student in discussions with principals or school counselors.

### Athletics/Extracurricular Activities

For help with issues involving extracurricular activities, the student/parent or guardian should:

- Talk to the advisor assigned to the club or activity.
- For middle school/high school athletics, follow the chain of coaching command. If that does not resolve the issue, speak to the school's athletic director.
- If the problem remains unresolved, speak with the principal.

## TALAWANDA CODE OF CONDUCT GUIDELINES

Talawanda Schools recognizes its responsibility to provide all students with an environment conducive to the development of their learning potential. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally like the type of conduct listed below may be subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies to misconduct that occurs off property owned by the District but is connected to activities or incidents that have occurred on property owned by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee, while a student is in the custody or control of the school, on school grounds, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

The Talawanda Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.**

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and the parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Board/designee. A student or parent must request a **suspension appeal** in writing within **5 days** after the date of the notice to suspend. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within **5 days** after the date of the Superintendent's decision to expel. The student and parents may be represented in all appeal hearings.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school.

## TALAWANDA CODE OF CONDUCT

The Administration reserves the right to exercise discretion in determining discipline depending upon the violation. The types of conduct prohibited by the Talawanda School District Code of Conduct are as follows:

### Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Possible Staff Responses but not limited to:

- Warning
- Letter of apology
- Loss of privileges
- Seat change
- Parent/Guardian phone call/letter
- Conference with Parent/Guardian
- Teacher conference with student
- Mentoring
- Think chair
- Time out in another classroom setting
- Reinforcement of appropriate behaviors
- Reflection about incident
- Use of natural/logical consequences
- Teacher Assigned AM or PM Detention
- Reteach appropriate behaviors
- Confiscation of item
- Behavior contract
- Teacher, counselor, and/or administrator conference with student and/or parent
- Parent/Guardian contract
- Parent/Guardian accompany student to school/classes
- Conflict resolution
- Peer mediation
- Classroom Managed Behavior Strategy
- Office Referral for Repeated Violations
- Social Probation

Possible Administrative Responses but not limited to:

- Staff responses listed above
- Administrative Warning
- Administrative Detention

### Level II Discipline:

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Staff responses listed above
- Administrative Warning
- Administrative Detention
- Extended Day



- Restricted activity
- Modified school day
- Campus clean-up
- In-school Suspension

#### Level III Discipline:

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Administrative Warning
- Administrative Detention
- Extended Day
- Restricted activity
- Modified school day
- Campus clean-up
- In-school Suspension
- Out-of-School Suspension
- Alternative Programs (BIC, ISA, Alternative School)

#### Level IV Discipline:

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Possible Staff Responses but not limited to:

- Office Referral

Possible Administrative Responses but not limited to:

- Out-of-School Suspension (OSS)
- Recommendation for Expulsion

Principals may suspend a student up to ten days. If a student is recommended for expulsion, the Talawanda Human Resources Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

#### **Code of Conduct Descriptions**

**Disruption of School** - A student shall not by use of verbal means, violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insubordination, or any other conduct cause a material or substantial disruption or obstruction of any educational mission, process or function of the school. Neither should a student urge other students to engage in such conduct.

**Vandalism, Damage, Destruction of School Property** - Students are responsible for the proper use of school property. A student shall not cause or attempt to cause damage to school property either on school grounds or during a school activity, function, or event off school grounds. Vandalism is considered the willful destruction or defacement of school or personal property.

**Theft of School Property**- A student shall not steal, attempt to steal or otherwise deprive the rightful owner of private or school property, or possess or transmit lost or stolen property. Failure to return property to its owner or transmit it to school officials is in violation of this code.

**Verbal Assault/Profanity** - A student shall not direct verbal or written words, phrases or gestures which are threatening, vulgar, obscene, or degrading while on or off school grounds when at any school activity, function or event.

**Physical Assault** - A student shall not cause physical harm or injury or behave in such a way as to cause fear in another person of immediate bodily harm or death, to inflict or attempt to inflict bodily harm upon another person. Physical assault of a staff member, student or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered assault. Assault may result in student expulsion.

