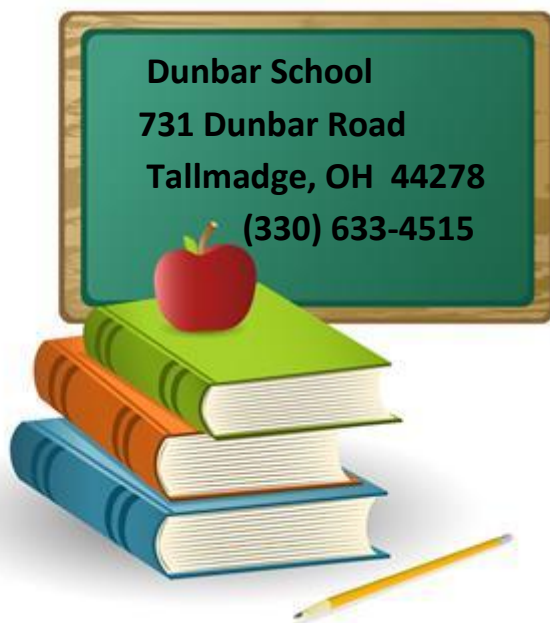


# *K-5 Elementary Parent/Student Handbook*



## **K-5 Vision**

*"We envision a future in which Dunbar and Munroe Schools is an exemplary place of learning, producing learners with the skills and value necessary to become productive and responsible citizens."*

## **K-5 Mission**

*"The mission of Dunbar and Munroe Schools is to promote an educationally sound, safe, and challenging environment in which everyone is actively engaged in learning."*

**K-5 PARENT/STUDENT HANDBOOK**  
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Dear Parents,

Welcome! This handbook is designed to acquaint parents with building procedures, services and regulations at Dunbar Primary and Munroe Elementary.

The information which is offered will help you understand what is provided for your child as well as what is expected of your child at Dunbar and Munroe.

We believe that the education of your child must be based on cooperative efforts of both the home and the school. You have our commitment that we will do all we can to make your child's first years meaningful and enjoyable. In return we hope you will support our efforts through open communication. Should any questions arise that are not answered on the following pages, please contact your teacher or our office.

### **EQUAL EDUCATION OPPORTUNITY**

The Tallmadge City School District does not discriminate on the basis of race, sex, or handicap in educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 – Rehabilitation Act of 1973.

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Steve Wood  
Tallmadge Civil Rights Coordinator  
330-633-3291, ext. 8101

The complaint will be investigated and a response, in writing, will be given to the concerned person. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live. Students that are new to Tallmadge are required to enroll with their parents or legal guardians. When enrolling, the parents will need to bring:

- Birth Certificate (issued from Health Department)
- Proof of Residency
- Immunizations
- Certified copy of custody papers
- Parent's Drivers License

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from the school. Dunbar School will assist in obtaining the transcript, if not presented at the time of enrollment.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **DUNBAR SCHOOL HOURS**

Any person entering the school is required by State Law to identify himself and receive a pass from the office before going elsewhere in the building. Parents are welcome to come to visit classes. An appointment should be made prior to visitation. All visitors are asked to park in the lot at the north end of the building. School hours are 8:30 a.m. – 3:00 p.m.

**Drop Off – (8:15 – 8:30 a.m.)** – Drive around to the back parking lot and continue in a circle – students can be dropped off by the gym doors at the side of the building. The first vehicle in line should pull up to the orange cone. The first three cars in line will then allow child(ren) to exit.

**Pick Up – (3:00 p.m.)** – Please park in the rear of the building, walk into the building and sign your child out in the gym.

Visitors are asked to park in the lots to the west and south of the building. Please do not park on the sidewalk. We ask that the front of the building only be used for short-term drop off/pick-up only.

### **MUNROE SCHOOL HOURS**

Any person entering the school is required by State Law to identify himself and receive a pass from the office before going elsewhere in the building. Parents are welcome to come to visit classes. An appointment should be made prior to visitation. All visitors are asked to park in the lot at the north end of the building. School hours are 8:30 a.m. – 3:00 p.m.

**Drop Off – (8:00 – 8:30 a.m.)** – Drive around to the back parking lot and continue in a circle – students can be dropped off at the side of the building.

**Pick Up – (3:10 p.m.)** – Parents can pick their child up from Munroe School at the second set of double doors at the side of the building. Parents must exit their vehicle and inform one of the supervising staff members of their child's name. The staff member will release the child to the parent.

