

## **FOREWORD**

This Student Handbook was developed to answer commonly asked questions families may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep it available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2016. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **VISION OF THE SCHOOL**

Talawanda EMPOWERS every learner every day.

## **MISSION OF THE SCHOOL**

Talawanda will be a collaborative, flexible, inviting community where innovation guides learning inside and outside of the school walls.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Building Principal at 513-273-3214, and/or complete a Bullying Report by clicking on [Bullying On-Line Reporting](#) on the High School webpage. Complaints will be investigated in accordance with district procedures. Any student making a complaint or participating in a school investigation will be protected from retaliation. Please see the building principal if you require additional information regarding equal access to educational opportunity.

## **CHILD FIND NOTICE**

Under the Individuals with Disabilities Education Act, Talawanda School District is required to locate, identify and evaluate all children with educational disabilities who reside within the district. The process of locating, identifying, and evaluating children with disabilities is known as *Child Find*.

The Talawanda School District regularly conducts screenings to identify students who may be in need of 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 provide services to any child with an educational disability.

If you have or know of any Talawanda district resident who may have a child ages 3 to 21 with a disability please contact: **Student Services Director at 513-273-3123 for questions or concerns.**

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

Talawanda High School, which is part of 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, Dennis Malone: [maloned@talawanda.org](mailto:maloned@talawanda.org) or 513-273-3102 or Stephanie Jones: [joness@talawanda.org](mailto:joness@talawanda.org) or 513-273-3123.

**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, poliicy and in the search bar type: "information".

### TALAWANDA HIGH SCHOOL ADMINISTRATION AND STAFF

#### PRINCIPAL

Mr. Tom York 513-273-3214 [yorkt@talawanda.org](mailto:yorkt@talawanda.org)

#### ASSISTANT PRINCIPALS

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

Mrs. Rebekah Butz 513-273-3216 [butzr@talawanda.org](mailto:butzr@talawanda.org)

#### MAIN OFFICE (273-3200)

Mrs. Rhonda Johnson, Head Secretary 513-273-3213 [johnsonr@talawanda.org](mailto:johnsonr@talawanda.org)

Mrs. Lori Gingerich, Assistant Secretary 513-273-3212 [gingerichl@talawanda.org](mailto:gingerichl@talawanda.org)

Mrs. Nichole Patton, Attendance Secretary 513-273-3211 [pattonn@talawanda.org](mailto:pattonn@talawanda.org)

#### SCHOOL COUNSELING STAFF

Mr. Scott Davie (A-F) 513-273-3220 [davies@talawanda.org](mailto:davies@talawanda.org)

Mrs. Teresa Peter (G-N) 513-273-3223 [petert@talawanda.org](mailto:petert@talawanda.org)

Mrs. Kelli Stark (O-Z) 513-273-3219 [starkk@talawanda.org](mailto:starkk@talawanda.org)

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

Mrs. Debbie Crowder, School Psychologist 513-273-3225 [crowderd@talawanda.org](mailto:crowderd@talawanda.org)

Mr. Bernie Phelps, Student Assistance Program 513-273-3227 [phelpsb@talawanda.org](mailto:phelpsb@talawanda.org)

#### HEALTH CLINIC

Mrs. Jayce Little, R.N. 513-273-3204 [littlej@talawanda.org](mailto:littlej@talawanda.org)

#### ATHLETIC OFFICE

Mrs. Ann Hoskins, Athletic Secretary 513-273-3201 [hoskinsa@talawanda.org](mailto:hoskinsa@talawanda.org)

Mr. Wes Cole, Athletic Director 513-273-3207 [colew@talawanda.org](mailto:colew@talawanda.org)

#### SUPERINTENDENT

Dr. Ed Theroux 513-273-3106 [theroux@talawanda.org](mailto:theroux@talawanda.org)



## **STUDENT RESPONSIBILITIES**

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

## **STUDENT WELL-BEING**

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

## **INJURY AND ILLNESS**

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

## **ACADEMICS**

### **REQUIREMENTS FOR GRADUATION**

- 4 English
- 3 Social Studies (specific requirements include World History, American History & Government)
- 4 Math (specific requirements include Algebra I, Geometry, Algebra II)
- 3 Science (specific requirements include Physical Science, Biology)
- .5 Health
- .5 Career & College Readiness
- .5 Personal Finance
- .5 Physical Education
- 1 Fine Arts
- 5 Electives
- 22 Total Minimum

In addition, the Ohio Department of Education requires that seniors earn 18 points on seven Ohio State Tests. Specific point requirements by content area are listed on each student's Graduation Plan, accessible via the School Counseling Office.

