



**Student / Parent Handbook
Tallmadge Elementary School
2021 – 2022**

480 East Avenue

Tallmadge, OH 44278

Main Office: 330-633-4515

Website: www.tallmadgeschools.org

School Colors: Blue & Gold

Mascot: Blue Devil

Steve Wood, Superintendent of Schools

Adam Booth, Principal

Nicole Koyan, Asst. Principal

David Ravida, Asst. Principal

Janet Fairhurst, School Secretary

Debbie Joliat, School Secretary

Counselors:

Lianna Dauberman

Josh Gambow

Tallmadge Board of Education Members:

Mr. Rick Kellar, President

Mrs. Christine Cipa, Vice President

Mrs. Jennifer Justice-Carter, Member

Mr. Chris Tywon, Member

Mr. Mark Fairhurst, Member

TCS VISION

“Tallmadge is a collaborative community that empowers every student.”

TCS MISSION

“Every Tallmadge graduate is successfully employed, enrolled or enlisted.”

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The TES Code of Conduct included in this handbook is required to comply with all Tallmadge City Schools Board of Education policies. The TCS BOE policies that are updated throughout the year can be found at the following link:
<https://go.boarddocs.com/oh/tcsoh/Board.nsf/Public?open&id=policies>

Please be aware that all revisions and updates supersede conflicting handbook language.

Dear Tallmadge Elementary Families,

Welcome! This handbook is designed to acquaint parents with building procedures, services and regulations at Tallmadge Elementary School.

The information which is provided will help you understand what is provided for your child as well as what is expected of your child at Tallmadge Elementary.

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.

SECTION I – GENERAL INFORMATION

TALLMADGE ELEMENTARY SCHOOL HOURS

Any person entering the school is required by State Law to identify themselves 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 east end of the building. School hours are 9:00 a.m. – 3:30 p.m.

Drop Off – (8:30 – 9:00 a.m.) – Follow the drive in the front of the building and continue in a circle – students can be dropped off at the front of the building and enter door #1 or door #17.

Pick Up – (3:15-3:40 p.m.) – Parents can pick their child up from school at the front of the building. Parents must have the “pick up number” displayed in their car window and visible to the staff members on duty. The staff members will release the child to the parent’s vehicle. Please contact the main office at (330) 633-4515 in order to register for a car rider tag.

Visitors are asked to park in the front of the building. Please do not park on the sidewalk.

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.

SCHOOL SUPPLIES

Each grade level has a student supply list to be used as classroom community learning activities. We ask that all students arrive on the first day of school prepared with all necessary supplies from the respective lists.

CLASSROOM PARTIES

Classroom celebrations will take place in December, prior to Winter Break; and in May at the end of the school year. For safety reasons, the number of adults permitted to participate in these celebrations is limited.

FIELD TRIPS

Tallmadge Elementary works to provide field trip opportunities for students at each grade level. Families may be required to pay for admittance to these field trip locations based on the outlined cost. 2-3 parent chaperones will be permitted based on the guidelines provided by the field trip location.

EXPECTED STUDENT BEHAVIORS

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- 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 in the school

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express himself or herself. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent or vulgar,
 2. Advertises any product or service not permitted to minors by law,
 3. Intends to be insulting or harassing,
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to administration 24 hours prior to display.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by TES Administration.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible young adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have their Annual Student Update completed on-line before the beginning of school indicating the procedure to be followed in the event of a medical emergency involving your child. This is required for all students and is a requirement in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. Failure to update the information and agree to the terms will jeopardize a student's educational program.

STUDENT SAFETY & WELL-BEING

The School complies with all fire, tornado & safety laws and will conduct appropriate 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 and consists of a steady, sustained sound. Safety drills such as Run, Hide, Fight and Lock In Place drills are held in coordination with the Tallmadge Police Department to ensure all procedures are followed.

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff member immediately. All injuries must be reported to a teacher and the main office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

STUDENT FEES, FINES, AND CHARGES <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53RX03C470>

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not make a profit. Late fines can be avoided when students return borrowed materials promptly.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers: Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds; a student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the activities advisor; no student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults; no house-to-house canvassing is allowed by any student for any fund-raising activity; unless authorized by administration.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of administration. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of administration. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

LOST AND FOUND

The lost and found area should be checked in the main office first. After that, items will be placed on the table in the cafeteria. Unclaimed items will be given to charity at the end of the school year.

MORNING ARRIVAL

Students are to immediately enter the building upon arrival at school and are not permitted to congregate on or within sight of school grounds. Students may not arrive at school before 8:30 a.m. Students arriving prior to 7:45 must go directly to the cafeteria (no locker) and remain seated there until dismissed by a staff member. While in the cafeteria, students may talk quietly or work on assignments. Students found in unsupervised areas of the building prior to 7:45 may receive disciplinary consequences.

Students that are dropped off by a parent should unload at Door #1 using the main lot of the K-8 campus. Students that ride the bus will enter through Door #3. Any student arriving after 9:00 a.m. will be required to enter through Door #1 and check-in with the main office staff.

