2026-2027

Talawanda Middle School Student Handbook

Welcome to Talawanda Middle School and the 2025-2026 school year! We are so pleased to have you as part of our TMS family. There have been many exciting changes at TMS, and we know this will be your best year yet. The administration and staff want you to have a successful school year. One way you can do this is to read and understand the information in the school handbook. It is your guide to understanding our expectations and having a successful year at TMS. Please feel free to check with any of our staff members if you need help. We look forward to working with you this year!

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building administration. 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 March, 2026. 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

EQUAL EDUCATION OPPORTUNITY

This District provides 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 during a school activity should immediately contact the Building Principal at 513-273-3306 and/or fill out a Bullying Report by clicking on Student Report Bullying on the Middle School 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 opportunities.

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: **Director of Student Services Coordinator 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

Talawanda Middle 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, Dr. Tom Bailey: baileyt@talawanda.org or 513-273-3102 or Andrea Faulkner: FaulknerA@talawanda.org or 513-273-3123.

ACADEMICS

READINESS FOR CLASSES

All students are expected to be seated in the classroom and prepared for the day's class when the bell rings. Readiness for the class includes such things as having appropriate books, texts, and writing materials, having Chromebooks charged and homework information, and so forth.

WITHDRAWALS

Students requesting to withdraw from a course (complete a schedule change) should do so within **the first ten days of the semester.** Beyond that time, a meeting between the student, parent(s), and counselor should be scheduled.

The student will earn a grade of "Withdraw/ Fail" (WF) for any course in which they are removed after the first ten days of the semester. Exceptions will only be made for medical reasons as requested by a physician or for poor course placement made by a school counselor/ teacher/ administrator.

GRADING

There are four grading periods of nine weeks each in the school year. Students receive grade reports at the conclusion of each grading period. This report also includes teacher comments and a report of absences for each subject. In addition, students and parents are issued a report if the student is receiving a D or an F during the interim grading period of each quarter. Students and parents may also view daily student progress via the web with GradeBook. If you have not received your login and password, contact the Main Office at (513) 273-3300.

Students who are failing a core subject ELA, Math, Social Studies, and/or Science will be required to receive one or more of the following: retention, repeating a course, assignment to an intervention course in lui of an elective, summer school, and/or social probation.

The calculation of the final average is on a 4.0 grading scale and is based on the following grade scale.

% Range	Letter Grade	GPA

90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
59-0	F	0.00

HIGH SCHOOL CREDIT COURSES

Grades received for courses taken for high school credit will be printed on the student's transcript and factored into the student's high school GPA. The grade earned is unable to be changed.

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 school attendance is critical for your student to experience their full potential for academic growth and achievement. Our own district research clearly shows that when students miss a significant amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests, including the State of Ohio-required testing. Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have an influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth. There are some types of absences for which the state allows, and those absences do not count towards the progressive steps in the state attendance plan. It is critical that medical, court, or funeral excuse notices are turned in to the school office, if applicable, within five days of the absence. Since 2017, the state of Ohio has become even more specific about the expectations regarding student attendance and the steps schools must take to monitor and assist families with challenges to avoid missed school time. Talawanda School District follows all attendance guidelines and requirements per the State of Ohio.

REPORTING ABSENCES

Regular attendance is necessary for success in school. Developing this habit will be of great benefit to you throughout your life. If you are going to be absent, your parents are asked to call the **School Attendance Line**, **513-273-3660 by 8:00 am**. The school, by law, must call the homes of absent students whose parents have not called in. Excuse notes must be submitted to the office within five days of returning to school. If a student has

substantial absences from school, a meeting of the Absence Intervention Team may be scheduled and an Attendance Plan created.

Parents/guardians may excuse their student for a total of TEN occurrences each school year referred to as "Parent/Guardian Notes". Parent/Guardian Notes can be used to excuse tardiness, early dismissals, full or partial day absences. After TEN occurrences all absences will be considered UNEXCUSED unless supported by a doctor or court document.

An absence is considered EXCUSED for the following reasons:

A.Personal illness or Quarantine of the home (a written physician's statement verifying the illness is required)
B. Death in the family (limited to three days with additional days by administrative approval)
C. Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
D. Observation or celebration of a bona fide religious holiday as per Board Policy
E. Court appearance
F. Such good cause as may be acceptable to the Administrator or Superintendent or their designee
H. 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 they are absent or tardy from school without a legitimate excuse.