Beginning with the Class of 2023 and beyond, students will be required to earn a competency score (684) on both the Algebra I and ELA II Ohio State Test. Additionally, students will be required to earn 2 "Graduation Seals." Options for seals will be reviewed individually and selected as part of the Graduation Planning process completed annually by each student and their School Counselor.

More detailed information can be accessed through the School Counseling Office or the Ohio Department of Education website.

Students and parents should remember, however, that these are minimum requirements only. Most students graduate from high school with many more credits than the minimum requirement.

### **SENIOR RECOGNITION**

All recognition of seniors is based on weighted GPA. It is determined by the **cumulative grades** at the end of the seventh semester. In order to be considered for senior recognition, a student must have attended Talawanda High School for at least five semesters. The point value is determined by the Talawanda High School weighted grading scale. As per current Ohio DOE Guidelines for CCP; these courses will be weighted at the same level as the highest THS course within the same discipline and earn 1.0 credits to be placed on the high school transcript.

### **GUIDELINES FOR EARLY GRADUATION**

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

## **GRADING AND REPORT CARDS**

### **GRADE REPORTS**

There are four marking periods of nine weeks each in the school year. Students receive grade reports at the conclusion of each grading period. This report also includes teacher comments and a report of absences. In addition, students and parents are issued an **Interim Progress Report** during the fifth week of each quarter. Students and parents may also view daily student progress via the web through ProgressBook ([www.parentaccess.swoca.net](http://www.parentaccess.swoca.net)). Progressbook accounts will remain active from year to year. Users who have forgotten their passwords may request a reset on the Progressbook website. If you have not received your login and password, contact the Main Office.

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

### **INCOMPLETE GRADES**

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

### **CALCULATION OF FINAL GRADES**

- A. Where letter grades are used on report cards, the following methods are used by GradeBook to calculate final grades for a course using the s, trimester percentage quarterly percentages or the quarterly percentages and the semester exam percentage if exams are given for the course.
- B. The procedures described herein relate to the calculation of final and semester grades for 9-12, not quarterly grades. The quarterly grade is to be based on the common grading scale approved by the Curriculum Council and adopted by the Board of Education. All procedures outlined in

this document have been based on this scale.

- C. The percentage values of the 9-12 nine-week and final exam grades will be averaged. Individual test scores and/or points earned during the one quarterly grading period, and used to calculate that quarterly grade, will not be carried over to another quarterly grading period. Each quarter's grade should stand alone with equal weight assigned.
- D. Grades K-5 will only report performance levels based on work completed during each grading period.
- E. Grades 6-8 will report grades based on work completed during each trimester grading period. A final grade will be given for year long courses based on each of the trimester grades, to be averaged for a Final Grade.
- F. Grades 9-12 will report quarterly grades based on work completed during each quarterly grading period. For courses that do not have exams, semester and final grades will be calculated in the same manner as in grades 6-8 listed above. Semester grades will be calculated as follows:  
 $0.40(Q1) + 0.40(Q2) + 0.20(E1) = \text{Semester Grade}$ .
- G. For grades 9-12, a fifty percent (50%) F rule will apply only for first and third quarter grades. In order for a first or third quarter grade to be calculated as a fifty percent (50%) in the final semester grade rather than a lower percentage actually earned, the student may be required to complete make-up work. The nature, amount, and due date of make-up work will be determined collaboratively by the teacher, intervention coordinator, and principal.
- H. It is understood for grades 9-12 that students must receive passing grades for at least two of the three grading periods (first nine-weeks, second nine-weeks, final exam) in order to receive a passing grade for the course. When calculating a final average for a yearly grade it is understood that students must receive passing grades in two of the four nine-week grading periods, with at least one passing grade being earned during the second semester.
- I. Students should be notified that failure to take a semester or final exam will result in a grade of "Incomplete" which will be converted to a zero in two weeks if the final exam is not made-up by that time. Once the grade is converted from an "Incomplete" to a zero, the "F" will be averaged as a zero "F", not as 50% "F". Students who have missed the final exam as a result of an unexcused absence will not be permitted to make-up the exam and their exam grade will be recorded as a zero.

#### **GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
<60	F

#### **WEIGHTED GRADES**

Advanced Placement (AP) classes carry 1.0 weighted credit. Honors classes carry a .5 weighted credit. A minimum semester grade of a "C" is required to receive a weighted grade..