Visitors are asked to park in the lots to the north and east of the building. Please do not park on the sidewalk. We ask that the front of the building only be used for short-term drop off/pick-up only.

## CAFETERIA

Student Breakfast Price: Breakfast - \$1.75  
Student Lunch Prices: Lunch - \$2.75                      Milk - \$.50

### Breakfast

Students will enter the building in the morning, go through the POS (point-of-sale) line in the cafeteria, as they do during lunch periods, and take a bagged breakfast back to their classrooms. The cost of the breakfast will be \$1.75. Students who are eligible based on family income may eat school breakfast free of cost or at a reduced-price (30 cents). Other students will pay the price set by the Board of Education. This will be a “cashless” breakfast; therefore, parents are strongly encouraged to use the EZPay system to manage their child’s account.

**\*\*If you wish your child to be excluded from our breakfast program, you must contact Mrs. Darla Newman at Dunbar at 633-4515 or Mrs. Maria McNulty at Munroe at 633-5427.**

### Lunch

All Dunbar and Munroe students eat in the cafeteria daily. Student behavior is monitored by paid supervisors. Courtesy and acceptable table manners are goals for all children while in the cafeteria. The following are the Lunchroom Rules:

1. Use a quiet voice
2. Use good table manners
3. Have safe hands
4. Stay in my seat and raise my hand
5. Listen to adults

- ***Please note that fast food is not permitted to be brought into the Dunbar/Munroe cafeteria.*** *Students will need to purchase a school lunch or bring a packed lunch from home.*

## FREE/REDUCED SCHOOL MEALS

Federally funded free or reduced price breakfast and lunches are available. Forms may be requested from the school office, or printed from the Tallmadge City Schools District homepage ([www.tallmadgeschools.org](http://www.tallmadgeschools.org)). Students who receive free or reduced meals may be eligible to have their instructional fees waived. This waiver does not apply to any fees that may be charged for fines, school pictures, or field trips, etc.

## **FOOD ALLERGIES**

It is the policy of this school to make the safety and well-being of our students a top priority. If a child has a food allergy please contact your child's teacher. Parents can also make other school personnel aware of their child's allergies if they feel it would be helpful. (Transportation Department is an example) If a student has an allergy the teacher will make parents aware of those children in that classroom so that parents will know not to send in snacks that contain those ingredients. (Depending on the allergy, for example, peanuts) Other safety guidelines that we follow:

1. Tables in the cafeteria are wiped down before and after children leave.
2. All staff has been trained in food allergies, possible signs of a reaction and the procedures to follow in case of an allergic reaction.
3. Sub folders identify students within a class that have these allergies. If they are not sure what to do, they are given a list of staff to seek for help or assistance.

Parents who wish to have their child identified with a sticker, etc. are asked to provide their child with that and notify the classroom teacher.

**Please see Behavior Expectation Matrix for Cafeteria Expectations.**

## **RECESS**

During part of the lunch hour, all students are expected to go outside for recess unless it is raining, or extremely cold. Please be sure to be properly dressed during cold weather – warm coat, hat, gloves, and boots. A student who needs to be excused from recess for health reasons must bring a note to his/her teacher from a parent indicating the days he/she is to stay inside.

**Please see Behavior Expectation Matrix for Playground Expectations.**

## **DRESS CODE**

Parents are urged to see that their child is dressed appropriately for classroom activity and outdoor play periods. It is recommended that each student keep a light jacket or sweater in her/his locker in case the temperature drops during the day. We encourage the children to wear hats, scarves, gloves, etc. during the cold months. Parental judgment should determine when and what is appropriate.

In order to help provide a positive educational environment for boys and girls at Dunbar and Munroe School, the following dress code expectations are in effect:

In general, nothing is to be worn to school that is a **safety hazard** or is **potentially disruptive**. More specifically:

1. Extremely "short" shorts are not permitted. They should be fingertip in length or about mid-thigh. Spandex shorts are also not permitted.
2. Nothing is to be worn that has any reference to alcohol or other drugs or inappropriate language, symbols or characters.

3. Tank tops without T-shirts underneath are not allowed. Straps must cover the shoulder area, which are about 4 fingers wide. No spaghetti straps.
4. All tops must cover the stomach area.
5. Leggings are permitted, as long as the shirt is long enough to cover the bottom.
6. Hats are not to be worn inside the school by boys or girls unless it is a special “hat day”.
7. Gang-related clothing is not permitted.
8. No flip-flops especially rubber-soled shoes (pool shoes) and no Heeley’s or shoes with wheels.
9. Any clothing that the administration deems inappropriate. If you have a question about shoes or clothing please ask.