CAFETERIA

Breakfast and lunch for 2021-2022 school year will be free to all students at Tallmadge Elementary. Please visit <https://www.tallmadgeschools.org/NutritionServices.aspx> for additional information.

Lunch

All students eat in the cafeteria daily. Student behavior is monitored by 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 Tallmadge Elementary 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). 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 Resources: The Tallmadge City Schools Meals To Go Program is available for families in need;

https://docs.google.com/forms/d/e/1FAIpQLSeV4DmE_rLvZsml8QL6XLkt70SW9uQcaxaKhJjcoqZj0Txjtw/viewform

Tallmadge City Schools 'Dare to Share' Meal Program is available for families by contacting our School Counselors Mrs. Lianna Dauberman and Mr. Josh Gambow at (330) 633-4515

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 the day, all students are expected to go outside for recess unless it is raining, or extremely cold (below 23 degrees). 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.

AFTERNOON DISMISSAL

Afternoon dismissal will begin at 3:15. Bus riders will be dismissed at 3:25 and exit through the side playground doors. Walkers and parent pick ups will be released at 3:15. Parent pick up will be at the front of the building using door #1 and door #17.

An early dismissal will be granted for the following reasons: **medical appointment, funeral, school-related activity (non-athletic) or illness.** Students requesting an early dismissal must present their homeroom teacher with a signed note from parent/guardian during morning attendance. Any early dismissal beyond two periods will be considered a half-day absence. Only Parents/Guardians, (and the names on the emergency medical form) are permitted to meet their child in the office and sign them out before escorting them out of the building. Students may sign themselves back in with a note from the appt. or parent. A pass back to class will be given to them from the office staff.

BICYCLES, SKATEBOARDS AND ROLLER/IN-LINE SKATES

Students may ride a bicycle to school. While on school property, students are to walk with their bicycles. Bicycles are to be secured with a lock at the bike rack near the front entrance. Skateboards/roller/in-line skates are not permitted on school property. Tallmadge City Schools is not responsible for a lost or stolen bike.

VISITORS

Visitors, particularly parents, are welcome at Tallmadge Elementary. In order to properly monitor the safety of students and staff, each visitor must enter the building through door #1 and report to the Main Office to sign in using our Safe Schools ID System (Drivers License Required). If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Students may not bring visitors.

EQUIPMENT AND FACILITIES (USE OF THE SCHOOL)

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of school administration to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

CHROMEBOOK ASSIGNMENTS AND INSURANCE

Tallmadge City Schools is a 1:1 district. Upon enrollment in the district, all students will be issued a chromebook for educational purposes. We strongly recommend that families purchase chromebook insurance to cover any repair costs that may occur:

<https://esvadmin7.eschoolview.com/uploads/9C50A36C-CAF6-4B14-BEE9-C17C364D253A/dd309732-bcd6-46a4-ab40-5aa63a3fdafd.pdf>

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign the Student Network and Internet Use and Safety Policy and the addendum to the Acceptable Use Policy regarding Bring Your Own Device to school usage. These define the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

A. Internet Connection

Wireless Internet connection will be provided at Tallmadge Elementary School for students to connect their devices to the internet.

Students must have signed the two forms mentioned in the above paragraph and they must be on file. Additionally, students may connect to the internet using their internet provider. In this case, the student and family will be responsible for any data charges incurred during this use. Regardless of how the device is connected to the internet (whether via the school's wireless network or via their own internet data plan) the use is governed by the Student Acceptable Use Policy.

B. Lost or Damaged Device

Tallmadge City Schools assume no responsibility for theft, loss or damage of an electronic device brought to school. Students bringing these devices to school do so at their own risk.

C. Transporting Devices

Use of bags and cases to transport electronic devices to and from school is encouraged. Students may use laptop bags or other cases specifically designed to transport and protect the device to and from class.

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 the following radio and television stations:

WJW-TV CHANNEL 8, WAKR 1590 AM, WONE 97.5 FM, WOMX 94.9FM, WNIR 100.1 FM, WGAR-99.5 FM, WHBC 1489-AM: 94.1-FM.

Parents and students are responsible for knowing about emergency closings and delays. Our automated School Messenger will be used to contact homes to relay emergency information, To do so, the parent must agree to release the contact numbers during the Annual Student Update. Delayed start requires that school begins 2 hours later at 9:45am. Ending time remains the same.

SECTION II-ATTENDANCE & ENROLLMENT

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Tallmadge Elementary School has an attendance policy to avoid these negative consequences.

Excusable, Approved Absences <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53P303C40D>

The following are legitimate reasons for not being in school:

1. Personal illness
2. Illness in family
3. Family quarantine

4. Death of relative
5. Observance of religious holidays
6. Emergency or other circumstances deemed appropriate by the administration

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

Reasons for which students may be non medically excused include, but are not limited to:

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observation of religious holidays consistent with a student's truly held religious belief;
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. College visitation;
6. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. Absences due to a student being homeless;
8. Temporary internet outage for individual students or households;
9. Technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson
10. Absence due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
11. As determined by the Superintendent.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. Excessive absences excused by a parent/guardian may require a doctor's excuse. According to House Bill 410, excessive absences are defined as 38 or more hours in one school month or 65 or more hours in one school year **WITH** a nonmedical excuse or **WITHOUT** a legitimate excuse. A maximum of 65 "parent" excused hours will be entered, but once those hours have been exhausted, any absence without a Doctor note or other appropriate documentation will be deemed unexcused.