TARDIES

If you are tardy to school, you will need a pass from the office to enter your day's first class. You will need a note from home explaining your tardiness to get this pass. Excessive tardies will be handled through the Absence Intervention Team and/or court referrals for truancy. Be advised that **unexcused tardies** will add up toward hours of **unexcused absences**. If you are late to a class, go directly to that class. If you are late because another teacher detained you, get a pass from that teacher.

Tardies to School

Students and families are expected to arrive at school on time. Tardies to school will be calculated in a student's overall attendance hours. Students who begin to have frequent tardies to school will work with administration to develop a plan and there could be disciplinary action, such as lunch detention, ISA, schedule change, etc.

Students are expected to arrive at school, eat breakfast if needed, and report directly to first period. If a student is at school as the warning bell rings and they are not on time to first period, the following discipline will follow:

4 to 7 tardy offenses per quarter - lunch detention each time

8 or more tardy offenses per quarter - administrator intervention, subsequent consequences

All following offenses during the quarter will be assigned a lunch detention each day, additional discipline could result if the student continues to be tardy to first period.

Administration reserves the right to revise the Tardy consequence as needed.

Tardy to Class

Classroom Tardies

- Tardies 1-3 - Handle at the classroom level
- Tardies 4+ - Submitted as office referral

DISTRICT NURSING SERVICES

District Nursing Services provide four 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 helping 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 the 6th and 9th grades. Early detection and treatment provide children with the best opportunity to develop academically, emotionally, and socially.

MEDICATION POLICY

In order to administer medication at school, prescription and non-prescription (this includes cough medication, Tylenol, etc..), we must have a Student Medication Permit signed by the physician and parent. This form and the medication in the original bottle, properly labeled, should be brought by the parent to the school office. For all over-the-counter medication, you must have a Student Medication Permit completed and turned in to the nurse. Students may not carry any type of medication without the nurse's consent.

ALLERGEN FREE PROVISIONS

Multiple students attending our schools have a serious or possibly life-threatening allergy. One of the most common allergies is peanuts or tree nuts. A student with a serious peanut/tree nut allergy can suffer a reaction merely by touching 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. All Talawanda School District staff recognize 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 reduce the possibility of exposure to an allergen reasonably.**

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 free, the specific allergen will be explicitly prohibited from the setting. This may require students to bring only fresh fruits/vegetables or labeled/pre-packaged food items into the environment to ensure safety. The letter sent home will detail more specifics. We thank all Talawanda families in advance for working

in collaboration with us to ensure the safety of our students with serious allergies. Parents can also 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.

NO OUTSIDE FOOD

In order to ensure safe, orderly, and efficient school operations, no outside food/drink may be delivered to students during the school day.

ARRIVAL

Upon arrival on the bus in the morning, students should enter the school and move quickly into the cafeteria or their first period class. Doors at TMS will open at 7:15 prior to the start of the school day. Parents should drop students off at the front parking lot to avoid interference with bus arrivals.

DISMISSAL

Students dismissed from their classrooms at the end of the day are expected to leave the building unless they are staying for a supervised activity. Buses park in front of the school in designated areas, and parents are to use the building's south commons entrance when picking students up in the afternoon. If you need to leave before the end of the day, you must have a parent meet you in the office to sign out. Do not leave your classroom early. An office worker will get you when your ride arrives.

AFTER-SCHOOL ACTIVITIES

Students are encouraged to participate in and attend school-sponsored activities after school. No student should be in the building without adult supervision. Transportation should be arranged ahead of time, and all students should be picked up within 30 minutes of the end of an event.

Students attending activities (home and away) are expected to dress and act in accordance with established rules, practices, and school policy. Students must attend school for a minimum of five periods to participate in after-school activities.

LOCKERS

Each student is issued a hall locker located near his/her 6th-period class and is expected to follow these simple rules:

- Use only the locker assigned to you (one person per locker).

- Do not share your locker or combination with others. Keep it in a safe place for reference.
- Valuables should not be kept in lockers. (For safety, keep them at home.)
- Keep your locker neat and orderly.
- Store books and any school materials carefully so they will not be damaged.
- Report any locker problems to your 1st-period teacher. He/She is here to help you.
- Remember that all lockers are the property of TMS and may be searched if concerns or suspicions arise.
- The school will not be held liable for the students who alter their lockers to bypass the combination lock.
- Backpacks and cell phones must be kept in students' lockers all day.