### **BUS CHILDREN WALKING**

It is recommended that all children scheduled to ride a bus not be permitted to walk because of the safety hazard involved.

### **SPEECH AND HEARING PROGRAM**

The Speech and Hearing Program offers both diagnostic and therapeutic services for all school age children. Any child may be referred by his parents or classroom teacher for a language, hearing or speech evaluation.

Speech therapy for most children consists of half-hour sessions twice weekly. In addition to diagnosing and working with children’s articulation problems, the speech therapist also tests for difficulties in language, voice fluency and auditory perception.

### **SCHOOL PSYCHOLOGIST**

Dunbar and Munroe have the services of a school psychologist who works with individual students on a referral basis.

Children experiencing learning or adjustment problems in school may be referred by their teachers with the written permission of the parents. Parents may also refer their children.

After appropriate assessment and observation the results of the evaluation are shared with the parent. Should the child be recommended for special programming, a placement team which may include special teachers, speech therapist, principal, etc., meets with the parent and psychologist to plan the student’s educational program.

## **INCLUSION**

Dunbar and Munroe Schools are inclusive schools in which special education students are included and served within the regular classroom as much as is deemed appropriate for each individual child. Inclusive education is a fundamental belief that considers each person as an important, accepted member of the school and community. Our teachers work to create a sense of oneness and belonging within the group; they celebrate diversity within it. Our focus is on the positive, including respect and integrity for all people.

## **PERSONAL BELONGINGS/ELECTRONIC DEVICES**

We do NOT permit students to bring toys, trading cards, (i.e. Pokemon Cards), Nintendo DS, headsets, iPads, etc. or other personal items to school. It is difficult to monitor these items and often they are misplaced, lost, or stolen. The school is not responsible for any lost or stolen items.

***Electronic Devices*** - Students are not permitted to use mobile phones to text or make calls between the time they arrive at school until 3:30 PM. Students are permitted to carry mobile phones in their backpacks as long as they are not visible to staff or other students. Students are required to keep their phones powered completely off during the entire school day. (Mp3 players, gaming devices, iPods and other electronic devices will be handled the same as cell phones.)

Violations will result in the following disciplinary actions:

A first violation will result in confiscation of the item by any staff member. The item may be retrieved at the end of the school day from the principal's office.

A second violation will result in confiscation of the item and the parent must retrieve the item from the office at the end of the school day.

## **BRINGING PETS TO SCHOOL**

No pets are to be brought to school by the child. If the teacher and parent are willing, then arrangements may be made for the parent to bring the pet for observation by the class and then take it back home.

## **ATTENDANCE**

Punctual and regular attendance at school is extremely important. Unless it is absolutely impossible for your child to do so, he or she should be in school every day. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers. If you miss ten or more excused or unexcused days, you will receive a letter from the school office regarding excessive absences.



## **Absence Procedure**

State law requires that parents notify school officials if a child is absent. Parents must call the school office (Dunbar 330-633-4515) (Munroe 330-633-5427) by 8:30 a.m. if a student will not be in school. If parents know in advance that a child will be absent for several days, one call to the office will be sufficient. If a student is absent without notification, the school staff must make reasonable attempts to call a parent at home or at work.

## **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

- Personal illness but not illness in the family unless the circumstances are approved by the Principal
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non-school times
- Absence approval by the Principal for good cause

Please provide all appropriate home and work numbers as well as an alternate number in case you cannot be reached.

## **Early Dismissal**

When it is necessary for a child to be dismissed early, please send a signed note to the child's teacher that morning. When you come to get your child, please come to the office to sign him/her out in our office notebook. We will then call for your child to come to the office ready to leave. This procedure will help to ensure the safety of our students.

## **Security System**

All doors to the building are locked and will remain so during the school day. If you wish to enter the building, you must do so from the main entrance. Our secretary will press the release button in the office, which will allow you to enter.

## **SCHOOL NURSE**

First aid is administered by school personnel when needed. Parents are notified if follow-up care is indicated either at home or by a private physician. Most of the time a band-aid or a short rest enables the child to return to his/her classroom.

Our school nurse and is at Dunbar and Munroe two days each week. Please contact the school office if you would need to speak with her regarding your child's health.