Non-medical extended absences must be pre-approved using the required forms that are in the main office. These forms should be submitted to the main office at least one week in advance of the start of the absence.

Vacations during the School Year - Parents are encouraged not to take their child out of school for vacations. It may be possible for the student to receive certain assignments that are to be completed during the trip. Requested absences will not be excused if they occur during mandated testing or if the requested absences exceed the state required 93% attendance rate.

Unexcused Absences - Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered unexcused.

Chronic Absenteeism - Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts do not have to wait until a child has missed 10 percent of the school year to offer supports to the student and his or her family.

Habitual Truancy - If a student, under the age of 18, has accrued 30 or more consecutive unexcused absence hours, or 42 or more hours in one month, or 72 or more hours in one school year, s/he will be considered a "habitual" truant and an Absence Intervention Team Meeting will be held to create an Absence Intervention Plan with the intent to improve attendance.

Notification of Absence - If a student is going to be absent, the parents must contact the school at (330) 633-4515. Our voice mail is always available so you may call before or after school hours, but please try to call us by 9:45 A.M. the day of your child's absence and provide an explanation. If prior contact is not possible, the parents should provide a written or verbal excuse within 24 hours. After five (5) days, no unexcused absence will be changed without proper documentation. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may make up the work, with no credit granted. The skipping of classes for any part of the school day is considered an unexcused absence and make-up of class work will be permitted, without credit. Disciplinary action will follow.

State law requires that parents notify school officials if a child is absent. Parents must call the school office at 330-633-4515 if a student will not be in school, within 120 minutes of the start of the school day. 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.

TARDY STUDENTS

In addition to regular attendance, being on time is an important habit for students to develop for the future workplace. Students arriving **after the 7:45am** are required to sign in at the office and will be considered tardy. Progressive detention time for excessive tardiness will be assigned by the office throughout the year. Late arrivals after the second period without a medical/dental excuse will be considered a half-day absence.

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 on our office kiosk. 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.

ENROLLMENT

Tallmadge City Schools uses an online registration process for the convenience of families new to our district. This process should increase the accuracy and efficiency of registration. All students in grades K - 12 who are new to the district should complete the online registration and upload all documentation to the OneView Parent Portal. Be sure to read this entire page before starting the online registration process. Please contact Amanda Cardoni, Registrar, at 330-633-3291 ext. 8211 if you need assistance with the online registration.

Registration Process

- 1 - Parent/guardian completes the online registration with all required documents uploaded to the OneView Parent Portal.
- 2 - Students registering for kindergarten must have their 5th birthday on or before August 1st to be eligible for admittance.
- 3 - The following documents will need to be uploaded to the OneView Parent Portal. Documents can be scanned copies or photocopies. Pictures of documents from smartphones will be accepted as long as the document is visible.

- Student's Birth Certificate
- Student's Immunization Records
- Parent Photo ID
- Custody Paperwork (complete document), if applicable. Certified copy of court order or court appointed guardianship.
- Transcripts/Report Cards (Grades 9-12 only):
 - For Grade 9: Copy of student's 8th grade report card from most recent school
 - For Grades 10-12: Copy of student's unofficial transcript from most recent school
- Proof of Residency or Sworn Statement of Residency (for families living with relatives).

- *If a student is in the custody of Children's Services, an Affidavit of Custody and Proof of Educational Responsibility must be presented.

Homeowners: Deed or Loan Disclosure Statement

Renters: Valid Lease or Rental Agreement

*In addition to the above, two additional documents for proof of residency are required. Documents must be current and in the name of the parent or guardian (can be any of the following but must be two different documents):

- Utility bill (phone bills not accepted)
- Pay stub
- Insurance statement
- Voter registration
- Property Tax Bill
- Welfare/Child Care Records (Medicaid/Medicare, JFS)

4 - Grades 9-12 Only: once online registration has been completed and all the above required documents have been presented to the district please follow these procedures.

- You will need to call and schedule an appointment at the High School to complete course scheduling. Please have an unofficial transcript and most recent report card available. Please contact Chris Drenan at 330-633-5505 ext. 1071 to schedule your appointment.

**It is the responsibility of the parent/guardian to finalize registration. Should a document be missing and/or registration not complete, you may be contacted by email as a reminder to complete registration.

Change of Address and/or Custody - If the address and/or custody information for a student changes throughout the school year, the updated information must be submitted to the district through the OneView parent portal within two weeks of the status change. Proof of residency and/or court documentation is required. A district representative will contact the parent/guardian to follow-up.

Homeless students <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53NF03C3FA>

The Tallmadge City School District is committed to providing services to all resident families, including those that may be homeless. The district, in accordance with the McKinney-Vento Act, assures that all homeless children and youth have equal access to the same free and appropriate public education, including preschool age students, as children and youth who are not homeless. The district has developed policies to help remove barriers to the enrollment, attendance and success in school that homeless children and youth may experience.