**Misconduct Off School Grounds** - The Code of Student Conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Misconduct is defined as any violation of the Student Discipline Code.

**Inappropriate Materials** - Possession of material that is profane, vulgar, or offensive to accepted standards and inappropriate to school is prohibited. Students shall not possess pornographic matter on school property.

**Insubordination/Failure to Respond to or Follow Reasonable Requests** - A student is expected to comply with reasonable requests and directives of school personnel or other authorized personnel during any period of time when he/she is under the authority of school personnel. Insubordination also includes repeated violation of school or classroom rules.

**Weapons and Dangerous Instruments** - A student shall not possess, store, make, use, handle, or transmit any object that can reasonably be considered a weapon, including a concealed weapon, or dangerous object. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

**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 any drugs, dangerous weapons or threats of violence by students, staff, or visitors to the Principal. Failure to report such knowledge may subject the student to discipline.

**Narcotics (A)****Alcoholic Beverages (B)****Drugs (C)**

- A student shall not possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, and amphetamine, barbiturate, marijuana (including medical marijuana), inhalant, alcoholic beverage, intoxicant, mood altering chemical, anabolic steroid, controlled substance, or look alike to any of the foregoing of any kind. Possession, use, concealment, or distribution of any drug or drug-related paraphernalia, including vaping devices and rolling papers. Under the influence is defined as manifesting before a school official signs of drug misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student. Possession, use, concealment, or distribution of any drug or drug-related paraphernalia, including vaping devices and rolling papers is also prohibited. Use of drugs prescribed by a registered physician to the prescribed 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. The [school medication permit](#) must also be completed and submitted to the health clinic. 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, provide, deliver or offer any over-the-counter or prescription drugs to any other person at school or school events.

**Gambling** - Gambling involving an exchange of money and/or items between students on school property is prohibited.

**Displays of Affection/Sexual Activities** - Physical displays of affection between students is personal and not meant for public display. This includes but is not limited to kissing, caressing, groping, pinching, slapping, grinding, or petting. Sexual activity of any nature is prohibited and will result in disciplinary action.

**Use or Possession of Tobacco Products, Electronic Smoking Devices, Look Alikes, and/or Matches/Lighters**  
Students shall not possess, consume, or use any tobacco products, electronic, or “vapor” smoking devices, look alike products, or smoking and/or tobacco related paraphernalia on school grounds or at any school events at any time. Tobacco-related paraphernalia includes vaping devices and rolling papers.

**Cheating** - Students shall not transfer or participate in the unauthorized transfer of any information that would impact student evaluations. Students shall not participate in plagiarism.

**Dress and Appearance** - First and foremost our dress code policy has clear and respectful exceptions for religious, medical, and cultural attire. Dress and grooming should be neat and clean to support the educational environment. Dress and grooming practices should not constitute a safety or health hazard or be such that they might hamper the educational process. Student eyes should remain unconcealed (except for religious, cultural, and/or medically necessitated reasons). No oversized coats or blankets are permitted during the school day. Students shall be required to wear shoes at all times. Any clothing, jewelry, or accessories deemed unsafe, or depicting drugs, drug paraphernalia, alcohol, tobacco, profanity, firearms or weapons, hate speech, sexually related images, or otherwise disruptive symbols and messages are not permitted.

**Harassment, Intimidation Bullying/Cyberbullying** - The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying/cyberbullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will

not be tolerated. The law defines harassment, intimidation or bullying as any intentional written or verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. It may also include violence in a dating relationship. Bullying can be reported anonymously:

<https://www.publicschoolsorks.com/SHL/bullyingMgr.asp?di=29>

**Anti-Discrimination/Harassment-** The Board encourages an education and work environment that is free from all forms of unlawful discrimination and harassment, including sexual harassment. Harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information is prohibited.

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

**Extortion** - A student shall not take or attempt to take money or valuable possessions from another person by physical force, threat of physical force, implied threat of physical threat or violence, or by coercion via written, verbal, or technological means. A student shall not offer money or favors to any person for his or her personal gain.

