Revised August 12, 2026

Elementary School

PARENT/STUDENT HANDBOOK 2026-2027

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

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.

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 their 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 District regularly conducts screenings to identify students who may be in need of academic intervention or support. Parents/Guardians 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 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, Thomas Bailey: baileyt@talawanda.org or 513-273-3102 or Andrea Faulkner: faulknera@talawanda.org or 513-273-3123.

GENERAL SCHOOL PROCEDURES

ADMISSIONS:

New Kindergarten students must be 5 years old on or before **August 19, 2026** (the first instructional day) of the school year for which they are enrolling. New first grade students must be 6 years old on or before August 1st. 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 for all required annual notices.

ARTIFICIAL INTELLIGENCE (AI) USE IN SCHOOLS

Talawanda Schools supports the responsible use of Artificial Intelligence (AI) technology to help students learn and support school operations. AI tools can be useful, but all use must follow school rules, laws, and District policies.

Students must use AI technology appropriately and safely. Misuse of AI—such as violating academic honesty, privacy, or other school rules—may result in disciplinary consequences, including suspension or expulsion.
Staff must also follow all rules when using AI. Violations may lead to disciplinary action, up to termination, and illegal activities will be reported to law enforcement.
For complete information, see Board Policy 7540.09 – Artificial Intelligence (AI).

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. Talawanda School District follows all attendance guidelines and requirements per the State of Ohio.

A student is considered **EXCUSED** for the following reasons:
A. Personal illness (a written physician's statement verifying the illness may be required)
B. 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.)**

ABSENCE FROM SCHOOL PROCEDURES

Before 10:00 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 10:00 a.m. in compliance with the Missing Child Act. Students who have not been called in and wish to have his/her absence excused MUST, within 5 school days, present a note stating the date(s) of absence, reason of absence, and parent/guardian signature. Parents may excuse their child for a total of TEN days each school year. After TEN days of parent excuses, all absences will be considered UNEXCUSED unless supported by a doctor 's note. Vacation days are no longer considered excused unless a parent note is used, within the designated amount of parent notes.

TARDY AND EARLY DISMISSAL GUIDELINES

All students are to be in their homeroom by 9:10 a.m. A student who arrives after 9:10 a.m. 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 9:10 a.m. Students who are picked up from school before 3:50 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.

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.

Student Cell Phone Usage: Based on compliance with Senate Bill 158

Ohio Senate Bill 158 seeks to promote a focused, respectful learning environment free from personal cell phone distractions during the entirety of the school day.

Expectations

- All student cell phones must be powered off from arrival until dismissal.
- Phones may be stored in a student backpack and/or cubby and may not be used in classrooms, hallways, restrooms, recess, or the cafeteria at any time during the school day.
- Additional electronic devices that allow communication or internet use may also be stored should they present a disruption.

Consequences for Cell Phone Violations

1st Offense - students will receive a warning

2nd Offense - phone confiscated & turned into office until the end of the day

3rd -Offense - above procedures and the cell phone must be picked up in the office by the parent/guardian

Subsequent offenses - progressive discipline, including but not limited to: loss of recess and/or privileges

*Administrators may determine other consequences based upon the student conduct.

All parent/guardian contact must go through the main office. Students are never without access to communication. The school can always connect a student with a guardian using the office phone.

School-Wide Emergencies

Student safety comes first. We will **not send students to hallways during an active emergency.** Communication with families will be handled centrally by **administration, SRO, or district personnel.** If students need to access their phones after an emergency to contact family, they will be given permission and time to do so once it is safe. In some situations (e.g., prolonged shelter-in-place or reunification), supervised phone retrieval will be allowed once the situation is stable.

Please note, students refusing to comply with an adult's request to turn their phone in are subject to additional consequences.

- Smart watches/other forms of electronic communication if being used then follow above procedures

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 MUST complete a transportation form that can be downloaded from the TSD website - FORM. If needed, families may have one address for AM pick-up, and one address for PM drop-off. Once transportation receives the request, it takes 2-4 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 2ND GRADE STUDENTS - An adult **must be at the bus stop (visible to the bus driver)** to pick up the student in order for the child to be dropped off.

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

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 – 7:45 to 4:15
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. The 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 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 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 School District 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 Coordinators from the district website.

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.

DISMISSAL

If a child leaves before 3:50 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 3:50 p.m. Please pick up your child in a timely manner.