## **MEDICATION POLICY**

Children are not permitted to bring medication to school. The building principal and school secretary are the only personnel authorized to dispense prescription medication. A student medication authorization form must be filled out by parent and physician prior to the

medication being given. Once authorized, medication should be brought to the office staff by the parent in the original container for storage. Please stop in at the office for this form prior to your doctor's appointment.

### **LICE POLICY**

Research published by the American Academy of Pediatrics has shown that the presence of nits does not cause or contribute to the spread of lice. The National Association of School Nurses endorses a "no live lice" policy. Dunbar and Munroe Schools implements this "no live lice" policy.

If your student should have a case of head lice, please contact the school office/school nurse. The application of a pediculocide shampoo will kill the lice, but nits remain on the hair shaft. Diligent combing for at least 14 days is the only way to remove the remaining nits. It would be punitive to keep children out of school and at home until every last nit is removed, and the best scientific research tells us that this is unnecessary. Parents will be notified, and requested to treat their student per recommendation. If more than one student in a classroom is confirmed to have head lice, a letter will be sent home with all students from that particular classroom to inform parents of exposure. An outline of steps of treatment for the head lice will also be provided to parents. A child who is sent home with head lice will be re-checked upon their return to school to be sure there are no live lice present. Please contact our school nurse regarding any specific questions related to our Lice Policy.

### **IMMUNIZATIONS**

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 with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Dunbar or Munroe office.

#### **Immunization Requirements**

Unless given a waiver, students must meet the following requirements:

- DPT                                      Five (5) doses (unless the 4<sup>th</sup> dose given after 4<sup>th</sup> birthday)
- Polio                                      Four (4) doses (unless the 4<sup>th</sup> dose given after 4<sup>th</sup> birthday)
- MMR                                      Two (2) doses
- Hepatitis B                              Three (3) doses
- Varicella                                      One (1) dose

### **STUDENT PHONE CALLS**

Students desiring to use the office phone must first obtain a permission slip from their teacher stating the time and reason for the call. These calls should be of an emergency nature only.

### **FIRE AND 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 be responsible for 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.

### **CRISIS RESPONSE DRILL**

In the event of a crisis students and teachers will follow the A.L.i.C.E. procedure. This is an acronym that stands for ALERT LOCKDOWN INFORM COUNTER EVACUATE. Each letter represents one option when facing a threat or a crisis. It is not a step-by-step process; it is designed to give options to students and staff.

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents via the Tallmadge School AlertNow Message System and the following radio and television stations:

WAKC-TV Channel 23	WQMX 94.9-FM
WJW-TV Channel 8	WNIR 100.1-FM
WAKR 1590-AM	WGAR 99.5-FM
WONE 97.5-FM	WHBC 1480-AM; 94.1-FM

Parents and students are responsible for knowing about emergency closings and delays.

### **FOR YOUR CHILDREN'S SAFETY**

1. Students may **not** be dropped off at Munroe School prior to 8:00 a.m. and Dunbar School prior to 8:15 a.m. due to no formal supervision at that time.
2. Students will not be permitted to move audio-visual or any other potentially dangerous equipment.

### **EDUCATIONAL RIGHTS AND RESPONSIBILITIES**

The educational opportunities afforded by the Tallmadge City School District are equally available to all persons within the District who are of appropriate age. However, a person, notwithstanding his/her attainment of majority age, may forfeit the right of access to such educational opportunity when his/her conduct tends to disrupt and interfere with the educational process and/or deprives others of their rights. Students who attend Dunbar and Munroe Schools are assured that their constitutional rights will not be infringed upon by school authorities. The students' rights and responsibilities are specified in the Tallmadge Board of Educational Policies and Regulations Book (sections 17,800 to 17,873). They, therefore, can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its' employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

A violation of any rule may result in disciplinary action. These rules apply during the school day and during all school events. They are in effect in the vicinity of the school before morning arrival and after dismissal in the afternoon.

In a learning community, the faculty cannot create the necessary climate for learning without the support of the students in maintaining that climate.

## **VISITORS**

All visitors, by state law, are required to report to the main office immediately upon entering the building. Student visitation from other schools generally will not be permitted until the end of the school day.

## **CODE OF CONDUCT**

Types of behavior for which a student may be suspended, expelled or removed from school:

### **Rule 1 – Disruption of School**

The student shall not by use of violence, force, coercion or threat cause material disruption of or obstruction to the carrying on of a normal school day. Some examples of disruption would include unusual dress and appearance, bomb threats, the setting off of false fire alarms, strikes or walkouts, the use of stink or smoke bombs or firecrackers, the impeding of free traffic to or within the school, etc.