VALUABLES

Be responsible for what you bring to school. Lost or stolen items are your responsibility. Although lockers are provided, they are not theft-proof. The lost and found is located in the cafeteria, but don't risk losing your valuable possessions. Leave them at home. Be sure to mark or label your coats and belongings so they can be returned if found.

WEATHER EMERGENCY

The superintendent of schools or his/her designee shall have the authority to determine when curricular and/or extracurricular activities will be delayed or canceled as a result of inclement weather or hazardous road conditions.

In the event of bad weather, check **www.talawanda.org**. We appreciate you not calling the school early in the morning to check on closings and delays. We need to keep these phone lines open for staff and emergency communications. **Parents and students are responsible for knowing about emergency closings and delays.**

ACTIVITY CANCELLATIONS DUE TO WEATHER

When a school has been canceled due to inclement weather or hazardous road conditions, the superintendent or his/her designee will determine whether road conditions are safe enough for afternoon or evening activities to be held. Coaches and sponsors will be responsible for contacting students when an activity has been canceled.

EMERGENCY DRILLS

Fire, tornado, and emergency drills are state-required precautions and are to be practiced on a regular basis. Each room has posted directions on procedures during a drill. Any deviation from these directions and procedures could cause serious confusion and possible injury in the event of a real emergency. For this reason, we expect serious cooperation on the part of all students in practicing these drills.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are required to sign in and wear a building pass while they are in the building.
- All visitors are required to follow existing safety protocols and procedures in place while in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report any suspicious behavior or situation that makes them uncomfortable to a teacher or administrator.

- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- All district employees are to wear photo-identification badges while in district schools and offices or on district property.

SCHOOL EMERGENCY 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 the 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 are 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.

HALLWAYS

Between classes, some hallways can be crowded. To enable hall traffic to move smoothly, stay to the right of the center and not stop to talk with friends in the middle of the hall. This will enable a smooth traffic flow and allow everyone to arrive at class before the tardy bell. If a student cannot abide by the rules for the hallway, they may be placed on the "No Pass List." TMS students will be placed on the "No Pass List" upon recommendation of their team or an administrator.

CAFETERIA PROCEDURE

Lunch should be a pleasant, relaxing time in the day. The following rules are meant to ensure a safe, comfortable environment for all students.

- The residents of each table are responsible for keeping the table and its surrounding area clean and free of the trash.
- Students will sit at their assigned tables and be dismissed by tables into the cafeteria line.
- When you finish eating, dispose of all lunch items and return your tray. Return to your seat to await dismissal. Be sure that the area is clean for the next group of students before you leave.

At no time should food (or other items) be thrown in the cafeteria. At no time should food or drinks be taken from the cafeteria. Lunchtime is an opportunity for you to socialize with your friends in a mature, respectable manner. Enjoy your lunch!

If a student does not have lunch money, the student may take a lunch charge for both breakfast and lunch on the same day to a maximum charge of $5.00. Students may only charge for reimbursable meals, breakfast, and/or lunch. Students may not charge for any other meal until the payment is made.
If a student fails to repay meal charges and continues to appear at the register with a full meal, the student will be referred to the school administration. A phone call will be made to the home, informing the family of the outstanding charges. The student and the parent will also be notified that if the payment is not made, the student must see the cafeteria manager prior to entering the lunch line so that a meal can be provided to the student.
Students are expected to repay this charge within 48 hours.
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.

SEARCHES

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or 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 students have no reasonable expectation of privacy in their contents or in the contents of any other district property, including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas, including but not limited to common areas, hallways, cafeterias, classrooms, and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything found during a search 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 that have been confiscated.

TECHNOLOGY AND ACCEPTABLE USE

The Talawanda School District recognizes that access to technology in school gives students greater opportunities to create, collaborate, communicate, and develop critical thinking skills that will prepare them for life, work, and citizenship in the 21st century. To that end, the District will provide a device for each student enrolled in a school that will function as a platform upon which 21st-century learning will occur. Students and parents should read and sign the Acceptable Use Policy acknowledging their understanding and acceptance of its terms as a requirement to be issued a 1:1 device.