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there.
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible.
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records.
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education.
- Receive the same public education that is provided to other children, including preschool. (Your child cannot be separated from the mainstream school environment because he or she is homeless. He or she cannot be segregated in a separate school, separate programs within a school or separate settings within a school.)

Under the McKinney-Vento Act, the terms "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence. This includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Unaccompanied youth includes youth in homeless situations who are not in the physical custody of a parent or guardian.

If you feel you and your family are experiencing, or have experienced a situation that qualifies you under the McKinney-Vento Act, please contact the district Homeless Liaison, Roy R. Zeman Jr., at 330-633-3291 ext. 8203 or at zeman.roy@tallmadgeschools.org.

Information on the district's enrollment dispute resolution process for homeless students can be found at the following link:
<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53NH03C3FC>

SECTION III – STUDENT CONDUCT

BUILDINGS & GROUNDS SECURITY

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established, which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons.

Surveillance Equipment

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53CB03C1F1>

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the administration has developed regulations to implement the surveillance program. The regulations are developed in compliance with law to protect the privacy rights of students and staff.

1. Cameras - Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

Metal Detectors - The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors. Any search of a student's person as a result of activation of the detector is conducted in private.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. Prone restraint;
2. Any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. Involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. Uses pressure point, pain compliance or joint manipulation techniques or
 - C. Otherwise involves techniques that are used to unnecessarily cause pain.
3. Corporal punishment;
4. Child endangerment, as defined by Ohio Revised Code Section (RC) 2919.22;
5. Deprivation of basic needs;
6. Seclusion and restraint of preschool children in violation of Ohio Administrative Code (OAC) 3301-37-10;
7. Chemical restraint;

8. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. Aversive behavioral interventions or
10. Seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint may be used only:

1. If a student’s behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. If the physical restraint does not interfere with the student’s ability to breathe;
3. If the physical restraint does not interfere with the student’s ability to communicate in the student’s primary language or mode of communication and
4. By school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. If a student’s behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. For the minimum amount of time necessary to protect the student and others from physical harm;
3. In a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. Under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students’ needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District’s professional development committee monitors this training and establishes model professional development courses.

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE’s and the District’s policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraint and seclusion to the ODE, as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. Procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and

2. Requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

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.

EMERGENCY REMOVAL

a student in grades preK through 3 may be removed for the remainder of the school day under ORC 3313.66(C) if the student's presence poses a continuing danger to others or property or is an ongoing threat of disrupting the academic process in a classroom or elsewhere on school premises. The student must be permitted to return to curricular and extracurricular activities on the school day following the day the student was removed.¹⁸ If the student is returned to activities in accordance with this requirement, the district or school can forego the written notice and one-day post-removal hearing requirements. However, a school district may not initiate a suspension or expulsion proceeding against a student in any of grades prekindergarten through 3 who was removed unless (1) the student committed an act described in ORC 3313.66(B)(1)(a) or (2) it is necessary to protect the immediate health and safety of the student, the student's classmates or the classroom staff and teachers.

K-3 SUSPENSION

As amended by HB 318, ORC 3313.668(B)(1)(a) states a school district or a school may issue an out-of-school suspension or expulsion, in accordance with ORC 3313.66, for such a student for engaging in any of these behaviors:

- Bringing a firearm to a school or onto any other district property
- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not on the district's property.
- Bringing a knife capable of causing serious bodily injury to a school or other school property, an interscholastic competition, an extracurricular event, or other program or activity sponsored by the school or in which the district is participating.

- Possessing a firearm or knife capable of serious bodily injury at a school, on district property, at an interscholastic competition, an extracurricular event, or any other school program or activity, which the firearm or knife was initially brought onto school property by another person.
- Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on other district property, or at an interscholastic competition, an extracurricular event, or any other school program or activity.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

If a student has not engaged in any of the behaviors specified in ORC 3313.668(B)(1)(a), then ORC 3313.668(B)(1)(b) specifies that a school district or school may issue an out-of-school suspension not to exceed 10 days or an expulsion to a student in any of grades prekindergarten through 3 only as needed to protect the immediate health and safety of the student, student's fellow classmates, classroom staff and teachers, or other school employees.

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 cell 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.

DUE PROCESS RIGHTS

Students being considered for out-of-school suspension, expulsion or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges and given an opportunity to make a defense. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (i.e. being tried twice for the same crime).

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OT03C445>

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one 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:
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspended violation) of a provision of the Student Code of Conduct 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 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 Board. Notice of appeal must be filed with the Treasurer or the Superintendent within 72 hours 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.

Expulsion from School <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53QX03C449>

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 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 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 or its Designee- A Parent or Guardian 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, if held before the Board. While the hearing may be private, the Board shall act publicly.

The procedure to pursue such appeal will be in accordance with regulations approved by the Board. Notice of intent to appeal must be filed within 14 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

Appeal to the Court – Under state law, the decision of the Board or its designee may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions. An in-school suspension is one served entirely within a school setting.

Permanent Exclusion – When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, complicity in any of the above crimes. This process is formal and will usually follow an expulsion and the proper notification of the parents. Tallmadge Elementary School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Assistant Principal.