EMERGENCY CLOSINGS

Talawanda may delay or close school due to inclement weather or an emergency. The district maintains contact information for each student and utilizes an all-call service (phone/email/text) in addition to the district website, social media, and local news outlets. More information can be found at the link

(https://www.talawanda.org/resources/e-news-school-information-alerts/).
If there is an early closing of school due to an emergency, you must have an alternate plan for your child. Please complete your child's Final Forms so we always have accurate information in which to contact you.

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. Please complete your child's Final Forms information.

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 contact your school office if you have questions.

Talawanda Schools offer parents the choice of paying on-line into the student cafeteria account. PaySchools 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 that 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 may 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 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 PaySchools system.

Parents may sign their child in/out for lunch but may not eat within the school lunchroom with their student.
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 a PaySchools account to view your child's balance and charges (free to view):

https://www.talawanda.org/departments/food-services/payschools/

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

Please complete the FREE & REDUCED Lunch information in Final Forms (if needed) at the beginning of each school year or upon new student enrollment. Please contact the school office if you have questions or if you need to update your status based on your family's needs. (https://www.talawanda.org/departments/food-services/free-and-reduced-lunch/)

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. The elementary counselors are dedicated to Educate and Prepare Students for Life! The counselors support students, families, faculty and staff to empower our students to be successful academically, socially and emotionally. In support of this mission we are committed to student success in the areas of:

Social Emotional Learning
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.
- •social emotional learning.
- •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.

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 Talawanda BOE page to review the 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.

Please refer to the Talawanda BOE page to review policy.

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 4th 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 4th 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 1st birthday. The second dose must be administered at least 28 days after 1st 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- 11th 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

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:

-Projects that the student has completed
-Books the student is reading/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. 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.

In order to take another step forward in keeping our students and staff safe, we will have an application process for all volunteers in the district. Volunteers must complete an application for each building they volunteer in.
Volunteers are valued for what they do for Talawanda Schools and its students, however we want a process in place that allows us to vet volunteers, know who is in the building, and do everything we can to keep our students and staff safe.

- Any volunteer that has the opportunity to be alone with a student MUST get a background check.
- Any volunteer that plans to work with our students more than 2 times per year MUST get a background check.
- Chaperones for field trips and bus trips (band/athletics) MUST get a background check.

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. ***Birthday party announcements/invitations may be distributed at school with permission of the administrator and a district approved stamp. All classmates in a classroom should be included.***
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 the Preschool Office (513) 273-3125.
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 9:10 A.M. to 3:50 P.M. Upon arrival at school each student should report directly to their homeroom.

NO STUDENT IS TO ARRIVE BEFORE 8:50 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, backpacks, 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

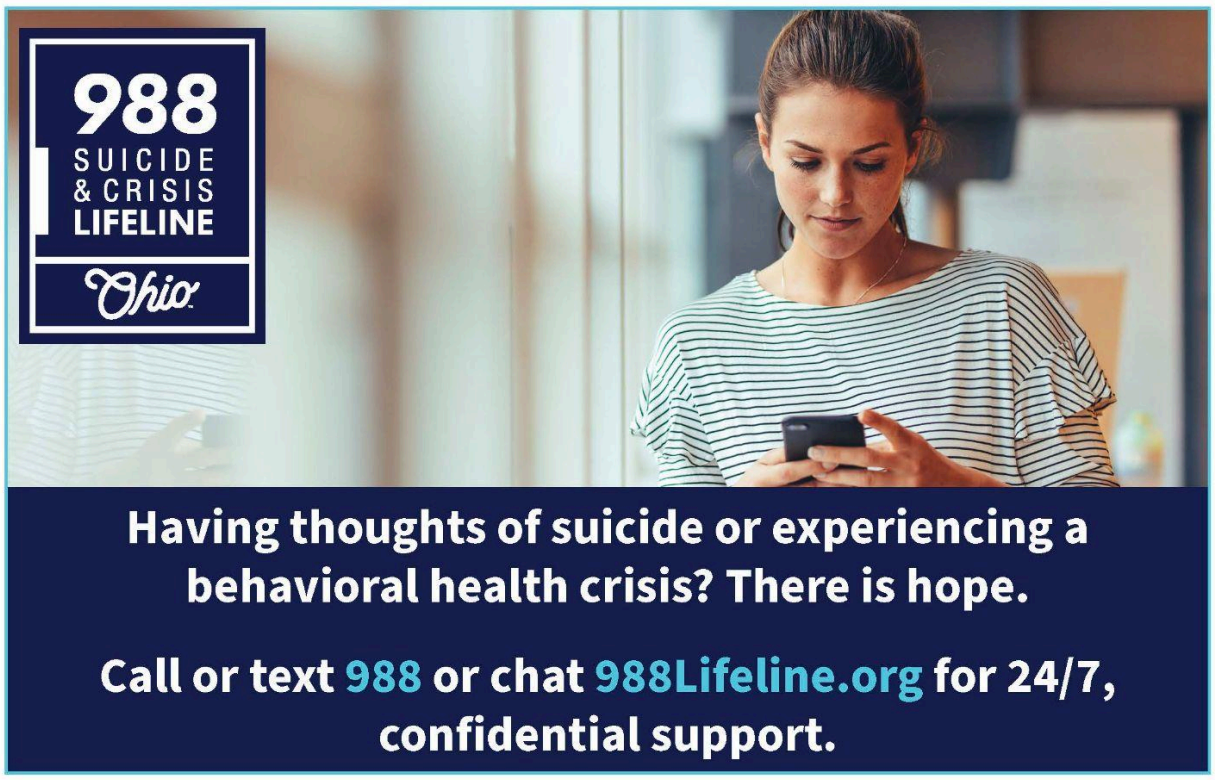
Student records are confidential. You and school personnel working with your child have access to them. If your child withdraws from our school, we will forward them to the school your child will be attending when we receive the record request form from your new school. Other individuals such as social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