**Trespassing** - Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion on a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or the unauthorized presence in a Board-owned vehicle is prohibited. Also prohibited is a student's unauthorized access or activity in a Board-owned computer, district, school or staff computer files, school or district file server, or the Board's computer network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

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

**Electronic Communication Devices-** A student shall not use electronic items communication devices for non-academic purposes during academic time nor should students use electronic devices in a manner or at a time that causes a disruption in the learning environment.

Students are prohibited from using electronic devices to capture, record or transmit the words, (i.e. audio) images, (i.e., pictures/video) text or other information of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are also prohibited from using electronic devices to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using electronic devices to receive such information.

Electronic devices including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. If at any time, the possession of an electronic device creates a distraction, disruption or safety hazard on school property (to include district-operated vehicles), such devices will be confiscated. School officials will not be responsible for

the security of confiscated electronic devices.

**Horseplay** - Rough or boisterous play that results or causes a material disruption to the educational environment is prohibited.

**Other Policies and Procedures** -Students shall adhere to other rules, and Board policies and procedures established for the safe and efficient operation of schools.

**The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.**

## TALAWANDA ATTENDANCE INFORMATION

Regular school attendance is critical for your student to experience their full potential of academic growth and achievement. Our own district research clearly shows that when students miss a significant amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests including the state of Ohio required testing.

Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have an influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth.

There are some types of absences for which the state allows and those absences do not count towards the progressive steps in the state attendance plan. It is critical that medical, court, or funeral excuse notices are turned in to the school office if applicable within five days of the absence.

In 2017, the state of Ohio became even more specific about the expectations regarding student attendance and the steps schools must take to monitor and assist families with challenges to avoid missed school time. Below are specific details regarding the steps Ohio schools must take to help improve student attendance under the requirements of House Bill 410. Please know that we are looking to partner with you so that your student may achieve at his/her highest level.

## OHIO HOUSE BILL 410 DETAILS AND REQUIREMENTS

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child's school experience. Custodial parents/guardians will be notified when a student incurs any of the following:

<u>Excessive Absences</u>	<u>Habitual Truancy</u>
38 or more hours in any month (All Absences)	30 or more consecutive hours (Unexcused <u>ONLY</u> )
65 or more hours in a year (All Absences)	42 or more hours in any month (Unexcused <u>ONLY</u> )
	72 or more hours in a year (Unexcused <u>ONLY</u> )

Please keep in mind, only third-party and/or medically excused absence hours do not count toward unexcused absences (court notice, doctor note for example) and only up to 10 parent/guardian excused absence hours do not count toward unexcused absences .

### House Bill 410 Required Action Steps

1. Any student who receives a letter pertaining to the Habitual Truancy guidelines or reaches Habitually Truant criteria will have the Principal assign the student to an Absence Intervention Team (AIT) 10 days. The parent(s)/ guardian(s) will be invited to attend the AIT meeting, which shall be convened within 14 days of assignment. The purpose of the meeting will be to discuss the causes for absenteeism, and work together with the team to develop an absence intervention plan that can be implemented at school and home to help address the absences and improve attendance in school.
2. The school and parent(s)/ guardian(s) will work to develop a positive working relationship with open lines of communication to address the truancy, and will continue to actively monitor attendance from the date the plan is put into effect for the student.
3. If at any time, since the implementation of this plan the student again incurs any of the triggering events described above for Habitual Truancy, the school will then file a complaint with the Butler County Juvenile Court and bring charges against the parent and/or student for truancy. If after 60 days of attempting this Absence Intervention Plan, the student does not incur any of the triggering events, but shows little progress in improving his/her attendance, the school can then also file a complaint with the Butler County Juvenile Court and bring charges against the parent and/or student for truancy.

If you have any questions, please call your student's school attendance office.

## TALAWANDA BUS GUIDELINES

The safety of our students is paramount for the Talawanda School District students that ride school buses must conduct themselves with safety in mind at all times. While on a school bus, the Talawanda CODE OF CONDUCT applies to student conduct. All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal all violations of these rules. If an incident occurs on the bus which calls for suspension from school by the Code of Conduct, the student conduct will take precedence and the student will be suspended from school.