## **HONOR ROLL**

Honor Roll lists are reported at the end of each grading period. Students who achieve a grade point average for the quarter of:

3.5 – 3.749	Honors
3.75 – 3.899	High Honors
3.9 – 5.0	Highest Honors

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

## **ACADEMIC APPEALS**

If a student believes that an academic has occurred, the student may use the following procedure for appeal. (The parents may be present if either party wishes). If a student thinks that an academic injustice (including classroom grading, grade values and grade reports) has occurred in violation of building or board approved policy, the following steps are to be taken:

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

## **ATTENDANCE POLICY AND PROCEDURES**

**For additional attendance information please review the Code of Conduct on our website:**

[www.talawanda.org](http://www.talawanda.org)

## **DISTRICT STATEMENT**

Regular attendance by all students of the Talawanda School District is crucial for academic success. For this reason, it is important that parents and students make every effort possible to make appointments and attend to personal business outside of school hours. Situations may arise that cause a student to miss part or all of the school day. A student is considered EXCUSED for the following reasons:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family
- C. Quarantine of the home
- D. Death in the family (limited to three days 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. Court appearance
- H. Out of state travel (up to a maximum of four (4) days per school year) to participate in a district approved enrichment or extracurricular activity
- I. Such good cause as may be acceptable to the Superintendent or his/her designee

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

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

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

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



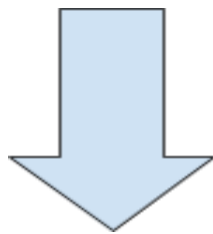
# House Bill 410

## Effective July 1, 2017

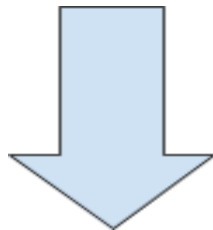
<https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA131-HB-410>

Refer to pages 54-55

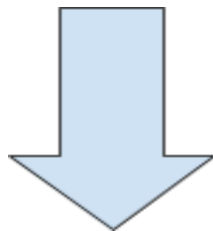
If a child is absent (excused OR unexcused) for **38 hours per month** or **65 hours per year**, the attendance officer will provide written notification of the absences to the parent/guardian **within 7 days**. (Page 54)



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.

### Statement of Partnership

We understand the majority of students have no concerns with attendance. We value our partnership with you in providing an excellent educational experience for your student. Please know that we will work with you to continue that partnership.

## **TALAWANDA HIGH SCHOOL ATTENDANCE PROCEDURES**

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

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

If a call has not been received, the Attendance Office will begin making home phone calls to missing students by 9:30am. Students who have not been called in and wish to have his/her absence excused MUST, within 5 school days present a note **signed by the parent or guardian** with the following information:

- Date(s) of absence
- Reason for absence
- Phone number where parent/guardian may be reached

1. Students will not receive any academic credit for the period of time the absence is considered unexcused, and they will not be granted credit for missed class work, assignments, or exams. Students have 5 days from their return to school to provide documentation to change an unexcused absence to an excused absence.
2. Students who are 18 years or older may not phone themselves in as absent and are required to follow the same procedure.
3. Parents may excuse their student for a total of TEN occurrences each year. After TEN occurrences all absences will be considered UNEXCUSED unless supported by a doctor or court.

### **B. MAKING UP WORK DUE TO ABSENCE**

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

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

Failure to turn in makeup work when required will result in grades of zero for each day's work missed. Refusal to do any additional work assigned may also result in a further point deduction for each assignment not completed. If students are absent the day before a test, they must still take the test upon their return to school if the test was announced at least three days in advance and they were present.

Teachers may also give a different test as makeup for a test missed. In those special cases, arrangements for completion of work are to be made with each teacher. Students who are truant are not allowed to make up work for credit and will receive a grade of zero for all work assigned or due while they were truant.

### **C. TARDY AND EARLY DISMISSAL GUIDELINES**

Students who are tardy to class throughout the day (assuming arrival to school was reported as 'on time') will be dealt with at the discretion of the classroom teacher. This may include detentions or office referrals. Teachers are encouraged to report student tardies on Progressbook period attendance for tracking purposes.

Students who are tardy to school (meaning they were not present on time for 1st period attendance at 7:45am) will be dealt with at the administrative level and are required to report immediately to the main office upon arrival to school. At that time, student arrival time will be noted and student will be sent to class with a signed/timed pass from the office.

Students who need an early dismissal are to give notice to the office with a parent call or note. The parent/guardian should check in at the main office and the student will be called down. Upon return to school that same day, the student provides documentation of an excused absence and signs in at the main office. Upon return the next day, the student should provide a note for an excused absence (if applicable).