### **Rule 2 – Damage of School Property**

A student shall not cause or attempt to cause damage to school property at any time including, but not limited to, trees, landscaping, fences, athletic facilities, buildings, chairs, tables, doors, windows, plumbing facilities, desks, lighting fixtures, heating and air conditioning fixtures, walls, instructional materials, etc. Reimbursement of the cost of replacement or repair or property damages shall be borne by the student and/or his or her parents, guardians or custodians.

### **Rule 3 – Damage to Private Property**

A student shall not cause or attempt to cause damage to private property on school premises during the school day or during a school activity, function, or event whether in school or off school grounds.

### **Rule 4 – Assault (Physical and/or Menacing)**

A student shall not act or behave in such a way as could cause physical injury to another student, teacher, visitor, or employee of the school district during the school day or during a school activity, function or event. No student shall knowingly cause another student to believe he (the offender), will cause physical harm to the person or property of such other person.

### **Rule 5 – Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as, guns, knives, ice picks, switchblades, brass knuckles, explosive material, chemicals, gasses including mace, etc.

**Rule 6 – Tobacco, Narcotics, Alcoholic Beverages, Drugs, and Counterfeit (look-alike) Drugs**

A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverages, narcotic, drug, any controlled substance including marijuana, as well as any counterfeit or “look-alike” controlled substance. Also, a student shall not use tobacco in any form on school grounds or a school function or activity during the school day. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, marijuana, chemical preparation, plant, seed, or derivative or a hallucinogen, barbiturate, or amphetamine. Accordingly, the use of drugs is strictly prohibited, except that the possession of a drug in its original container, together with evidence that it has actually been prescribed by a duly licensed physician, shall not constitute a violation.

**Rule 7 – Insubordination**

A student shall not fail to comply with reasonable directions of teachers, substitute teachers, teacher aides, principals, monitors, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of a minor rule, directive, or disciplinary procedure shall also constitute insubordination.

**Rule 8 – Truancy and Tardiness**

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and the Tallmadge Board of Education conditions as outlined in the student handbook for each school. In cases of prolonged absence, a doctor’s certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of Rule 7.

**Rule 9 – Theft**

A student shall not take, attempt, or cause to be taken into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district.

**Rule 10 – Profanity and/or Obscene Language**

A student shall not use profane or obscene language, either written or verbal, with school personnel, visitors, or another student. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications, etc.

**Rule 11 – Gambling**

A student shall not engage in any gambling activities, i.e., playing or gambling for money or other stake, hazarding or wagering for money or other stake.

### **Rule 12 – Throwing of Unauthorized Articles**

A student shall not throw any food, liquids, snowballs, or other unauthorized articles in the cafeteria, halls, restrooms, classrooms, or anywhere on school property, other than specifically designated locations, or during a school function.

### **Rule 13 – Leaving School Premises or Assigned Location**

A student shall not leave the school premises assigned educational location, or activity prior to the specified times without the permission of the school administrators.

### **Rule 14 – Hazing**

“Hazing” means doing any act or coercing another, including the victim, to do any act that causes or creates a substantial risk of causing mental or physical harm to any person. Hazing of any type is prohibited at all times.

All violations are prohibited on all school property; going to and from school by foot or vehicle; and all school functions and activities, wherever located.

A copy of the procedure for suspension, expulsion, or removal of a student from school and conduct code (both system-wide and individual building) shall be posted in a central location in each school and shall be made available to students upon request and shall be made known to students in such ways as may be appropriate to their age and maturity.

### **Rule 15 – Harassment**

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

*Sexual Harassment* – verbally, non-verbally or physically

*Gender/Ethnic/Religious/Disability Harassment* – verbally, non-verbally or physically

### **Definition of Harassment, Intimidation and Bullying:**

Intentional written, verbal or physical acts that a student has exhibited toward another student more than once and the behavior both (1) causes mental or physical harm to the other student (2) is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment for the student and (3) applies to all activities in the District including activities on school property or while

enroute to and from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function.

**Procedure for Reporting Prohibited Incidents:**

First time offenses should be handled by classroom teacher. Repeated offenses should be referred to administrator or counselor.

School personnel must provide a written report of repeated (2 or more) prohibited incidents to a school administrator.