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.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes a list of the types of misconduct that will subject a student to disciplinary action. The Board has formally adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words

“safe” and “orderly”. Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Violation by a student of any one or more of the following rules of conduct on school grounds, at Interscholastic competitions, at extracurricular events, or at any other program or activity sponsored by the school district or in which the district is a participant may result in discipline. Students may also be subject to discipline for violation of one or more of the following rules even if that conduct occurs on property not owned or controlled by the District. Students may be subject to discipline for acts which cause injury or loss or damage to the property of School District officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials or employees. The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. Consequences can range from a detention to expulsion for all offenses that do not have mandatory discipline listed. Not all acts of misconduct can be itemized. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

The consequences listed below are applied in addition to the consequences applied through the Extracurricular/Co-curricular/Athletic Code of Conduct, if they apply.

Explanation of Student Discipline Code

(Organized by Rule Number)

1. Use of drugs – The School has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that a student shall not use, abuse, possess, transmit, conceal, distribute, sell or be under the influence of alcohol, illegal or non-prescription drugs (i.e. controlled substances), or look-alike drugs to include electronic cigarettes on school property or at any school-sponsored or school-related function. This includes any alcoholic beers and wines, steroids, inhalants and the like. This prohibition also applies to any type of drug-related paraphernalia. “Under the influence” is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language, or any other behavior not normal for the particular student. “Under the influence” also includes the mere ingestion/consumption of a chemical followed by attendance at a school function, without regard to whether the student manifests physical signs of chemical consumption. If caught, the student may be suspended or expelled and law enforcement officials may be contacted.

2. Use of tobacco – Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco or vaping products during school time or at any school activity. This prohibition also applies when going to and from school, at school bus stops, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The student will be offered an alternative to some of the suspension days for completing educational programs approved by the administration.

3. Student disorder/demonstration – Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. Disruption includes, but is not limited to, the following:

- A. Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.
- B. Continuously making noise or acting in any manner as to interfere with the instructor’s ability to conduct the class or activity.

If a student or students feel there is a need to organize some form of demonstration, they are encouraged to contact TES Administration to discuss the proper way to plan such an activity.

4. Possession of a weapon <http://go.boarddocs.com/oh/tcs/oh/Board.nsf/goto?open&id=BY53QB03C435> – The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on consideration of one or more of the following specific circumstances:

1. The student was unaware that s/he was possessing a firearm.

2. The student did not understand that the item s/he possessed was considered a firearm.
3. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm.

If a student is found possessing a knife, a knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury, the Superintendent may expel the student for up to one (1) year. If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined in Board Policy, the Superintendent shall notify the Registrar of Motor Vehicles in the county juvenile court within two weeks after the discipline is imposed.

5. **Use of an object as a weapon** – An object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
6. **Purposely setting a fire** – Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
7. **Physically assaulting a staff member/student associated with the District** – Physical assault of a staff member, student, or other person associated with the district, which may or may not cause injury, will not be tolerated. The school will provide discipline for such action and will make a report with law enforcement officials regarding the incident. Injury to school district officials or employees whether on or off school property, will not be tolerated. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to persons as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions.
8. **Fighting with staff member/student/person associated with the District** – Any exchange of punches, kicks or other physical contact deemed inappropriate by school authorities between one or more persons while the student is at school, on any other property owned or controlled by the Board, or any other school program or activity, will result in suspension from school and a report made with law enforcement officials.
9. **Verbally threatening a staff member/student/person associated with the District** – Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.
10. **Extortion** – Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
11. **Gambling** – Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
12. **Falsification of schoolwork, identification, forgery** – Forgery of hall passes and excuses as well as false I.D's are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
13. **False alarms and false reports** – A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and is subject to disciplinary action.
14. **Explosives** – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
15. **Trespassing** – Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without written authorization of the Principal.
16. **Theft** – When a student is caught stealing another person's or the school's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the assistant principal. The school is not responsible for personal property brought by a student onto the school property.
17. **Disobedience/Insubordination** – The school staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
18. **Damaging property** – Vandalism and disregard for school property will not be tolerated. Loss or damage to the property of school district officials or employees, whether on or off school property, will not be tolerated. The school will provide discipline for such action and may contact law enforcement officials regarding the incident. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions.
19. **Persistent absences or tardiness** – Attendance laws require students to be in school all day or else have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school. (HB 410)
20. **Unauthorized use of school or private property** – Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Any trading or selling of items is not permitted. Selling or trading of items shall be subject to disciplinary action.

- 21. Refusing to accept discipline** – The School may use informal discipline to correct a student’s behavior and in order to avoid having to remove the student from school. If a student refuses to accept such discipline and to correct his/her behavior, more severe discipline may be imposed.
- 22. Aiding or abetting violation of school rules** – If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 23. Displays of Affection** – Public displays of affection are personal and not meant for public display. This includes touching, petting, kissing, hugging, hand holding or any other contact that may be considered inappropriate for the learning environment.
- 24. Electronic Devices** – Use of certain electronic devices is permitted at Tallmadge Elementary School. Electronic devices are classified as disruptive, non-disruptive and mobile phone devices.