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

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

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

Seniors will be given reasonable time (6 times) to visit colleges where they have applied, intend to apply, or there is a valid reason for such a visit. Second semester juniors will be given 3 opportunities to do the same. College visit forms are available in the Attendance Office. Students should bring the completed form to the Attendance Office at least three (3) school days prior to the visit. Upon returning to school, a student must submit the college visitation form to the attendance office, signed by the college admissions office. Failure to follow this procedure may result in the days being rendered Unexcused Absences.

**F. VACATIONS/PRE-ARRANGED ABSENCES** Vacation days are no longer considered excused by the State of Ohio. 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 also be done in the case of a planned surgery or any other planned absence from school.

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

Students may not be absent during final exams unless a physician's statement (or appropriate documentation for other absences) is presented to an administrator. Make up exams will be scheduled for those students only. First semester exam makeups must be completed within 10 school days following the last day of the exam schedule. Second semester makeups are done by appointment only and must be completed by the end of June

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

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

1. **Withdrawal from school:** A student who withdraws from school for a reason other than a change of residence and who is not enrolled in and attending an approved program to obtain a diploma or its equivalent will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court.
2. **Excessive Absences:** A student who is excessively absent from school (absent without a legitimate excuse for 10 consecutive school days, or at least 12 total school days during the year) will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court.
3. **Suspension/Expulsion:** A student who is suspended and/or expelled from school for the use or possession of drugs or alcohol will have his/her name submitted to the Bureau of Motor Vehicles and the Butler County Juvenile Court. Notification of the Bureau of Motor Vehicles regarding withdrawal, excessive absences, or suspension/expulsion, as outlined above, shall result in the suspension of the student's driver's license until age eighteen. If the student has not been issued a temporary driving permit or a driver's license, the Bureau of Motor Vehicles shall deny such permits or license until the student becomes eighteen years of age. It is extremely important that you follow all attendance regulations and procedures in order to keep your driver's license or temporary permit.

## DISCIPLINE

**For additional attendance information please review the Code of Conduct on our website:**

[www.talawanda.org](http://www.talawanda.org)

### NOTES ON DISCIPLINE

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

- **Detention:** student will serve detention from 2:30-3:00 p.m. daily
- **Extended School Day:** student will serve ESD from 2:30-4:30 p.m. Monday, Tuesday, and Thursday. The student will have supervised study time and community service.
- **In School Assignment:** student will serve ISA full or partial day(s) in room 515. Teachers will provide assignments for students to complete in ISA in lieu of assignments completed in class for that day. Students serving ISA during 5<sup>th</sup> period will eat lunch in the ISA room. The standard lunch for the day will be delivered to room 304. If the student has special dietary needs or preferences, he/she must bring a packed lunch from home.
- **External suspension:** student is sent home to the care of the parent/guardian.
- Protection of student's rights in disciplinary matters is assured and due process procedures must be followed at all times. Any student may appeal a disciplinary action to the Principal or Superintendent.
- Discipline may be recommended by any staff member of THS. Staff members include: administrators, teachers, secretaries, bus drivers, custodians, substitute or student teachers, educational assistants, cafeteria workers, and volunteers serving the school or chaperoning school events.
- Detentions may be given by administrators, teachers, student teachers and substitute teachers.
- ESD, ISA, or OSS may only be given by a principal or their designee.

### DISCIPLINE STEPS

The following guidelines apply to disciplinary actions:

1. For detention and Extended Day, students must be in the room by 2:30 P.M. Late arrival will result in an additional discipline time.
2. Students having more than one detention or Extended Day for that date will have the additional discipline assigned on the next available date.
- 3. Students requesting a change of date for serving a detention or Extended Day must bring a doctor's note or court document. Excuses by phone or note AFTER the scheduled date will NOT be accepted. The detention or Extended Day will be served on the next available date. Exceptions will not be made for sports, jobs, or extracurricular activities.**
4. Students are to have study materials with them while serving their disciplines.
5. Disruption during the discipline will result in that student being removed and the assignment of additional discipline.
6. Failure to serve a detention without an excused reason will result in ESD. Subsequent skipping of detention may result in potential ISA with ESD attached at the end of the same day, or OSS.
7. Students who skip detentions in favor of ESD will be assigned additional days of Extended School Day or ISA with ESD attached at the end of the same day.
8. If a student has an excused absence the day a discipline is assigned, the student will be called to the office to reschedule.
9. Accumulation of excessive detentions or Extended Days may result in additional disciplinary action.