Upon repeated offenses, parent or guardians of the students involved in the prohibited incident must be notified.

**Investigating** – Ask for written statements from the students involved in the prohibited incident, including witnesses.

**Documenting** – An administrator must file these written statements.

**Responding** – Follow set disciplinary procedure.

School administrator will complete the form to report incidents to the Superintendent.

A parent may request a formal investigation into bullying/harassment reports by speaking to the building administrator.

**DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Board's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. **Students subject to suspension:**

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

1. The student/parent will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student/parent 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 school day, a letter will be sent to the parent or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the Superintendent, Board Treasurer, and the student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### Appeal of Suspension to the Board or its designee

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

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

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

#### Appeal to the Court

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

#### **B. Students subject to expulsion:**

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

1. The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.



2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board of Education 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. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### Appeal of Expulsion to the Board

A student who is 18 or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

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.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

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

### Appeal to the Court

Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school suspensions. An in-school suspension is one served entirely within a school setting.

### Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals With Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **STUDENT BUS CONDUCT CODE**

The safety and comfort of all students while riding is affected by the good manners shown by all riders. If students misbehave, they can force the driver to turn his/her attention from his/her driving and also spoil the ride for all other students on the bus. Students are expected to show respect for their driver and courtesy to all other riders. General rules of behavior include:

- Take your seat immediately; fill the rear of the bus first; remain seated while the bus is in motion.
- Slide over to permit other students to sit. Each seat can hold three students.
- Do not change seats without the permission of the driver.
- Quiet conversation is permitted; the noise level should be reasonable and students should not yell.
- Leaning out of windows or “hollering” out of windows is not permitted.
- Eating and littering are not permitted on the buses.
- Learn how to get off the bus in emergencies.
- No scuffling is permitted between students; students must not throw anything while a passenger on the bus.
- Profane language or vulgar gestures will not be tolerated.
- Do not damage the bus. Any student damaging the bus by misuse or vandalism shall pay for the repairs or will be denied further riding privileges.
- Keep personal possessions out of the aisle. Do not transport band instruments unless absolutely necessary.
- Cross the road at least ten feet in front of the bus.
- Absolute quiet must be maintained at railroad crossings.
- Ride only the regularly assigned bus. If riding another bus, a transfer slip must be obtained from the Principal’s office.
- No smoking on the bus.
- Do not change seats while the bus is moving.
- Standees must stand in the aisle to the rear of the bus.
- Any act which may, in the opinion of the driver or the administration, jeopardize the health, safety, or welfare of the driver or any bus occupant is prohibited.

Students who misbehave may lose the privilege of riding.

Our district policy for this school year is that we cannot accept bus notes to have children ride home on a different bus.

**You must fill out an Alternate Bus Form and it must be for a minimum of five consecutive school days with pick-up and drop-off points limited to the same location(s).**

**TALLMADGE CITY SCHOOL DISTRICT**  
**NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

The Principal is the Custodian of Records and is responsible for the supervision of student records at the school. Her office is located at 731 Dunbar Road Tallmadge, Ohio 44278 or she can be reached by calling 330-633-4515.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18) years of age or older, and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records within (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of records will notify the parent or adult student of the time and place where the records can be inspected.
2. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guidelines 8330 describe those exceptions and are available upon request.
4. Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity to a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
6. Obtain a copy of the District's policy and administrative guidelines on student records #8330.

The District has established the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, or telephone numbers only for inclusion in school or PTO directories.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing with ten (10) days from the date of this notification that s/he will not permit distribution of any or all of such information.

## **Tallmadge City Schools**

*A Great Place to Learn*

The mission of the Tallmadge City School District is to promote an educationally sound, safe and challenging environment in which everyone is actively engaged in learning.

### **Administration**

Jeffrey Ferguson	Superintendent
Jeffrey Hostetler	Treasurer
Becky Furbay	Director of Student Services
Kurt Gwin	Director of Technology
Shelley Monachino	Director of Teaching and Learning
Steve Wood	Chief Operating Officer

Courtney Davis Principal of Dunbar and Munroe (K-5)  
Dunbar - 330-633-4515  
Munroe - 330-633-5427

Rob Kearns Principal of TMS (6-8)  
330-633-4994

Michael Householder Principal of THS (9-12)  
330-633-5505

Administrative Offices are located in the  
McCombs Education Center  
486 East Avenue  
330-633-3291

Bus Garage  
330-633-2215