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OD03C437>

A.) Disruptive Electronic Devices

Recording devices, radios, laser pointers and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of the District.

- Use of cameras on non-disruptive devices and mobile phones, to take pictures or audio/video, is not permitted on school grounds, including transportation, unless under the direction and supervision of school personnel.

The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

- Use of any electronic device in a restroom or other area of Tallmadge City Schools not authorized by school personnel.
- Use of headphones/earbuds is not permitted unless teacher supervision in the classroom.
- Use of one earbud only is permitted in the hallways. The second ear must be free of any device.

The school reserves the right to access information in confiscated devices. Failure to give the device to an adult will result in an Out-of-School Suspension.

B.) Non-disruptive Devices

Non-disruptive devices are defined as electronic devices primarily used for educational purposes. The categories of non-disruptive devices are (a) laptops (b) netbooks (c) tablets and (d) eReaders.

These devices may be used:

- During classroom instruction and in the Media Center/Library as permitted and directed by school personnel.
- During Academy and lunch as permitted and directed by school personnel (provided they are being used for educational purposes only).

Whereas the school is now providing each student internet access via their District issued chromebooks, wireless network access will not be provided for student’s personal devices.

C.) Cell Phones <http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53OD03C437>

Use of cell phones for any voice or text communication is not permitted during school hours except if instructed by the classroom teacher.

- Students must use the main office phone to contact a parent/guardian.

Cell phones may be used as directed by school personnel. Otherwise, cell phones must be turned off and silenced during school hours. Cell phones may possess advanced functions including internet access, eReader and video/audio functions. These functions may be used during Academy and during classroom instruction at the discretion of school personnel. The school reserves the right to access information in any confiscated device if there is reasonable suspicion of a violation.

Students are prohibited from using any personal device to record audio and/or video in any of the school buildings unless obtaining express written consent from the appropriate school administration.

25. Computers/Technology - Inappropriate use of computer hardware or software and/or misuse of other technologies will not be tolerated. Students who disregard Board Policy regarding computer and Internet acceptable use may have their use privileges suspended or revoked, and other disciplinary action taken against them. Students granted access to the Internet through the Tallmadge City School District assume personal responsibility, both civil and criminal, for uses of the Internet not authorized by Board Policy/Regulations.

26. Violation of individual school/classroom rules – Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

27. Violation of bus rules – Please refer to “Section VI – Transportation“ for bus rules.

28. Disruption of the educational process – Any actions or manner of dress that interfere with school activities and/or disrupt the educational process are unacceptable. Such disruptions may include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Disruption includes, but is not limited to the following:

- a.) Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.
- b.) Continuously making noise or acting in any manner as to interfere with the instructor’s ability to conduct the class or activity.

Sexual Harassment

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the assistant principal. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Hazing in violation of Board Policy JFCF by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

Cyberbullying

Using e-mail, IM, websites, cell phones and other forms of electronic communication tools to antagonize and intimidate others.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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 students at Tallmadge Elementary, 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.

ACADEMIC INTEGRITY POLICY

Academic Integrity is essential to upholding an honest and fair learning environment at Tallmadge Elementary School. It is important that all members of the TMS learning community maintain high standards of integrity and excel to their highest ability in order to protect the value of the educational process and to maintain the credibility of TES as an educational institution.

Violations – Violations against the Academic Integrity Policy include but are not limited to:

Cheating – The term assessment includes exam, test, quiz, essay, take-home test, lab, homework assignment, or any other means of assessing student knowledge and skills.

1. Copying from others.
2. Having or using resources not specifically authorized, reviewed or approved by the teacher.
3. Altering a graded assessment and resubmitting it for a better grade without teacher permission.
4. Using or displaying during an assessment any prohibited or unauthorized information or device: such as cell phones, cheat sheets, programmable calculators, etc.
5. Seeking unauthorized assistance on a take-home or make-up assessment.
6. Obtaining test or quiz materials for an assessment without the instructor’s knowledge.
7. Discussing information about a quiz or test with students who have not completed the assessment.

Plagiarism – Presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.

1. Presenting as one’s own, the works or opinions of someone else without proper acknowledgement or citation.
2. Getting or giving improper assistance of an assignment meant to be individual work (ex. Using materials or information not based on your own research and writing, knowledgeable giving a fellow student your work for his/her credit).
3. Having a parent or another person write an essay or do a project which is then submitted as one’s own work.
4. Failure to use proper documentation and bibliography.

Forging – Writing or falsifying something and claiming it as your own.

1. Writing a teacher's signature on a pass or note.
2. Falsifying a parent signature or note.
3. Writing a student’s name on another student's pass.
4. Falsifying a phone call.

SECTION IV - ACADEMICS

GRADES

Tallmadge Elementary School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The School uses the following grading system:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Points</u>
A+	98.00-100.0	4.33
A	93.00-97.99	4.00
A-	90.00-92.99	3.67
B+	87.00-89.99	3.33
B	83.00-86.99	3.00
B-	80.00-82.99	2.67
C+	77.00-79.99	2.33
C	73.00-76.99	2.00
C-	70.00-72.99	1.67
D+	67.00-69.99	1.33
D	63.00-66.99	1.00
D-	60.00-62.99	0.67
F = Failure	00.00-59.99	0.00

I = Incomplete (becomes an "F" if work is not completed within two weeks after the end of the grading period)

ONLINE GRADEBOOK ACCESS

Progressbook is the online gradebook that students and parents should use to stay updated on coursework and grades. All of the student's current year grades as well as report cards are available through Progressbook. Parents and students can use the following link to log-in:

<https://pa.neonet.org/>

Questions concerning Progressbook can be directed to the TES Main Office at 330-633-4515.