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

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

## **DISCIPLINARY PROCEDURES AND APPEALS**

### **DUE PROCESS**

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

### **SUSPENSION PROCEDURES**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (4) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **REMOVAL PROCEDURE**

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

1. **Immediate Removal.** If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the principal, assistant principal or superintendent may remove a student from curricular or extracurricular activities or from the school premises.

2. **Teacher Removal of Student.** A teacher may remove a student from curricular or extracurricular activities under his/her supervision but not from the premises. In such cases the teacher must submit in writing to the principal the reasons for such removal as soon as possible.

3. **The Informal Hearing.**

A due process hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, Assistant Principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day

of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place on the next school day after the date of the initial removal and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

### **EXPULSION PROCEDURES**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

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

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

#### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

## **DISCIPLINARY APPEAL**

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

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

## **HARASSMENT POLICY**

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

#### **Nondiscrimination and access to equal educational opportunity**

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

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Please refer to [www.neola.com/talawanda.oh/](http://www.neola.com/talawanda.oh/) to review policy. (See Section 5517 Anti-Harassment)

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

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

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 extracurricular 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 Policies**

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.
- Filing a malicious or knowingly false report or complaint of harassment will not be tolerated.
- 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, or who has participated as a witness in a harassment investigation.

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

## **SUBSTANCE ABUSE POLICIES**

### **INTRODUCTION**

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

### **POLICY STATEMENT**

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

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

### **THE FOLLOWING MAY RESULT IN IMMEDIATE RECOMMENDATION OF EXPULSION**

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

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

1. The principal will suspend the student for 10 days, and a recommendation for expulsion may be made to the superintendent. The principal will also notify the Oxford Police Department for possible charges to be filed. Every reasonable attempt will be made to directly contact the parent/guardian by phone at the time of the disciplinary action.
2. The principal will notify the parent(s)/guardian in writing, using the suspension form.
3. The student should be evaluated, or begin an evaluation, by a trained Chemical Dependency Counselor within 48 hours for a professional assessment concerning where the identified student falls on the continuum between experimentation and dependency. Education, treatment, random screening, or nothing may be recommended by the referral agency.
4. The superintendent's office will notify the parent/guardian of policy and procedure related to hearings and a hearing date.

5. If a first time chemical abuse policy offender (all 4 years of high school are considered) agrees to follow the terms and conditions outlined in the formal substance abuse assessment, the recommendation for expulsion “may” be held in abeyance. The agency will be in regular contact with the administration at THS to convey progress on the recommended course of action.
6. If the cooperating assessment and referral agency notifies the THS administration that the student is not participating in the recommended program, the recommendation for expulsion will be reinstated.
7. Students who forego the evaluation process are subject to normal disciplinary procedures.
8. Students caught distributing or selling on school property, or for a second offense violation, any time during secondary schooling will be suspended for 10 days and recommended for expulsion for 80 days and the principal will notify the Oxford Police Department.
9. Whenever a student is expelled for a substance abuse related offense, the superintendent may notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court to revoke the student’s driver’s license or instructional permit. Such notification is to be given within 2 weeks after the expulsion in a manner that complies with the provisions of O.R.C. 3321.13 (b)(3).

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

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

## **STUDENT SERVICES**

### **SCHOOL COUNSELING SERVICES**

#### **MISSION STATEMENT**

The Talawanda School Counseling Department exists to EMPOWER every learner, every day by facilitating successful educational partnerships. This is accomplished through the implementation of a comprehensive, data-driven counseling curriculum.

#### **School Counseling Domains**

School Counselors are available to students to provide information and support in the following areas:

- a. Academic Development
- b. Career Development
- c. Social/Emotional Development

This information is provided to students through both direct and indirect methods of service.

#### **School Counseling General Information**

Services provided by the School Counseling program are for all the students. Counselors are available to students and parents who wish to discuss matters in the above domain areas. Counselors are available during school hours and other times by appointment. Students wishing to see their counselor are encouraged to sign up for an appointment in the School Counseling Office. Students and parents are also encouraged to take advantage of newsletters and evening workshops throughout the year.