Students who take their Chromebook home will bring it to school every day, charged and ready to be used in class at their teacher's discretion. **These devices are the property of Talawanda School District, and the Board will hold students financially and legally responsible for any loss, damage, and theft. Accidental damage and normal wear and tear will be addressed by Talawanda using funds collected from the annual technology insurance charge. Students are responsible for paying an annual insurance charge which will be used to fund repair and maintenance necessitated by normal wear and tear and accidental damage. Insurance does not cover intentional damage or damage due to negligence or irresponsible use, transport, or storage. Please be respectful of the technology provided for your learning opportunities.**

PARENT FINANCIAL LIABILITY for Chromebooks/School Technology

In addition to following all terms of the Acceptable Use Policy, students/families are liable for intentional damage or damage due to negligence or irresponsible use, transport, or storage. When a student intentionally damages or loses school property or acts in a negligent way, students/families are liable for the cost of the damage or loss at the current rate determined by the technology department. Currently:

Chromebook Screen: $149

Charger: $50

Complete Chromebook: $346

CELL PHONES/EAR BUDS/PERSONAL COMMUNICATION DEVICES EXPECTATIONS

- All student cell phones must be powered off from the first bell/arrival until dismissal.

● Phones may be stored in a student locker (private combination available) or may be stored on the student's person (bags, etc.).

● They cannot be out/on in classrooms, hallways, restrooms, or the cafeteria at any time during the school day. (as per Senate Bill 158)

● Additional electronic devices that allow communication or internet use may also be stored should they present a disruption.

Consequences for cell phone/electronic device violations:

1st Offense - warning, placed in locker or held in office until dismissal, parent/guardian notified via email

2nd Offense - phone confiscated & returned to a parent/guardian

3rd -Offense - above procedures plus office check-in required and detention assigned

Subsequent offenses - progressive discipline, including but not limited to: ISA and/or social probation

STUDENT BEHAVIOR AND EXPECTATIONS

In order to provide an atmosphere in which there is a focus on safety and learning, students are expected to show respect for and consideration of the rights, privileges, feelings, and needs of themselves and others.

The **Talawanda Student Code of Conduct** is designed for such reasons, and students are expected to adhere to it. Each student will have an opportunity to read, review, and ask questions relating to the Talawanda Code of Conduct at the beginning of the year. Through cooperation and shared responsibility, the student, school, and parents can ensure that good behavior habits are developed and rewarded.

EXPECTED BEHAVIORS

Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and the School.

TOBACCO VAPE/PROCEDURES

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

SOCIAL PROBATION

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

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

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

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

CLASS ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class
- All students in the class have the opportunity to learn.

DRESS AND APPEARANCE

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

TMS PBIS (Positive Behavioral Interventions and Supports)

The TMS PBIS is intended to recognize and reward respect and responsibility while providing appropriate consequences to discourage misbehavior and ensure that the school provides a safe and learning-based climate.

****NOTE: All rules/behavior expectations are in effect:**

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

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.

Disciplinary consequences include, but are not limited to, the following:

Lunch Detention- Student would take their lunch and report immediately to the lunch detention room
Tuesday and Thursday School- 2-hour detention after school
Saturday School- 4 hours- 8:00 am to 12:00 pm (not every week)
In-school Assignment- The student is confined to a single classroom for the day
Out-of-School Suspension- The student is removed from the school and all school/extracurricular events

*See District Code of Conduct for additional behavior/consequences

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

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 administrators 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, the reason for the removal, and any intended disciplinary action will be given to the student as soon as practical before 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 student or parent(s)/guardian(s) 's right 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 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 can appear before the Superintendent or designee to challenge the proposed action or explain the student's actions otherwise. 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 the 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 an 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, an 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 teachers 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 the teacher, counselor, and school principal. Decisions at that level will be final.

HARASSMENT POLICY - Talawanda Board of Education – Policy 2260

The Talawanda Board of Education is committed to providing all students with equal educational opportunities. Any form of discrimination or harassment can harm a student's learning, friendships, and sense of self-worth. The Board of Education will not discriminate or tolerate harassment in its educational programs or activities for any reason, including a person's race, color, religion, national origin, gender, disability, military status, ancestry, or age.