Additionally, students are expected to adhere to the following guidelines.

- It is recommended that students be at the bus stop at least FIVE (5) minutes before the scheduled time; the bus must run on schedule and cannot wait for those who are late.
- Students should never stand in or play on the roadway while waiting for the bus.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion AND REMAIN STILL.
- Students must not ATTEMPT TO get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- In crossing the street at any time, students should look both to the right and to the left, WAIT FOR THE DRIVER'S SIGNAL (IF THE BUS IS PRESENT), and then cross the street.
- Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students must not call out to passers-by. They should not open the bus window without permission from the driver or extend head or arms out of the window.
- Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
- Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students must sit facing the front of the bus AND SHOULD NOT LAY IN THE SEATS.
- Students must not throw articles of any kind out of or around the bus.
- Students are not to eat or drink while on the bus.
- Students must remain in their assigned seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.
- Parents/guardians are not permitted to enter the bus. Any concerns must be addressed with the building administrator and/or the bus contractor.
- Students must get on and off the bus at their designated bus stop.

## **Anti-Harassment**

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

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

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

## **Definitions**

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the 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.

### **Use of Restraints**

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

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

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

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

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

education of the student.  
 R.C. 3319.41  
 OAG 02-019 Adopted 1/11/10

### **BUS CODE OF CONDUCT**

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

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

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

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

**First Referral** – 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:

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

### **SPECIFICALLY PROHIBITED**

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

## **DUE PROCESS RIGHTS**

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

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

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

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

## **DRESS CODE**

**If a student's dress or appearance is such as to cause undue attention, the parent will be contacted and the child may be sent home. (See Code of Conduct, Dress and Appearance.)** In addition, all footwear must allow for active and safe participation in recess and physical education classes. (No roller-skate shoes, flip-flops, or excessive platform shoes.)

## **GUM**

No gum is permitted during the school day.

## **NON-SCHOOL OBJECTS**

Students should not bring to school items or objects, which are not a part of their school materials. Such objects may include, but not be limited to toys, trading cards, and electronic devices. Non-school objects may be held in the office. Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **CELL PHONES**

Cell phones are to be off and stored in student backpacks during the school day unless the teacher approves.

- Violation One - teacher takes, holds until end of end of the day
- Violation Two - teacher takes, takes to office until end of the day
- Violation Three - teacher takes, takes to office, a parent/guardian must pick up the device

## **PLAYGROUND RULES**

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

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

## **CAFETERIA RULES**

Fast Food and Carbonated beverages are not permitted.  
Specific rules will be established by school personnel.

## **TOBACCO/VAPE PRODUCTS**

Students caught in possession of or using tobacco/vape products will be subject to progressive disciplinary actions. This can include ISA, OSS, required meetings with school personnel and education courses.

## **SOCIAL PROBATION POLICY**

Every student has an absolute “Right to a Free and Appropriate Education,” and upon graduating from high school the goal is for all students to be workplace and/or college ready. Students also have “Privileges” which include participating/competing in extra-curricular activities, interscholastic sports and other privileges which include participating in clubs and/or all social activities such as attending any school dance, sporting event, school play, field trips. It also includes participation in special events such as evening academic awards assemblies or graduation. It is important to differentiate between the two when defining Social Probation.

Students may be placed on Social Probation for attendance (habitual truant), failing grades, or violations of the Student Code of Conduct. Social Probation is a “Denial to Participate” (NOT a suspension) in activities that are considered privileges and do not interfere with educational “Rights” of the student’s education. It is simply a philosophy of requiring students to take care of business before pleasure; and for many students, it is that opportunity of participating in “privileges” that motivates them to do their best in the classroom. Social probation is designed to keep academics the most important focus while attending school and can also serve as a very important motivator.

Social probation is a denial to participate in the following activities:

- All interscholastic sports activities including practices, team meetings, and attendance or participating in any contests.
- All clubs during or after school hours (including student council)
- Attending any after school events, sports contests, all dances, club activities, field trips, and academic awards programs including graduation.

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

**Updated 9/20/23**