### **SCHEDULING PROCEDURES AND CHANGES**

1. All students should register for a minimum of 6-7 classes each semester.
2. Students must meet graduation requirements for any given year before scheduling elective courses.
3. Students should indicate alternative course selections on their registration sheet. These will be used to fill the student's schedule if the initial course is unavailable.
4. Students should request a scheduling change within the first 10 days of the semester for the following reasons:
  - to take courses necessary for high school graduation for college requirements or postsecondary enrollment options.
  - to replace a study hall with a class.
  - to withdraw from a course. After the second week of the semester the student will receive a semester grade of "WF" (Withdraw Fail) which will be computed in the grade point average.
  - for medical reasons as requested by a physician. Required courses will not be permanently waived.
5. Written parent permission or parent contact is required for some schedule changes.
6. The school retains the right to change a student's schedule when deemed necessary.
7. Students enrolled in Honors Courses must maintain a "B," otherwise, course instructor can make recommendation for students to be dropped from the course.

## **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 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 and ninth grade. Hearing screenings are done in kindergarten, first, third, fifth, ninth, and eleventh grades. Scoliosis screenings are done in the sixth grade. Substance use screenings will be done in 6th and 9th grade. Early detection and treatment provide children the best opportunity to develop academically, emotionally and socially.

### **LIBRARY MEDIA CENTER SERVICES**

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

The Library Media Center is located in Room 100. A student wishing to visit the Library Media Center during regular class time must have a pass from the librarian. Upon arriving at the library, individual students must sign in at the circulation desk. Unless the pass states otherwise, the student must remain in the Library Media Center for the entire period. Most books may be checked out for three weeks at a time. Fines for most overdue books are \$.05 per day. Fines for Reference books are \$.25 per day. Students need to make sure they return books on time and pay fines as they accrue. Seniors who have outstanding fines or books still checked out will have their diplomas held until items are returned and/or fines are paid.

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

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

Talawanda School District encourages all students to use INFOhio to find information for research and projects. The User Name is "learn" and the Password is "infohio". For more information or to find how to navigate through the wonderland of INFOhio resources, please contact your librarian or Monica Greene at 513-273-3229 or [greenem@talawanda.org](mailto:greenem@talawanda.org)

### **ACTIVITIES**

#### **I. TALAWANDA ATHLETICS**

Talawanda has the following interscholastic teams:

#### **GIRLS**

Cross Country  
Volleyball  
Soccer  
Field Hockey  
Swimming/Diving  
Basketball  
Tennis

#### **BOYS**

Cross Country  
Football  
Soccer  
Ice Hockey  
Swimming/Diving  
Basketball  
Tennis

Fast pitch Softball

Baseball

Track & Field

Track & Field

Cheerleading

Wrestling

Bowling

Lacrosse

Golf

### III. CLUBS AND ORGANIZATIONS

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

Academic Challenge Team	American Field Service (AFS)
Art Club	Diversity Club
Drama Club	FCCLA (Families, Careers, & Community Leaders of America)
Fermata Nowhere A Capella Group	FFA (Future Farmers of America)
Go Green	Key Club
Mock Trial	NHS (National Honor Society)
Ohio Model United Nations	Peer Mediation
Red Cross Club	Student Government
Talawanda Tribune	The Setting Stone (Liberal Arts Magazine)
Voila (World Language Association)	Yearbook
YIT (Youth Initiative Team)	FCA (Fellowship of Christian Athletes)

### ACTIVITIES AFTER SCHOOL HOURS

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

### HAZING AND INITIATING POLICY

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

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

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

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

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

#### **FIRE DRILLS**

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

#### **TORNADO SAFETY RULES**

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

#### **DISASTER SAFETY RULES**

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

#### **EVACUATION OF STUDENTS**

Some events in a school setting that may pose a threat or health/safety risk may require that a school facility be evacuated. In the event that a crisis would require that students be evacuated from the building, students will be relocated to a safe place. Parents will be notified via phone (through both voice and text messages) with directions to the safe location and a procedure for how parents can pick-up their child. Please note parent identification will be required.

#### **SCHOOL EMERGENCIES AND COMMUNICATION**

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.

## GENERAL POLICIES

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

### ACCIDENT PROCEDURE

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

### ASSEMBLIES

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

### AUTO INSURANCE GOOD STUDENT DISCOUNT

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

1. Preliminary information must be entered on the insurance form (policy owner, student's name, etc.). Blank forms will not be signed.
2. Because Talawanda High School is on the semester system, only previous semester grades will be utilized to determine whether the form will be signed.
3. Only those forms of students who have a 3.00 semester grade point average, as determined by Talawanda High School will be signed. Parents and students are reminded that it is the insurance company and/or the agent that grant the discount. Talawanda High School only provides factual information to the company. The Guidance staff will provide a copy of the student transcript and current report card at the request of the parent and/or the student, and will explain the determination of the grade point average if they desire that information. PLEASE GIVE ALL FORMS TO THE GUIDANCE OFFICE SECRETARY.