The Board is committed to providing equal opportunity for all students, regardless of race, color, beliefs, disability, religion, gender, ancestry, age, national origin, place of residence within the District, or social or economic background, to learn through the curriculum offered in this District. Please refer to http://go.boarddocs.com/oh/tsdoh/Board.nsf/goto?open&id=B95AUW79176C to review the policy. (See Section 5517 Anti-Harassment)

It is the policy of the Talawanda Board of Education to maintain a school environment that is safe, respectful, and free from all forms of unlawful harassment. This commitment applies to all School District operations, programs, and activities.
All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting harassment.
The Board will investigate all reports of harassment. If harassment is confirmed, the Board will take steps to stop the behavior immediately. Individuals who engage in harassment may receive appropriate disciplinary action.
Harassment may take many forms. Examples of conduct that may be considered harassment include, but are not limited to:

- Unwelcome comments, teasing, or jokes that make someone feel uncomfortable or embarrassed.
- Threats or behavior that may negatively affect a student's schoolwork, classroom participation, or involvement in school activities.
- Hurtful remarks about a person's body, appearance, clothing, or personal characteristics.
- Mean or inappropriate messages, sounds, gestures, or comments directed toward another person.
- Pictures, drawings, notes, or other materials shared at school that may embarrass or offend others.
- Unwelcome touching, pushing, or other physical actions that make someone uncomfortable.
- A repeated pattern of behavior that causes another person to feel uncomfortable, embarrassed, or unsafe.
- Inappropriate actions by an adult or older student that cross personal boundaries or invade a student's personal space or privacy.

Students who experience or witness harassment should report the behavior to a trusted adult, such as a teacher, counselor, principal, or other school staff member.
Working together, we can help ensure that Talawanda Schools remain a safe and respectful learning environment for all students.

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, or 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 AN 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 6 through 8:

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 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 TMS to convey progress on the recommended course of action.
6. If the cooperating assessment and referral agency notifies the TMS 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 at 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.

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.

VOLUNTEERS

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.