REPORT CARDS/INTERIM REPORTS

Report cards will be sent home with students each quarter except for the last report card of the year, which will be mailed home. Interim report marks will be available via ProgressBook.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held during the first semester of each year.

THIRD GRADE READING GUARANTEE

Ohio's Third Grade Reading Guarantee is a program to identify students from kindergarten through grade 3 who are behind in reading. Tallmadge Elementary will provide help and support to make sure students are on track for reading success by the end of third grade. Students identified as 'not on track', based on universal assessment tools will be placed on a Reading Improvement Monitoring Plan (RIMP) which will outline classroom reading intervention support.

MTSS

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students.

INCLUSION

Tallmadge Elementary is an inclusive school 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.

GIFTED IDENTIFICATION

Students in grades 2 and 5 will be administered to CogAt assessment for the purpose of gifted identification. Tallmadge City Schools contracts the supports of a Gifted Consultant through the Summit County Educational Service Center. The District Gifted Consultant works to develop Written Education plans (WEP) for those students who qualify as gifted.

SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

PBIS

PBIS is a schoolwide systematic approach to embed evidence-based practices and data-driven decision-making to improve school climate and culture to achieve improved academic and social outcomes and increase learning for all students. PBIS encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish re-occurrences of challenging behaviors and teach appropriate behavior to students. PBIS is a framework that supports the needs and culture of the school by helping school personnel adopt and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. Implementation of locally selected interventions and systems will create positive behavioral outcomes for students and safe and supportive cultures in schools. These prevention-oriented programs help school personnel adopt and organize evidence-based behavioral systems into an integrated continuum that enhances academic and social behavior outcomes for all students. The administrators, teachers and students should choose the interventions and supports that will improve behaviors and enhance their unique culture.

The PBIS framework provides a continuum of behavioral intervention supports based on a three-tiered model or multi-tiered system of support (MTSS). The three-tiered framework provides for all students to receive behavioral instruction supports at the universal tier (Tier I). Building a universal set of clearly defined and positively stated behavioral expectations is the core of the process that applies to all students, all staff and all settings. The second level of the continuum (Tier II) focuses on at-risk students who need more than universal supports for behavioral success. PBIS provides interventions for this targeted group of students. The third level of support is individualized and intensive (Tier III) for students who need more personalized assistance. For the successful implementation and sustainability of this multi-tiered system of behavioral supports, a staff consensus and administrative support is essential.

SECTION VI - TRANSPORTATION, FOOD SERVICE, STUDENT HEALTH & WELLNESS

BUS TRANSPORTATION TO SCHOOL

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53CZ03C221>

The school provides bus transportation for all students eligible. The bus schedule and route is available by contacting the Bus Garage at 633-2215. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves it.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall: a.) be on time at the designated loading zone (5-10 minutes prior to scheduled stop); b.) stay off the road at all times while walking to and waiting for the bus; c.) line up single file off the roadway to enter; d.) wait until the bus is completely stopped before moving forward to enter; e.) refrain from crossing a highway until the bus driver signals it is safe; f.) go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall: a.) remain seated while the bus is in motion; b.) keep head, hands, arms, and legs inside the bus at all times; c.) not litter in the bus or throw anything from the bus; d.) keep books, packages, coats, and all other objects out of the aisle; e.) be courteous to the driver and to other bus riders; f.) not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall: a.) remain seated until the bus has stopped; b.) cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe; c.) the driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

MEAL SERVICE

[Nutrition Services Webpage](#)

The School participates in the National School Lunch Program and makes lunches available to students. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Parents and students are not permitted to order food to be delivered to the school for students at any time during the school day without specific written permission granted by the Principal. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the School's Free and Reduced-Priced Meal program are available in every school office, or online. You can also contact the Central Administration Building for additional information. **Breakfast is also available daily.**

DARE TO SHARE

Dare to Share is a community sponsored school program to assist families with supplemental food items on the days students are not in attendance. To sign-up, families can contact their student's school counselor.

COUNSELING SERVICES

Tallmadge Elementary School has multiple services available for students to manage any academic and social/emotional issue they might be experiencing. The school provides two School Counselors (assigned by grade level). School counselors offer short-term counseling but can offer referrals for families that are in need of long term care. In addition, the district contracts with Red Oak Behavioral Health. A School Based Therapist works within the building three days each week to work with students during the school day. If interested please contact your student's school counselor at 330-633-4515 for more information.

COMMUNITY RESOURCES

The school recognizes that our families need a connection to various resources and organizations. Community providers and programs covering a wide range of services are updated annually on our website. The updated list can be found at the following link: [COMMUNITY RESOURCES](#)

HEALTH & NURSING SERVICES

[Health & Nursing Services Webpage](#)

The district partners with Akron Children's Hospital to provide nursing and health services throughout the school year. Information concerning immunizations, medications and other healthcare related inquiries can be directed to the TMS Clinic.