### AUTOMOBILE OPERATION AND PARKING

The following rules pertain to student parking. Parking permit applications may be picked up in the Main Office. Seniors are given first priority for parking permits, followed by juniors and sophomores if space is available. Violations of the parking lot rules will result in appropriate disciplinary action being taken.

1. Parking spaces are limited and available on a first come, first served basis. Spaces will be assigned to students who maintain a 93% attendance rate (excused or unexcused) and are current on all school fees, through a parking space lottery.
2. A student may have only one valid parking permit at any one time. No student may use a permit registered to another student. A change in license number or vehicle must be immediately reported. If a different vehicle is to be registered, the previously issued permit must be returned as well as a newly completed registration form.
3. The student may park only in the assigned space number that corresponds with the permit. Parking in areas such as fire lanes, handicap spaces, athletic facility, bus loading zones, and faculty or guest parking areas may result in a vehicle restraint mechanism being applied to your vehicle, a fine of \$25.00, and/or appropriate disciplinary action.

**Authorized personnel can search a vehicle on the Talawanda High parking lot if it is believed to contain contraband and/or items that could be harmful or dangerous to the successful operation of the education process.**

4. Your vehicle while on school grounds is subject to all school rules and regulations. **The parking area is off limits during school hours and your vehicle can only be used when leaving the school grounds after completing the school day (or with written permission from the school's administrative office).** ALSO, YOUR VEHICLE CANNOT BE USED DURING THE SCHOOL DAY TO TRANSPORT YOU AND/OR OTHER PERSONS OFF THE SCHOOL GROUNDS (THIS ALSO INCLUDES LUNCH PERIODS).

5. The parking permit costs \$50.00. Replacement cost for a lost or stolen permit will be \$5.00. If your permit is lost or stolen, you must report this to the Assistant Principals' office at once.

**6. Driving to school and using the school parking areas is a privilege that can be revoked at any time for careless or poor driving habits, repeated tardies to school, excessive absences, poor disciplinary record, poor academic record, failure to pay school fees, and misuse of said area. Upon the 6th tardy to school (for the year), parking privileges can be revoked. If privileges are revoked, no refund will be granted.**

7. The Talawanda School District is not responsible for any theft, vandalism, or damage to any vehicle or its contents. All students park at their own risk.

8. Students are expected to report any inappropriate parking, assigned space violations, or unauthorized visitors to the Assistant Principals' Office.

### **BEFORE AND AFTER SCHOOL**

Students are not to be in the building before 6:50 AM unless requested by a teacher. No student should be in the building after 3:00 PM unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for their activity and leave all rooms in proper condition. Entrance doors may be secured.

### **BUS TRAVEL**

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

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

### **CAFETERIA**

Our cafeteria participates in a federally funded School Lunch program. Free and reduced lunch forms are available in the Main Office. Students must use their student ID to access Café Terminal to purchase food in the cafeteria. A student lunch consists of at least 3 of the following items:

- One (1) Protein (such as chicken nuggets, taco meat, hamburger, etc.)
- One (1) Bread (including bun, roll, taco shell, etc.)
- One (1) Fruit or Vegetable
- One (1) Dairy Product (such as milk, cheese, yogurt, etc.)

Students may select any three of the above items, which constitute a full student lunch (including free and reduced lunches). There is also a variety of à la Carte items, but these items are not included in full lunch menu (including free or reduced lunches). Breakfast is served before school 7:00-7:20am Monday thru Friday.

	<u>Lunch</u>	<u>Breakfast</u>
Full Student Meal	\$3.10/\$3.55	\$1.00
Reduced Student Meal	\$0.40	\$0.30

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

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

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



### **Outstanding Lunch Balances**

Students may only borrow for reimbursable meals, breakfast and/or lunch. Students are expected to repay this charge within the next school day.