Athletics

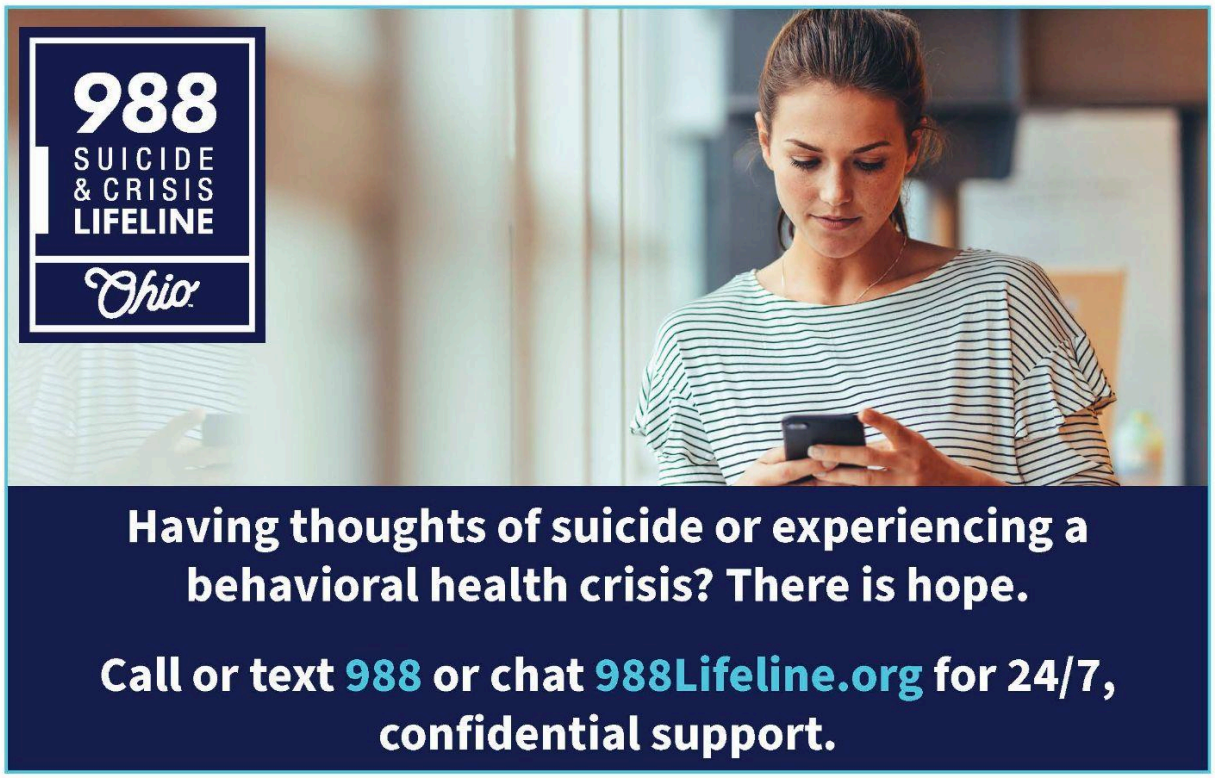
2026-2027

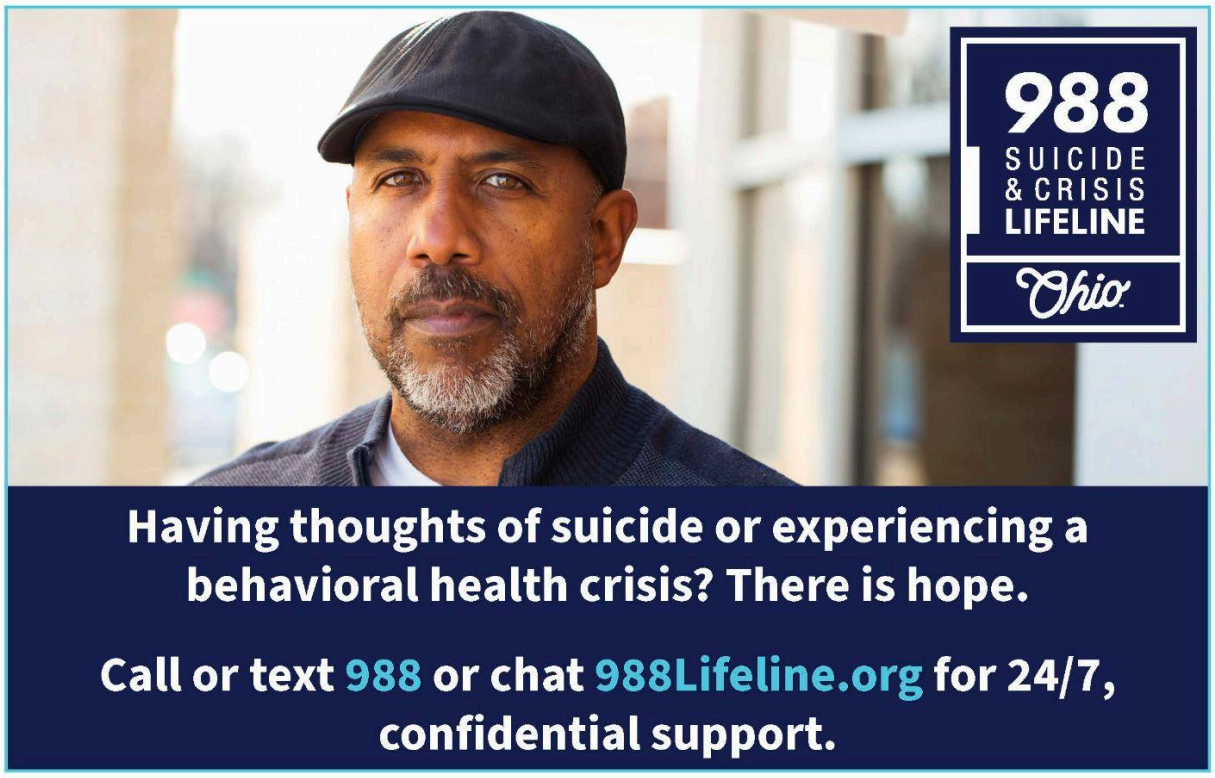
TALAWANDA SCHOOLS ATHLETIC POLICY/CODE OF CONDUCT CAN BE FOUND ON THE TSD WEBSITE

Name, Image, and Likeness (NIL) in Athletics

Student-athletes may participate in certain Name, Image, and Likeness (NIL) opportunities in accordance with rules established by the Ohio High School Athletic Association (OHSAA).

Students must continue to meet all amateur eligibility requirements and may not receive pay-for-play, recruiting inducements, or compensation tied to athletic performance. NIL activities may not occur during school hours or official team activities, and school names, logos, or team identities may not be used in NIL promotions.


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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