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY53RB03C455>

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 Tallmadge Elementary office.

Immunization Requirements

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

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

SCREENINGS

Vision and hearing screenings will be conducted once per year and results will be communicated with families.

MEDICATION POLICY

Children are not permitted to bring medication to school. The medical assistants, 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.

VII. NON-DISCRIMINATION

EQUAL EDUCATION OPPORTUNITY

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, sex, 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, Shelley Monachino, Director of HR & Student Experience (330) 633-3291. 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.

SEXUAL HARASSMENT

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about -the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District’s Title IX Coordinator:

Title: Shelley Monachino, Director of HR & Student Experience
 Address: 486 East Avenue, Tallmadge, OH, 44278
 Phone number: 330-633-3291
 Email: monachino.shelley@tallmadgeschools.org

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

For purposes of this policy and the grievance process, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District’s education program or activity or
3. “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8) or “stalking” as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator’s contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District’s website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the

process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Grievance Process

For detailed information on the Grievance process as it pertains to Sexual harassment, please follow this link:

<http://go.boarddocs.com/oh/tcsoh/Board.nsf/goto?open&id=BY535603C008>

SPECIAL EDUCATION

Special Education Webpage

The Individuals with Disabilities Education Improvement Act (IDEIA) provides for a free appropriate public education for all individuals with disabilities between the ages of 3 and 21 in the least restrictive environment. Tallmadge's Office of Student Services oversees and provides a continuum of special education programs and services for all preschool and school age students.

We are committed to providing children with disabilities the best conditions for learning, while keeping in compliance with federal and state regulations. Our department fosters alignment with Ohio's Operating Standards, Content Standards and Performance Standards for Ohio's Schools.

The Special Education programs in Tallmadge ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes specially-designed instruction to meet their unique needs. We offer a continuum of services for students who have been determined eligible for specially designed instruction.

Continuum of Services

General Education Classes with Intervention Specialist Support or Co-Teaching

Collaboration/consultation/co-teaching services focus on the general education teacher and intervention specialist working together to best meet the needs of students with disabilities as well as students who are either "at-risk" or gifted. Students receive all instruction in the general education classroom. This setting also allows for individual or small group instruction within the classroom but also for short periods of time to be pulled out for more intensive instruction and intervention. All programming is individualized to meet student needs.

Resource Rooms

The Resource Room is a small group instructional setting that serves students with disabilities that require more intensive programming and supports. This setting offers a modified curriculum, following Ohio's Learning Standards Extended, which provides personalized options for students that are not offered in the general education classroom. Students are also included in the general education classroom as much as possible. Each building in the district houses one Multiple Disabilities Resource Room. There is also one Behavioral Support Classroom for students in grades 3-5 at Munroe Elementary.

Separate Facility

Separate Facilities are offered for Tallmadge students and are outside of the district. These are designed specifically for students with disabilities and are a more intensive, smaller group setting. Placement at a separate facility is an IEP team decision.

Home Instruction

This is a highly individualized education program provided at home to a child with a disability which prevents the child from attending a regular or special program even with special education supports.

Related Services

Tallmadge City Schools offers a wide variety of Related Services to qualifying students. These may include the following:

- Aide Services
- Audiological Services
- Behavior Consultant Services
- Deaf and/or Hard-of-Hearing Services
- Interpreter Services
- Occupational Therapy
- Orientation and Mobility
- Physical Therapy

- School Psychological Services
- Special Transportation
- Speech and Language Therapy
- Transition Services
- Vision Services

Child Find

[Child Find Brochure](#)

Child Find is the process of identifying, locating and evaluating all children from age three to twenty-one who may have a disability and be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify all children in the Tallmadge City School District who attend a public or non-public school in the district or who are homeless or wards of the state who may be in need of special education and related services.

A child with a disability is a child having a cognitive disability, hearing impairment, visual impairment, speech or language impairment, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities.

Parents, relatives, and concerned citizens are asked to assist the Tallmadge City School District find any child who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the Director of Student Services for Tallmadge City Schools at 330-633-3291 x 8203.

ENGLISH LEARNER (EL) PROGRAM

[English Learner Program Webpage](#)

Tallmadge City Schools EL program is an instructional program to help English Learners (ELs) do just that—learn English. It comprises a variety of instructional strategies and techniques to develop proficiency in Listening, Speaking, Reading, Writing and Comprehension. Our goal is to provide high-quality instruction in the English language, as well as appropriate modifications and accommodations in the mainstream classroom, so that English Learners may develop the second language skills necessary to successfully achieve academically and socially.

Kathleen Gallagher serves as the District EL Teacher and Mirjana Tolj serves as the District EL Tutor. They work directly with students who are identified as English Learners throughout the district and work hand in hand with classroom teachers and administrators to support and serve these students in and out of the classroom. They also assist the district in monitoring compliance with state and federal law regarding EL's and help to develop educational strategies and approaches to serve our students.

**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.