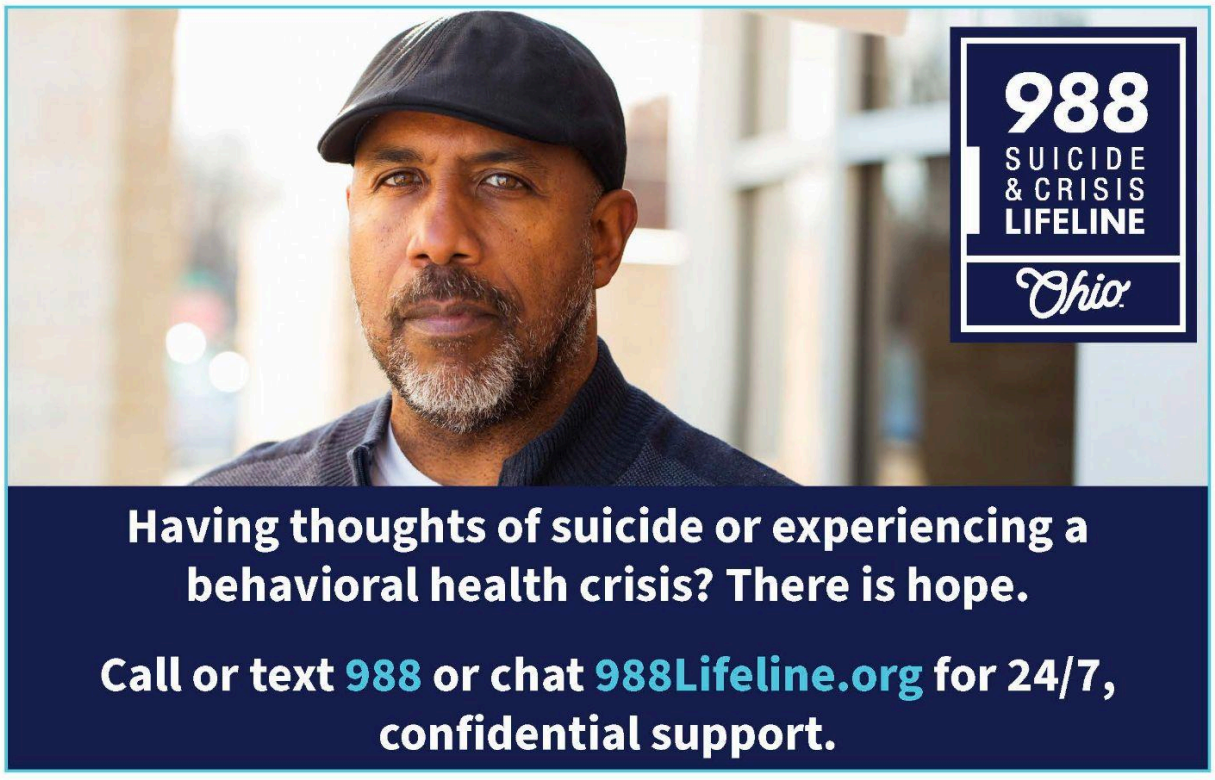
VISITATIONS

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.


988
SUICIDE
& CRISIS
LIFELINE
Ohio
Having thoughts of suicide or experiencing a behavioral health crisis? There is hope.
Call or text 988 or chat 988Lifeline.org for 24/7, confidential support.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