1. If a student has met their maximum charge and if they appear at the register with a full meal, the meal will not be thrown away, but a referral will be made to the school counselor, SAP Coordinator and or building administrator. The home will be contacted in regarding the charge. The first home contact is not regarded as a discipline issue. The contact to the home will be made for the purpose of determining if the family is aware of the free and reduced lunch program.
2. In grades 6-12 for students that fail to repay meal charges and continue to appear at the register with a full meal, the student will be referred to the school administration. The administration will check to be sure that a previous phone call was made to the home in regard to the lunch charge. A second phone call will be made to the home, informing the family of the outstanding charge. The student and the parent will be also notified if the payment is not made.
3. Students that owe cafeteria charges will be provided a lunch that consist of all of the required food groups.
4. Students that fail to follow the above steps in the guideline, once instructed to do so by the school administration or intentionally steal food from the cafeteria will be subject to the school discipline code of conduct. Failure to repay school meal charges at the end of the school year, the charge will be included as a school fee and carried over to the next school year. High School Seniors must pay all school fees in order to participate in the high school graduation program.

Rationale:

It is not our intent to deny students a breakfast or lunch but the Talawanda School District is financially responsible for every meal served. Our food and nutrition department is self sufficient and is not supported by the general fund. Any and all outstanding charges at the end of the school year, if not repaid, come from the food service budget.

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

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

### **CLASSROOM SAFETY PROCEDURES**

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

### **CLOSED CAMPUS**

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

**1. All students who leave during the day must submit a written request for early dismissal to the office before the end of first period. PHONE CALLS WILL NOT BE ACCEPTED.**

**2. The written request must include:**

- **Student's name**
- **Time for early dismissal**
- **Reason for requesting the early dismissal**
- **Parent or guardian's signature and a phone number where he/she can be reached that day.**

**3. IN CASE OF EMERGENCY A PARENT OR GUARDIAN MUST COME TO THE OFFICE IN PERSON.** Students arriving late or leaving early must sign in and out at the Attendance Office window. The school cannot assume responsibility of any kind for students who leave the school grounds without permission. Students leaving school without permission will receive a disciplinary assignment. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS FOR LUNCH.**

### COLLEGE VISITS AND OTHER PRE-ARRANGED ABSENCES

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

### COMMENCEMENT

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

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

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

### CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS

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

### EMERGENCY MEDICAL FORMS

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

### FINANCIAL OBLIGATIONS

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

#### General Fees

General Student Fee	\$20.00
Technology/Media Fee	\$8.00
Insurance Charge for Electronic Devices	\$40.00/year
Senior Diploma Cover	\$10.00
Yearbook	\$60.00

### HALL CONDUCT

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

### HALL PASSES

Students are not permitted in the halls during class periods unless they have their agenda planner signed by an authorized staff member. Students must use their own planner. Unauthorized use of another student's planner will be considered a fraudulent pass and will be subject to disciplinary action. This pertains to lab assistants and students working on independent study projects also. Replacement cost for student planners is \$6.00.

### **HOMEWORK POLICY**

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

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

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

### **LOCKERS**

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

### **LOST AND FOUND**

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

### **MARRIED STUDENTS**

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

### **OFF LIMIT AREAS**

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

### **PARENT CONFERENCES**

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

### **POSTERS**

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

### **PREGNANT STUDENTS**

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

### **SCHOOL MESSENGER NOTIFICATION SYSTEM**

Our school uses the School Messenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies.

### **SEARCHES**

The administration reserves the right to search students, lockers, possessions, or automobiles when parked on school property or at a school sponsored activity off school property. The student's personal dignity should be respected when such searches become necessary. Law enforcement has the authority to interview students, an attempt will be made to contact parent/guardian prior to the interview, however, administration will follow the directive of the law

enforcement officer. In the event that a parent/guardian cannot be notified, administration will be present during the interview.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Any suspected handicapped student who may have problems with hearing, seeing, learning, mental retardation, behavior (severe), speech or language, health or physical functioning, and/or a combination of these problems, who resides in our school district, under 22 years of age, and is in need of an evaluation, special education program, and/or services should contact the Student Services Coordinator at 273-3123 between 8:00AM and 4:00PM, Monday through Friday.

### **STUDY HALL**

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

### **TELEPHONES**

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

### **TEXTBOOKS**

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

### **UNPAID DEBTS**

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

1. Diplomas
2. Official Transcripts
3. Driver insurance Release Form
4. Work Permits
5. Parking permits

### **VISITORS**

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

### **WEATHER CONDITIONS**

Occasionally it is necessary to cancel school or release students early due to unsafe road conditions. Students are reminded to listen to local radio station announcements, check the school district website [www.talawanda.org](http://www.talawanda.org) or watch the local television stations between 5:30 AM and 7:00 AM regarding cancellations and delay of starting time. **The School Messenger Notification System will be utilized to communicate school closings and delays.**

### **WITHDRAWALS OR TRANSFERS**

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

### **WORK PERMITS**

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

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